

REQUEST FOR PROPOSALS (RFP DOCUMENTS)

HIRING OF SECURITY SERVICES

(Sept 2023)



**CENTRAL POWER PURCHASING
AGENCY (GURANTEE) LIMITED**

SUBJECT: LETTER OF INVITATION

1. Central Power Purchasing Agency (CPPA), invites Technical and Financial proposals for the following assignment: -

**“Hiring of Security Services at Shaheen Plaza
Fazl-ul-Haq Road, Blue Area, Islamabad”**

2. Detail of the services is provided in the Terms of Reference. The Firm will be selected under the Selection Method: Quality & Cost Based Selection (QCBS) and procedures described in this RFP, in accordance with Public Procurement Regulatory Authority (PPRA) Rules of Consultancy Services Regulations 2004.

3. The RFP includes the following additional documents:

Section 1:	Instructions to Bidding Firms
Section 2:	Data Sheet for Bidding Firms
Section 3:	Scope of Services
Section 4:	General Terms & Conditions
Section 5:	Special Terms & Conditions
Section 6:	Technical Evaluation Criteria
Section 7:	Technical Proposal Form
Section 8:	Financial Proposal Form
Section 9:	Undertaking
Section 10:	Contract Agreement

4. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.
5. The Technical and Financial Proposals are to be submitted in separate sealed envelopes (Two Stage One Envelope) at following address **by 12th September, 2023 at 10:00 A.M;**

Manager (HR & Admin),
Central Power Purchasing Agency (Guarantee) Limited
(CPPA), 73-West, Shaheen Plaza, Faz-lul-Haq Road, Blue Area, Islamabad
Tel: 051 9216917

Section 1 Instructions to Bidders

A. Introduction

1. **Name of Company and address** 1.1 Central Power Purchasing Agency, 73-West, Shaheen Plaza, Fazlul-Haq Road, Blue Area, Islamabad
2. **Eligible Bidders (Mandatory)**
 - 2.1 Security and Exchange Commission of Pakistan (SECP) & General Sales Tax Registered.
 - 2.2 Certificate of Incorporation & National Tax Number Registered.
 - 2.3 Registered with “All Pakistan Security Agencies Association (APSAA)
 - 2.4 Year of Establishment of the firm i.e. minimum 13 years. Since registration with SECP (Proof to be provided)
 - 2.5 Proof of financial soundness from a scheduled bank accompanied with bank statement for the last one year.
 - 2.6 Valid Renewal from ICT Commissioner Office
 - 2.7 Valid Arm licenses of Islamabad or All Pakistan only
 - 2.8 Proper Office Setup in Islamabad.
 - 2.9 Valid ISO Certification (9001:2015), Security Management Services
 - 2.6 Readable copy of valid NOC issued by Ministry of Interior, Government of Pakistan
 - 2.7 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan
 - 2.8 Certificate ensuring that all security guards are paid monthly payment as per the labor law wage rate declared by Govt of Pakistan.
 - 2.9 Monthly contribution to EOBI & Social security of staff are where applicable are must (Provide evidence of payment of last six months to EOBI and Social security in accordance with company claim strength of guards in Islamabad).
 - 2.10 Undertaking on stamp paper that company has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.

3. Cost of Bidding & Bid Security (Earnest Money)

3.1 The bidding documents can be downloaded free of cost from www.cppa.gov.pk .

3.2 The Tenderer shall furnish the Bid Security (Earnest Money) a total sum equivalent to 5% of the Total Tender Price, in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of CPPAG. The Bid Security shall be forfeited by CPPA, on the occurrence of all/any of the following conditions:

- i. If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form;
- ii. If the Tenderer does not accept the corrections of his Total Tender Price.
- iii. If the Tenderer, having been notified of the acceptance of the Tender by CPPA during the period of the Tender validity, fails or refuses to provide the services.
- iv. If any information/document pertaining to Tenderer is found fake.
- v. The unsuccessful Tenderer will be returned the Bid Security only, after completion of technical & financial evaluation process. The Bid Security shall be returned to the successful Tenderer upon completion of the contract tenure.

B. The Bidding Documents

- 4. Content of Bidding Documents** 4.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- Instructions to Bidding Firms
 - Data Sheet for Bidding Firms
 - Scope of Services
 - General Terms & Conditions
 - Special Terms & Conditions
 - Technical Evaluation Criteria
 - Technical Proposal Form
 - Financial Proposal Form
 - Undertaking
 - Penalties
- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 5. Clarification of Bidding Documents** 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the CPPAG in writing at the mentioned address indicated in Bid Data Sheet (BDS). CPPAG will respond in writing to any request for clarification of the bidding documents which it receives not later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet.
- 6. Amendment of Bidding Documents** 6.1 At any time prior to the deadline for submission of bids, CPPAG, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by making amendment, without substantially changing nature of procurement.
- 6.2 All bidders that have purchased the bidding documents, from the CPPAG, will be notified of the amendment in writing which will be binding on them.
- 6.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, CPPAG, at its discretion, may extend the deadline for the submission of bids.
- 7. Language of Bid** 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and CPPAG shall be written in the language specified in the Bid Data Sheet.

- 8. Bid Form** 8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Services to be supplied, a brief description of the Services, quantity, and prices.
- 9. Bid Prices** 9.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Services it proposes to supply under the contract.
- 9.2 Prices indicated on the Price Schedule of all applicable taxes, prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.
- 9.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
- 10. Bid Currencies** 10.1 Prices shall be quoted in Pak Rupees.
- 11. Documents Establishing Bidder's Eligibility and Qualification** 11.1 Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 11.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the company satisfaction:
- (a) The Bidder meets the qualification criteria listed in the Technical Evaluation Criteria.
- 12. Period of Validity of Bids** 12.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening as prescribed by the company.

D. Submission of Bids

- 13. Sealing and Marking of Bids** 13.1 The Bidder shall seal the original copy of the bid in separate envelope, duly marking the envelopes as "ORIGINAL COPY." The envelopes shall then be sealed in an outer envelope.
- 13.2 The inner and outer envelopes shall:
- (a) be addressed to the Manager (HR&A) CPPAG at the address given in the Bid Data Sheet; and
- (b) bear the name indicated in the Bid Data Sheet, the Invitation for Bids title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet.

13.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

13.4 If the outer envelope is not sealed and marked as required the company will assume no responsibility for the bid's misplacement or premature opening.

14. Deadline for Submission of Bids

14.1 Bids must be received by the company at the address specified in the Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.

14.2 Company may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with PPRA rules.

15. Late Bids

15.1 Any bid received by the company after the deadline for submission of bids will be rejected and returned unopened to the Bidder.

E. Opening and Evaluation of Bids

16. Opening of Bids by the Company

16.1 Company will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/ attendance sheet evidencing their attendance.

17. Clarification of Bids

17.1 During evaluation of the bids, the company may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

18. Preliminary Examination

18.1 Company will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected.

18.3 Company may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

- 18.4 If a bid is not substantially responsive, it will be rejected by the company and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 Company will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 Company evaluation of a bid, further elaborated under Bid Data Sheet, will be inclusive of government taxes.
- 20. CPPAG Right to Accept any Bid and to Reject any or All Bids**
- 20.1 Company reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. which will not comply with the bidding process as per PPRA Rules.
- 21. Notification of Award**
- 21.1 Prior to the expiration of the period of bid validity company will notify the successful Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- 21.2 Letter of intent will be issued to successful bidders to further proceed for contract signing.
- 22. Contract Signing**
- 22.1 At the same time as the bidder have successfully submitted letter of intent and have submitted performance bond as per agreement will be notified for the time and date to sign the agreement.

23. Corrupt or Fraudulent Practices

23.1 Company observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the company:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Section 2

BID DATA SHEET

The following specific data for the Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

1. The Bidding Document		
1.1	Language of the Bid	English

4. Preparation of Bids		
2.1	The price quoted shall be	In Pak Rupees i.e. inclusive of all applicable taxes.
2.2	The price shall be	Fixed and must include all the Taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
2.3	Qualification & other requirements.	<p>The security firm will be responsible to provide security guards as per following requirements :-</p> <ul style="list-style-type: none">i. <u>Supervisor</u> :- A Retire JCO / Warrant Officer or equivalent of Armed Forces.ii. <u>Age Limit: 40 Years to 55 Yrs.</u>iii. <u>Education: Bachelor or Equivalent</u>iv. <u>Security Guard</u> : Ex-Armed forces Personv. <u>Age Limit : 30-45</u>vi. <u>Education : Intermediate or Equivalent</u>vii.viii. <u>Security Guard</u> : Young Civilian (with at least 2 years experience in a reputed security company)ix. <u>Age Limit: 25-35</u>x. <u>Education : Intermediate or Equivalent</u>

		<ul style="list-style-type: none"> xi. <u>Lady Searchers: Civilian or Ex-Armed forces (for civilian must have at least 5 years experience with reputed security company)</u> xii. <u>Age Limit: Max 50 (for armed forces) 35-40 (for civilian)</u> xiii. <u>Education : Intermediate or Equivalent</u> xiv. <u>Able to Read & Write English & Urdu.</u> xv. Discipline: No disciplinary entry in the record of service. xvi. All guards DOPE test to be shared with CPPA before guards deployment. xvii. Eligibility: Civilian & retired armed forces personnel are eligible (final selection decision lies with CPPAG). xviii. Height: 5'-7" (minimum) civilian & armed forces. xix. Service provider must have at least 10 active clients preferably at least one or two from power sector. xx. Security Firm should have preferably working experience with corporate/government offices etc. Preference will be given having experience with power sector. xxi. Total strength of Security guards should be more than 100 guards xxii. At least 40-50 weapons with license should be owned by the security company/firm (Updated list on company letter head to be attached with bid). xxiii. Pick and drop facility should be given to the guards by the company at its own (detail of vehicles should also be provided) xxiv. Corporate Office should be held in Rawalpindi/Islamabad. xxv. List of technical equipment, Communication facilities (Mobile Sets, Walkie talkies & Wireless sets) Metal Detectors, Walk through Gates and Explosive Detectors should be provided. xxvi. Security Training Certificates Mandatory for civilian guards proof to be provided upon demand. xxvii. Security Company should provide at least 5 satisfactory services/performance certificates from their existing active clients (preferably one from power sector). xxviii. Guards shall be on the payroll of Security Company, preferably on permanent slot, otherwise, in case of contractual employment, minimum period shall not be less than 1 year (documentary evidence to be provide before deployment).
--	--	--

2.4	Bid validity period	Bid should remain valid for 190 days from the closing date.
2.5	Number of copies	One in Original
2.6	Performance guarantee Bond	Performance guarantees Bond of Rs. 500,000/- will be submitted by the successful Security Firm, before signing of contract upon issuance of letter of intent, in shape of Bank Guarantee as prescribed in PPRA Rules.

3. Submission of Bids		
3.1	Address for bid submission.	Central Power Purchasing Agency, 73-West, Shaheen Plaza, Faz-lul-Haq Road, Blue Area, Islamabad, Ph: 051-9216917
3.2	Deadline for bid submission.	12th September, 2023 at 10:00 hrs.

4. Opening and Evaluation of Bids		
4.1	Time, date, and place for bid opening.	12th September 2023 at 11:00 hrs. Central Power Purchasing Agency, 73-West, Shaheen Plaza, Faz-lul-Haq Road, Blue Area, Islamabad, Ph: 051-921691
4.2	Criteria for bid evaluation Technical Criteria (70% weightage)	The bids will be evaluated on SINGLE STAGE TWO envelope method as per Rule 36(b) of Public Procurement Rules, 2004. Qualifying criteria for technical evaluation will be 70% of the total marks. Technical Evaluation Criteria is briefly provided in Technical Evaluation Sheet.
4.3	Financial Criteria (30% weightage)	The Financial bids of only technically qualified bidders shall be opened after technical evaluation (70% weightage). Quality and Cost Based Selection (QCBS) Method will be awarded, and the bidders who's aggregate score will be high shall be awarded the contract.
5. Award of Contract		
5.1	Award of Contract	The Bidders who's attains maximum marks (Technical + Financial) shall be awarded contract in accordance with Public Procurement Rules, 2004.

		a. If two or more bidders obtain equal marks in Technical proposal, then the contract will be awarded to the one with lowest financial bid.
--	--	---

Section 3: Scope of Services

3.1 Scope of Services of CPPAG: -

CPPAG shall:

1. Make payments to Service Provide on **Monthly** basis for services mentioned in Section 3.2
2. Implement Service Level Agreement and levy penalties in case of deficiencies in performance in accordance with the proposed terms of reference.
3. Ask Service Provider to increase quantity of Security Personnel by 25% and pay such increase/variation as per the agreement.

3.2 Scope of Services of Service Provider: -

The Service Provider Shall: -

- a. Provide, render and ensure Security Services as assigned by the Company on round-the-clock basis, 24 hours per day, 7 days per week including Sundays and Public holidays.
- b. The Service Provider shall provide safety and security at day and night for office premises, which is established at Shaheen Plaza Blue Area Islamabad, while its Service Provider responsibility to estimate the required number including reserve staff for 24 hours of duty.
- c. **The service should ensue all the guards deployed are properly covid vaccinated.**
- d. Security personnel will be working in **12 HRS shift time**.
- e. Be responsible for all acts done by the personnel engaged by him and shall remain polite and courteous to staff and visitors. Service Provider shall have trained staff properly to deal with the Security situation. Security personnel must be in proper uniform (**neat and clean shirt and trouser, red ribbon, DMS shoes, belt, name badge, white over sleeves, cap, company badge/logo, whistle etc**). Each Security personnel must be equipped with all theses.
- f. Ensure that all Security personnel are alert, punctual, physically fit, in good health, without physical/mental abnormalities and possess good physique, necessary skills, expertise and experience to satisfy requirements of security work.
- g. Be responsible to send replacement personnel immediately if the assigned personnel does not report on time or leaves earlier. Shall also ensure that no security personnel leave premises unless properly:
 - a. relieved by next personnel.
- h. Check visitors entering the CPPAG office. Shall also maintained a record of entry and leaving visitors on prescribed format/register.
- i. Ensure timely payment to security personnel, not later than 07 days from start of the month.
- j. Maintain record of movable items that are bring in or out from CPPAG Office.

- k. Safeguard movable and immovable property inside CPPAG office.
- l. Abide by all rules and regulations of CPPAG.
- m. To provide security cover for CPPAG vehicles parking areas (Cars / Bikes etc) /installation / sub offices / company events **within building or outside** & any other proposed etc.
- n. Replace any personnel engaged by him, if working is not found satisfactory by CPPAG.
- o. That Security personnel engaged by him and not below 25 years and above 55 years (**as per detail mentioned in section 2.3.**) of age. Minimum qualification for Security personnel shall be Matric.
- p. Abide by all laws as per Govt of Pakistan & pass by Ministry of Interior in provision of the Services including labor laws and weapons licenses etc.
- q. The contractor shall indemnify, CPPAG from all losses which may arise to CPPAG property (Official / personals or any other) during the execution of guarding services.
- r. To take appropriate action in case of emergencies like:-
- **FIRE Raising** of alarm and proper communication to Integral Fire Services and rescue services as required.
 - **FORCED ENTRY** will be promptly reported by the Security guard to the Admin Office of CPPAG for appropriate action. Failure to report shall be deemed as culpable negligence and shall be dealt with accordingly.
 - **LAW & ORDER SITUATION** will be promptly reported to the local police station, Admin Office of CPPAG and the Control Office of the Security Firm for appropriate action. All entry points will be closed under direction of the Admin Office.
 - **INJURIES.** Arrangements of immediate medical cover for any security person injured in the premises will be the direct responsibility of the Security Firm and CPPAG shall not be responsible what so ever for any loss, injury/death or damage to life/property of the security staff provided
 - **Liaison with Police:** Security supervisors will carry out regular liaison with local police and other law enforcing agencies for any security related problem/situation.

Section 4: GENERAL TERMS & CONDITIONS

The Service Provider should have all Pakistan licenses of Non-Prohibited Bore (NBP), Prohibited Bore (PB) (if any) & automatic weapons and will provide weapons to the security guards. No additional / separate charges will be paid by CPPAG Islamabad, in this respect.

- The Service Provider will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate at the time of posting at CPPAG Islamabad Office **(medical certificates to be provided before deployment)**.
- Similarly, the Service Provider shall provide background verification/character certificates / police report of each Security Personnel with verified antecedents **(certificates to be shared before deployment)**.
- Security Personnel provided by the Service Provider should not be less than 25 years and not more than 55 years of age. The guards should be well trained and capable enough to handle the situations.
 - During duty hours the Security personnel will be directly answerable to the, CPPAG Islamabad, Management.
 - During the contract, the firm will provide Security Services as per the contract agreement signed between CPPAG Islamabad and the Service Provider.
 - The contract will be initially for a period of **01 year** period, which can be extended further subject to satisfactory performance.
 - The contract can be terminated by either party on one (01) month notice period.
 - Availability of additional guards (if so required) will be ensured within 24 hours.
 - In case of leave guard replacement will be provided by service provider to make sure strength is complete all the time.
 - The procuring agency i.e. CPPAG Islamabad reserves the right to declare disqualified a firm/company if it finds, at any time, that the information

submitted was false and materially inaccurate stated in RFP document as prescribed by PPRA rules 2004.

- The Security firm shall provide services with initial strength of **16 Security personnel's including Armed/Unarmed Guards of Forces/Civilian (% discretion lies with CPPAG) on 24 hours basis in 2 shifts, with each shift comprising 12 hours**. The services shall be of sound professional quality and to the satisfaction of the client. Replacement of Guard(s) as and when requested, shall be provided immediately at no additional cost to the client.
- The security firm shall be solely responsible for payments to the security guards.
- The security company shall be solely responsible for acts of omission and or commission committed by the security guards.
- The client shall pay to the security firm sum of Rupees per each guard on monthly basis for services rendered. The client shall release payable amount to the security firm through a cross within 15 days after close of each month.
- This agreement shall be terminated at any time by either part by giving to other not less than 30 days prior notice in writing.
- In the event of any war, declared or undeclared enemy action hostiles, act of nature, or any other circumstances, which is beyond the control of Security Firm which cause the cessation of or substantial interference with performance of the services by Security Firm , such services shall be deemed to have suspended with effect from the date of such occurrence (to be notified in writing by the Security Firm to the client and the client shall not be liable to make the payment in respect of the period of such suspension and any sum already paid there under in respect of such period shall on be refunded forthwith by the Security Firm to the client who shall have the right to terminate this agreement forthwith.

Section 5: Special Conditions of Contract

- 1) **Initial contract shall be for one year** and may be extended further subject to satisfactory performance. Increase in service charges may be negotiated on renewal of contract after the completion of one-year contract period.
- 2) If the monthly sum hereby agreed to be paid by the client to the Security Firm or any part thereof shall remain unpaid beyond a period of thirty (30) days after the same shall have become due, the Security firm shall not be responsible beyond such date. The Security Firm shall be entitled to withdraw the security services beyond such date and shall further be entitled to claim the amount of the Security Company.
- 3) After theft or loss occurred to the premises of the client during the contract period shall be determined by a joint committee comprising one representative each from the client and Security Firm. In case of difference of opinion between the committee members, the matter shall be referred to an Arbitrator under the Arbitration Act, 1940.

Section 6: Technical Evaluation Criteria

Sr. No	Detailed	Range	Marks
1.	No of Guards on Company Permanent Payroll (Attach list)	More than 200: 05 Marks More than 100 and less than 200: 2 Marks	05 Marks
2.	List of Security Equipment's Offered free of cost (Mobile Sets Weapons, Metal Detectors, Walkie Talkies, Vehicle Mirrors, Wireless Sets, Torch, Whistles etc)		03 Marks
3.	No. of Weapons Valid Licenses (ICT or All Pakistan only)	Up to 50: 10 Marks 20 to 49: 05 Marks	10 Marks
4.	Ex-Forces Officers in Senior Management Team not below the rank of Majors in Regional Office Islamabad (Proof to be provided)	Upto 3: 10 Marks Upto 2: 5 Marks Below then 2 : 0 Marks	10 Marks
5.	Performance certificate from current clients & not older than year Jan-2019(Strength of guards provided to each client location/branch/region wise etc.)	More than 5 clients with above 10 Guards: 10 Marks More than 02 clients and less then 5 with 10 guards: 5 Marks	10 Marks
6.	Present current Number of Corporate Clients with not less than 12 guards, (list duly signed and stamped on letterhead along with contact person	10 or more with more than 12 guards : 05:Marks 05 or more with more than 12 guards : 03:Marks	05 Marks
7.	Financial soundness certificate from a scheduled bank and last one-year bank statement not later than 2022 (Marks subject to closing balance)		05 Marks
8.	Letter of Commitment on company letterhead for replacement time of staff	Replacement in less then 24 Hours: 05 Marks, With in 48 Hours: 02 Marks	02 Marks
9.	Medical/Fitness Certificate fresh not later than 2019 from a Govt hospital/dispensary/DHQ's/Forces hospital will be acceptable only	Marks will be given only properly compliance	10 Marks
10.	Security Guards Age Limit within 25 years to maximum 45 years (List with name date of birth on letter head		05 Marks
11.	Current Strength of Guards (Ex-Army only) on current payroll-Proof with name & rank to be provided	More than 300 guards: 10 Marks Less than 200 guards and more than 30 guards: 02 Marks 100	10 Marks
12.	Strength of Guards (Trained Civilians only) List of guards along with training certificate from National Police foundation or any other authorized training school will be acceptable authorized training institute to be provided on their letter head	200-300 guards: 10 Marks 100 to 199 guards: 05 Marks	10 Marks
13.	Recent Refresher training to all guards (not later than 2021		05 Marks
14.	Visit of Regional Office in Islamabad	<ul style="list-style-type: none"> • Procedure of Induction • Verification Process • Arsenal / Weapons • Training Department 	10 marks
Total Marks			100 Marks

Note:

Bidders are required to obtain minimum 70 marks out of 100 Marks. Bidders who's aggregate will be 70% of the technical criteria will be called for Financial Bid Opening. Bidders who will not qualify against technical criteria their financial bids will be returned unopened.

Section 7 Technical Proposal Submission Form

To,

Chief Executive Officer,

Central Power Purchasing Agency Guarantee Limited (CPPAG) Islamabad
73-West, Shaheen Plaza, Faz-lul-Haq Road, Blue Area, Islamabad.

Dear Sir:

1. We (Name and Address of the Tenderer), having read, understood and accepted the RFP/Tender Documents, including the Addendum (s), if any, offer to provide security services to CPPAG Islamabad in conformity with your Tender Notice dated _____ **2023** in _____ Newspaper and published subsequently on CPPAG/PPRA website.
2. We undertake that the Tender shall have a minimum validity period of **120-days** from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of the award of the tender.
4. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, a contract, until execution of the formal Contract.

Date this _____ day of **2023**

Yours Sincerely,

Authorized Representative: _____

Name & Title: _____

Name of Firm: _____

Mailing Address: _____

Note: The Tender Form should be on the letter head of the bidder.

Section 8

Financial Proposal Submission Form

To,

Chief Executive Officer,

Central Power Purchasing Agency Guarantee Limited (CPPAG) Islamabad
73-West, Shaheen Plaza, Faz-lul-Haq Road, Blue Area, Islamabad.

Dear Sir,

We, the undersigned, offer to provide security/guarding services to all employees of CPPAG Islamabad as well as to the office building / site situated at **Shaheen Plaza. Faz-lul-Haq Road, Blue Area** Islamabad in accordance with your Tender Notice dated _____ , **2023**. Our attached Financial Proposal is for the sum of [Insert separate amounts for each item / category in words and figures, if so required]. This amount is inclusive of the taxes but excluding Sales Tax on Services, which shall be levy on such services.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Bidding Document / Contract.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Financial Bid

Sr. No	Details of Service Charges	Armed Security Supervisor (Ex-Army) With Exemplary Service record (copy of service book to be attached)	Ex-Forces Armed Security Guard	Trained Civilian Un Armed Security Guard	Lady Searcher
1.	Per month Salary				
2.	Weapons				
3.	Uniform				
4.	EOBI				
5.	Life/Health Insurance				
6.	Social Security				
7.	Gratuity				
8.	GST				
9.	Other Allowances (Accommodation /Meal)				
10.	Total Liabilities				
11.	Service Charges				
12.	Total Monthly Bid Rate Per Person				
13.	Total Number of guards Required	01	07	07	01

Section 09

UNDERTAKING

As owner (s) of

M/s _____

It is certified that I/We:

- (a) Are provider of Security Services;
- (b) Accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- (c) Shall observe all the conditions and rules/ regulations framed by Government of the Pakistan for the purpose and shall provide security services as per specifications and the terms and conditions of this Document;

Signature and Stamp of the Bidder

Section 10

Penalties

Each non-compliance of the Scope of Services, Term and Conditions of the Contract will be penalized. The following penalties will be applicable and will be deducted from the monthly charge / invoice of the Service Provider: -

S.No	Violations	Penalty in PKR
1	Security Personnel not wearing proper Uniform or in Shabby conditions or untidy	Rs. 2000 per instance
2	Misbehaviour with staff or Visitors	Rs. 1000 per instance
3	Not carrying required weapons, detectors, wireless or whistle.	Rs. 500 per instance
4	Late arrival to duty	Rs. 200 per hour
5	Absence from duty	Rs. 700 per day
6	Late payment to staff	Rs. 1000 per day for delayed Days
7	Violation of labor laws	Rs. 4000 per violations
8	Laziness during duty	Rs. 200 per instance
9	Damage or loss to CPPAG Islamabad Property	Equal to the loss
10	Smoking in office	Rs. 1000 per instance
11	Violation of SOP issued by CPPAG Islamabad	Rs. 500 per instance
12	Not following instructions of CPPAG Islamabad authorized representatives	Rs. 500 per instance
13	Misuse of CPPAG Islamabad assets such as Air-conditioning etc, Light etc	Rs. 2000 per instance
14	Sleeping during duty	Rs. 2000 per instance
15	Any other violation of the Contract	Rs. 500 per instance
16	In case of theft loss / damage to any asset of employees or company	Full recovery