

# **TENDER DOCUMENT NO. 11/2026**

**BIDDING DOCUMENT**  
**FOR**  
**OUTSOURCING OF SECURITY SERVICES, CHOLISTAN UNIVERSITY OF**  
**VETERINARY AND ANIMAL SCIENCES, BAHAWALPUR**



**Cholistan University of Veterinary and Animal  
Sciences, Bahawalpur**

Procurement Cell, 1<sup>st</sup> Floor, Admin Block, CUVAS, Bahawalpur,  
Punjab, Pakistan Phone: (+ 92) (62) (9255731);

URL: [www.cuvas.edu.pk](http://www.cuvas.edu.pk)

**Important Note**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or attested certificates (if applicable) are liable to be rejected at the initial stage itself.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

## **This Document Contains**

- Part – I      Advertisement
- Part – II      Instructions to Bidders (ITB)
- Part – III     Preparation of Bids
- Part – IV      Specification of Bids
- Part – V      Technical Evaluation Criteria for Security Services
- Part – IV      Sample Forms
  - a.      Bidders Profile Form(Annexure - "A")
  - b.      Technical Bid Form (Annexure – "B")
  - c.      Undertaking for Financial Proposal (Annexure – "B")
  - d.      Financial Bid Document (Annexure – "D")
  - e.      Affidavit (Annexure – "E")
  - f.      Financial Bid, Financial Bid for Security Services (Annexure – "F")

**BIDDING DOCUMENT FOR HIRING OF SECURITY SERVICES**

**PART-I**

**INVITATION TO BIDDERS**

**TENDER NO. 11/2026**

1. Cholistan University of Veterinary and Animal Sciences, Bahawalpur invites bids from reputable security companies, with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax & Sales Tax) and duly registered with Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (EPADS) of PPRA for deployment of security personnel at CUVAS, Bahawalpur for a period of one year, further extendable to three years on satisfactory performance. The security companies must be on Active Taxpayers List of FBR and fulfills the eligibility criteria/ terms and conditions as per tender document.
2. Interested and eligible security companies / firms may submit their E-bids on E-Pak Acquisition and Disposal System (EPADS) i.e. <https://punjab.eprocure.gov.pk> of Public Procurement Regulatory Authority (PPRA) through Single stage Two envelop procedure under the PPRA Rules, 2004. Bidding documents containing detail terms and conditions, can be download from <https://eproc.punjab.gov.pk>, <http://ppra.punjab.gov.pk> and CUVSA website [www.cuvas.edu.pk](http://www.cuvas.edu.pk). Bids should be submitted electronically only through EPADS. Manual submission of bids is NOT allowed. For electronic bid submission, bidder(s) are requested to register at [www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk).
3. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by 27-08-2026 at 11:00 AM. Bids will be opened on the same day at 11:30 AM.

| <b>Sr. No.</b> | <b>Description</b>                             | <b>Estimated Cost (Rs.)</b> | <b>Bid Closing Date &amp; Time</b> | <b>Bid Security (Rs.) @ 5%</b> |
|----------------|------------------------------------------------|-----------------------------|------------------------------------|--------------------------------|
| <b>1.</b>      | Security Guard Services (Armed Security Guard) | 27,000,000                  | August, 27 2026 at 11:00 AM        | 1,350,000                      |

- Original Bid Security in the form of CDR/ Demand Draft / Pay Order along with original affidavit of Non-Black Listing must be submitted in an envelope (same will be submitted through online bid on E-PADS Portal) clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at:  
Procurement Cell, 1st Floor, Admin Block, Cholistan University of Veterinary and Animal Sciences, Bahawalpur, Punjab, Pakistan.
- Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. CUVAS, Bahawalpur shall not be held responsible for any issues thereof.
- Bid Validity will be 120 days.




## حکومت پنجاب

پنجاب پروکیورمنٹ ریگولیٹری اتھارٹی  
فری رجسٹریشن پیپرا ای پروکیورمنٹ سسٹم

### پبلک نوٹس

### ای پروکیورمنٹ سسٹم میں مفت اندراج

پنجاب PPRA نے پروکیورمنٹ کے عمل کو مکمل طور پر منظم کرنے کیلئے ایک جامع سافٹ ویئر تیار کیا ہے جسے (EPADS) ای پاک ایکوزیشن ڈسپوزل سسٹم کہا جاتا ہے۔ اس نظام کے تحت منصوبہ بندی سے لے کر معاہدہ کے اختتام تک کے عمل کو احسن طریقے سے مکمل کیا جاسکتا ہے۔ یہ سافٹ ویئر پنجاب میں بہت جلد لاگو کر دیا جائے گا۔ اس نظام میں شمولیت اختیار کرنے کیلئے تمام بڈرز، وینڈرز، سپلائرز، انفرادی کنسلٹنٹ، فرمز کو مطلع کیا جاتا ہے کہ وہ اپنی رجسٹریشن کے عمل کو دیے گئے لنک ([www.punjab.eprocure.gov.pk](http://www.punjab.eprocure.gov.pk)) پر مکمل کریں۔ رجسٹریشن کے مراحل کے بارے میں معلومات کے لیے پیپرا پنجاب کی ویب سائٹ ([ppra.punjab.gov.pk/e-procurement](http://ppra.punjab.gov.pk/e-procurement)) اور یوٹیوب چینل (<http://tiny.cc/punjabppra>) سے رہنمائی حاصل کریں۔ رجسٹریشن کے دوران دشواری کی صورت میں پیرتا جمعہ 10:00am سے 04:00pm تک درج ذیل ای میل ایڈریس اور نمبرز پر رابطہ کیا جاسکتا ہے۔

ای میل: [info.eprocurement@pitb.gov.pk](mailto:info.eprocurement@pitb.gov.pk)  
 رابطہ نمبرز: 0300-5970303، 051-9205728، 042-99202491

پنجاب پروکیورمنٹ ریگولیٹری اتھارٹی، T-304، قمر ڈھلورا، افلاح بلڈنگ دی مال روڈ لاہور۔

Bidding Documents are immediately available after date of publication. Cholistan University of Veterinary and Animal Sciences, Bahawalpur will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of E- bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from Cholistan University of Veterinary and Animal Sciences, Bahawalpur website <https://cuvas.edu.pk>, and website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk> & <https://punjab.eprocure.gov.pk>

### **Cholistan University of Veterinary and Animal Sciences, Bahawalpur**

Procurement Cell, 1<sup>st</sup> Floor, Admin Block, CUVAS, Bahawalpur, Punjab, Pakistan

Phone: (+ 92) (62) (9255731)

URL: [www.cuvas.edu.pk](http://www.cuvas.edu.pk)

### **Convener Purchase Committee**

Cholistan University of Veterinary and Animal Sciences, Bahawalpur

**PART-II****INSTRUCTIONS TO BIDDERS (ITB)****General Conditions:****1. Content of Bidding Document**

The hiring of security services, bidding procedures, contract terms and conditions are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents are included: -

- (a) Instructions to Bidders (ITB);
- (a) Specification of Bids;
- (b) Preparation of Bids;
- (c) Contract Forms;
- (d) General Conditions of Contract (GCC);
- (e) Special Conditions of Contract (SCC);
- (f) Technical Evaluation Criteria for Security Services;
- (g) Price Schedule / Financial Bid Template;

1.2 The procuring of security services, terms and conditions are prescribed in the bidding documents according to the labour and all federal and provincial prevailing laws. The "Invitation for Bids" may be part of Bidding Documents, as a reference only.

1.3 The bidder companies are 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 all respect shall be at the bidder's risk and may cause rejection of its bid.

**2. Source of Funds**

2.1 Funds are available with Cholistan University of Veterinary and Animal Sciences, Bahawalpur.

**3. Scope and Applicability**

3.1 To implement these rules shall apply to all public procurements made by all procuring agencies whether within or outside the Punjab.

**4. Cost of Bidding**

4.1 The bidder shall bear all expenses associated with the preparation and submission of its E-bid, and the Procuring Agency shall in no case be responsible or liable for those expenses, regardless of the conduct or outcome of the bidding process.

**5. Clarification of Bidding Documents**

5.1 A prospective bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at their address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing for clarification of the bidding documents, which should receive not later than 07 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective bidders that have received the bidding documents.

**6. Discriminatory and Difficult Conditions**

6.1 Save as otherwise provided, no procuring agency shall introduce any condition, which creates discrimination between bidder's companies. (As per PRA-34) **Explanation;** in

ascertaining the discriminatory or difficult nature of any condition, reference shall be made to the ordinary practices of those security services, trade business to which the particular procurement is related.

## **7. Amendment of Bidding Documents**

7.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder company may modify the bidding documents by amendment except specification of bids for hiring security services which should strictly be followed whatsoever.

7.2 All prospective bidders that have received the bidding documents shall be notified of the amendment in writing through post, courier, email or any other authentic source of communication and shall be binding on them. All prospective bidders must provide acknowledgement of amendment of bidding document.

7.3 In order to allow prospective bidders reasonable time in which to make the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.

## **8. Qualification and Disqualification of Bidders**

8.1 In the absence of prequalification, the Procuring Agency shall determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed, (Annexure "A").

8.2 The determination shall take into account the bidder's financial, technical capabilities. It shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder (Annexure "A"), as well as such other information as the Procuring Agency deems necessary and appropriate.

8.3 An affirmative determination shall be a pre-requisite for Award of Contract to the bidder. A negative determination shall result in rejection of the bidder's bid.

8.4 The Procuring Agency shall disqualify or blacklist a bidder if it finds, at any time, that the information submitted by him concerning his qualification as bidders was false inaccurate or incomplete, or otherwise to be indulging in corrupt and fraudulent practices as per rule 21 of Punjab Procurement Rules 2014.

## **9. Corrupt or Fraudulent Practices**

9.1 The Procuring Agency requires that all bidders company observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the procuring agency:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - II. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring agency, and includes collusive practice amongst bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the procuring agency of the benefits of free and open competition;
- b. Shall 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 and may disqualify or blacklist the bidders either indefinitely or for a stated period of time;
- c. Shall reject the bid which is to be awarded a contract or contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in acquiring or executing, a contract.

## 10. Blacklisting

10.1 The Punjab Procurement Rules (PPR), 2014 (Amended to date) under rule 21 shall be followed. (**NOTE:** *The decision for blacklisting shall be for period as the competent authority deems fit according to circumstances of each case. The letter for debarring the agency / individual will be published on PPRA website.*)

### **PART-III**

#### **PREPARATION OF BIDS FOR HIRING OF SECURITY SERVICES**

##### **11. Invitation for Bid**

11.1 The CHOLISTAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, BAHAWALPUR invites sealed tenders from the reputed security companies under the applicable laws for providing of security services.

##### **12. Methods of Procurement**

12.1 **Single Stage – Two Envelopes:** procurement procedure of the Punjab Procurement Rules, 2014 (Amended to date) will be adopted.

##### **13. Laws to Be Followed**

13.1 The Punjab Procurement Regulatory Authority Act of 2009, and Punjab Procurement Rules, 2014 (Amended to date) will be followed for the above procurement.

13.2 In compliance with prevailing labour laws inclusive "Minimum Wages Ordinance, 1961", "Minimum Wages of Unskilled Workers Ordinance, 1969" defined for 26 days 08 hours duty, per month and to necessitate the admissibility to the security staff likewise EOBI, PESSI/ESSI, group insurance apart from company service charges to fulfil the essential requirements of security companies' regulatory laws i.e. "The Punjab Private Security Companies (Regulations & Control) Ordinance 2002 (Act 2004)" & "Rules 2003". The Procuring Agency should follow these relevant laws / rules in true letter and spirit. If any bidder violates any law / rules or instruction issued by the government then its bid should be rejected. (As per PPR-55).

13.3 The Bidders must adhere to the minimum wage rates (notified by Labour & Human Resource Department), all applicable taxes (imposed by FBR / PRA / GST / any other government organization) and contributions (PESSI, EOBI) while preparing financial bid.

13.4 The service provider must abide by prevailing labour laws including but not limited to payment of Minimum Wage Rates, Social Security and EOBI to its employees concerning Security Services. The Procuring Agency reserves the right to seek proof/verification of PESSI and EOBI contribution deposit and social security cards to the personnel, if the same is being paid to the personnel, the failure which can lead to the Termination of the Contract and / or forfeiture of Performance Guarantee as per PPRA Rules (clarification No. L&M (PPRA)1-2(G)/17 dated 16-08-2021, clause regarding Social Security and EOBI each must be verified by the procuring agency and included in bidding document as a constant and mandatory requirement).

13.5 The financial bid shall be rejected as non-responsive if the quoted wages are lower than the minimum wage rate notified by the Government of the Punjab. Furthermore, the financial bid must comprehensively account for all applicable taxes and statutory contributions (e.g., EOBI, PESSI, PST and Income Tax etc.)

13.6 The Bidders must adhere to the Income Tax Ordinance, 2001 (153)(1-b) of Pakistan, the withholding tax (income tax and PST) on security guard services must be deducted from the gross invoice amount, not just the management fee or commission. No court orders shall be acceptable against Income Tax Ordinance, 2001 (153)(1-b) of Pakistan.

##### **15 Mode of Advertisement**

4. This procurement is being placed online. The bidding document can be downloaded from <https://eproc.punjab.gov.pk>, <http://ppra.punjab.gov.pk> and CUVSA website [www.cuvas.edu.pk](http://www.cuvas.edu.pk). Contact Details of the Procuring Agency

16.1 All prospective bidders, for any query, may contact the Procuring Agency through post, courier and e-mail or in person at the following address:

**Dr. Muhammad Moazam Jalees,**  
**Principal Security Officer,**  
**CUVAS, Bahawalpur.**  
**E-mail: [mmoazamjalees@cuvas.edu.pk](mailto:mmoazamjalees@cuvas.edu.pk)**  
**Tel: 0333-6502629**

## **17. Submission of Bid**

17.1 The Bids shall be submitted through PPRA EPADS. The deadline for Bid submission is as specified in the advertisement. Amount of Performance Guarantee is 10% of the contract amount. Bid validity period after opening of the Bid is: 120 Days.

Original Bid Security in the form of CDR/ Demand Draft / Pay Order along with original affidavit of Non-Black Listing must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at:

Procurement Cell, 1st Floor, Admin Block, Cholistan University of Veterinary and Animal Sciences, Bahawalpur, Punjab, Pakistan.

- a) The bidder / company should be evaluated as per attached "Technical Evaluation Criteria" (Annexure-"A"). The first part is based in terms of 17.2 "Details of Compulsory Documents" and the second part "Eligibility Criteria" is the marks basis, in which a bidder company should have to secure 60% marks or above as desired by the procuring agency. All required valid information and supporting documents must be attached accordingly otherwise the bid shall not be consider responsive.
- b) The bidder / company shall not bid below the minimum rates of wages for security services fixed by the provincial government, PESSI (Social Security) & EOBI (Employees Old-Age Benefits Institution) contributions, group insurance, company services charges and all the applicable federal, provincial taxes in its true letter and spirit. Missing or incomplete filling of all the subject columns of Financial Proposal will result in disqualification.
- c) Bids received other than specified mode (EPADS <https://eproc.punjab.gov.pk>); i.e. incomplete, unsigned, unstamped of its all pages should not be considered.
- d) If the procuring agency required any additional information from bidder / company for technical evaluation, it will be intimated through post, courier or e-mail well in time.
- e) The Financial bids of only qualified bidders may be downloaded and opened in the presence of committee members, tenderers or their representatives and on the financial proposal opening date.
- f) Financial Bid must be inclusive of all taxes, duties, levies, etc.

17.2 The bidder / company will be declared NON-RESPONSIVE due to non-submission of the following documents and his Financial Bid. In this case, the procuring agency has no right to accept or demand any missing document later on. ("Part – 1" of Annexure - "A")

- a. Bid security / earnest money in the form of CDR, date, name of issuing bank, branch and city along with TECHNICAL BID, (if applicable).
- b. Copy of Registration Certificate by Securities & Exchange Commission of Pakistan (SECP).
- c. Copies of NTN, PST (Provincial Sales Tax) Certificates or Active Tax Payer List (ATL) and Annual Report / Financial Statement showing EOBI, ESSI contribution prepared by Chartered Accountant Company / Firm.
- d. Copies of Registration Certificates of P ESSI (Punjab Employee's Social Security Institution) and EOBI (Employees Old-Age Benefits) registration certificate.
- e. No Objection Certificate (NOC) from Ministry of Interior, Government of Pakistan and valid license of operations issued by the provincial government concerned, if the company valid license of operations is expired and it is applied for further renewal, proof to be attached otherwise should be considered invalid.

- f. Company Annual Report / Financial Statement, prepared by Chartered Accountant Company / Firm.
- g. Copy of All Pakistan Security Agencies Association (APSAA) membership certificate for the current year. (*The Procuring Authority has the right to confirm the bidder company membership status from APSAA through email; [apsaa.khi@gmail.com](mailto:apsaa.khi@gmail.com)*)
- h. Undertaking on company letterhead that the company is not black-listed or barred by any Government / Semi-Government organization. *If any information / document found false / forged at any stage, the company shall be disqualified straightway by the procuring agency.*
- i. Attach detailed list of Arms / Weapons Licenses indicating bore in tabulated form.

17.3 If more than one FINANCIAL PROPOSAL is received at the same rate, then the firm that scored higher marks in the technical evaluation will be considered. If the financial proposal and technical evaluation marks are same than procuring Agency will *decide the matter through a toss.*

17.4 The bid must be uploaded on or before the date and time mentioned in the advertisement at the address given therein. Any CDR (bid security) received by Procuring Agency after the deadline prescribed in the advertisement will be rejected and returned unopened to such bidder. Moreover, delays in the mail/courier or delivery of a CDR to the wrong address shall not be accepted as an excuse for failure to deliver a CDR at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his DCR will be accomplished either in person, by messenger or by post or courier.

17.5 Upon request, acknowledgment of receipt of CDR will be provided to those, making delivery in person or by messenger.

17.6 The procuring agency may, at its discretion, extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of the Procuring Agency and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. (As per PPR-14)

## **18. Manner of Opening the Proposals**

18.1 The bids shall be downloaded and opened at a place and time given in the advertisement in presence of committee members, bidders or their authorized representatives who may like to be present.

## **19. Modification, Substitution and Withdrawal of Bids**

- i. Not allowed after deadline prescribed for submission of Bids.
- ii. Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security.

## **20. Language of the Bid**

20.1 Bid shall be prepared in English language and be submitted in hard copy form, as described in this bidding document.

## 21. Currency of the Bids

21.1 All monetary values quoted in the bid shall be in the Pak Rupees.

## 22. Bid Security

22.1 Prospective bidders / company are required to submit 5% Bid Security i.e. Rs. 1350000/- from the scheduled bank based on total estimated cost of one year i.e. Rs. 27,000,000/-, along with tender in shape of CDR or Demand Draft in favour of the Treasurer CUVAS, Bahawalpur. (As per PPR-27)

22.2 The bid security submitted by the successful bidders shall be released after Three- month satisfactory performance *or* it may be converted into performance guarantee, *if required by the procuring agency*. Bid security shall not be retained by the procuring agency more than three month in any circumstances either he desires to get the same or otherwise. Once the performance guarantee submitted to the procuring agency, the bid security will be released.

22.3 The bid security along with financial bids of the unsuccessful bidders shall be retained till the signing of contract or to decide the grievance filed by the bidder or may be returned subject to submitting affidavit on non-judicial paper or company letterhead, that he is satisfied with the proceeding of the procurement and he shall not challenge this process at any forum / Court. (As per rule 38(2)(vii) of PPR 2014, amended to date)

## 23. Performance Guarantee

23.1 A performance guarantee must be furnished by the "bidder / company" in shape of CDR, Bank Draft or Bank Guarantee not less than 10% of the total cost of the bid *amount (total cost for One Year)*. This will be released after completion of contract period or may be extended for another period till the expiry of this contract. (As per PPR-56)

23.2 Within Ten (10) Days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents.

23.3 Failure of the successful Bidder to comply with the requirement of ITB Clause shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14

## 24. Signing of Contract:

24.1 At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.

24.2 Under rule-63 of PPR-14, within Three Days (03) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

24.3 Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

## 25. A Bid Security May Be Forfeited

- i. If the bidder withdraws its bid during the completion of procurement process after the deadline of submission of the bids.

- ii. In case of successful bidder, if it fails within the specified time to furnish the necessary performance security for delivery of security services, sign the contract and achieve the financial close in case of default or any other reason mentioned in the bidding documents. (As per PPR-21)

## **26. Bid Validity**

26.1 Bids shall remain valid for a period of 120 days from the date of submission of the bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. (As per PPR-28)

26.2 During bid validity period, if the provincial government as and when notify to increase in minimum rates of wages for security services under the highly skilled, skilled and semi-skilled workers employed category, these rates should be increased accordingly.

26.3 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period by communicating reasons for such extension. Such extension shall be for not more than the period equal to the period of the original bid validity.

Bidders / company who, do not agree to an extension of the bid validity period shall be allowed to withdraw their bids. In case the bids have been opened and evaluated even in that case the non-willing bidder shall not be penalised and his bid shall be returned without forfeiting of bid security / any penalty.

## **27. Correction of Errors**

27.1 Bids determined to be substantially responsive will be checked by the Procuring Agency for any arithmetic errors which does not change the substance of the bids. Errors will be corrected by the Procuring Agency as follows:

- i. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- ii. The amount stated in the Form of Bid will be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected "Bid Price", his bid will be rejected.

## **28. Cost of Proposals**

28.1 The bidder / company shall bear all costs associated with the preparation and submission of the bid in response to this Bidding Document. Procuring Agency shall in no case be responsible or liable for these costs.

## **29. Confidentiality Issues**

29.1 Information relating to the examination, clarification, evaluation, comparison of bids, and recommendations for the award of a contract, shall not be disclosed to any bidder or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence Procuring Agency in processing of bids may result in the forthwith rejection of the bidder's proposal. Bidders authorize Procuring Agency to release any information that is reasonably required as part of the bid evaluation process, which would otherwise be prevented by Procuring Agency from releasing due to confidential nature of such information.

### 30. Due Diligence by Bidders

30.1 The information contained in this Bidding Document as well as any information appended hereto, is being supplied to the bidders for their guidance only and the bidders at their own discretion may or may not use the information for the purposes of developing their bids. Procuring Agency will not assume any responsibility or liability for completeness, accuracy or up-dating of such information. In this respect the bidders are requested to conduct their own due diligence involving their technical, financial and legal personnel to verify or develop their own assumptions for the purposes of bid development and submission. Potential bidders shall verify the accuracy, reliability and completeness of the information provided in this Bidding Document, however, as stated earlier they are entitled to perform due diligence and wherever necessary obtain independent advice from appropriate sources. Procuring Agency makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the project information. Each bidder shall conduct its own studies and analysis and is advised to collect and obtain any other information that may be necessary for evaluating the procurement and preparing the bid, at its own responsibility and cost. The bidders shall be deemed to have satisfied themselves before submitting their bids, as to the risks, contingencies and all other circumstances, which may influence or affect the project and subsequently their bids.

### 31. Procuring Agency Rights

31.1 In issuing this bidding document, procuring agency retains the following rights under PPR 2014 (amended to date):-

- i. Issuing an addendum to the bidding document, including extension or otherwise revising the timeline for submission of bids.
- ii. Requesting clarification and from the bidders at any point in the bidding process as per provisions of the PPRA and the rules made there under.
- iii. Executing contract with a bidder on the basis of original proposals and / or any other information submitted by the bidder during the bidding process.
- iv. Withdrawing, re-issuing, or modifying the bidding document or rejecting all proposals as may be deemed to be in the best interest of Procuring Agency and this information sent to all respective bidder along with their Call Deposit / Bankers Cheque, *if applicable*, through post or courier to all the respective bidders well in time. (As per PPR-35)
- v. The Procuring Agency reserves the right, at the time of award of the contract or during its execution, to increase or decrease the number of security personnel originally specified in the Schedule of Requirements without any change in the unit price or other terms and conditions.
- vi. In case of any dispute between the Procuring Agency and the Bidder, the matter shall be resolved in the manner prescribed under Rule 48 (Redressal of Grievances) of the Punjab Procurement Rules 2014.
- vii. The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as per Rule 35 of the Punjab Procurement Rules

### 32. Announcement of Evaluation Reports

32.1 A procuring agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten (10) days prior in writing to the respective bidder through EPADS/post/courier/e-mail, well in time before to the award of procurement contract. (As per PPR-37)

### **33. Redressal of Grievances**

- 33.1 After announcement of evaluation report by the procuring agency, any bidder feeling aggrieved after technical or financial, *in both conditions*, may lodge a written complaint not later than *ten (10) days*. Thereafter, the procuring agency shall constitute a committee comprising odd number of persons, with proper powers and authorizations to consider justification his entry into procuring contract, who will investigate upon the complaint within *fifteen (15) days* after receipt of the complaint. (As per PPR-67)
- 33.2 As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.
- 33.3 Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.
- 33.4 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.
- 33.5 Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 05 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- 33.6 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 33.7 The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

### **34. Re-Bidding**

- 34.1 If the Procuring Agency rejects all bids and promptly informed about the rejection of the bids to all bidders, it may call for a rebidding. (As per PPR-36)
- 34.2 If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders

### **35. Consequence of Submission the Bid**

- 35.1 The submission of a bid shall not, in any way, be deemed as a contract or confer any vested right to the bidder.

### **36. Award of Contract**

- 36.1 The Procuring Agency shall award the contract to the bidder whose bid has been technically declared qualified and is the lowest evaluated bid according to the evaluative criteria mentioned in the bid documents.
- 36.2 The Procuring Agency at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in service provider's, may require the service provider to

provide information concerning their professional, technical, financial, legal or managerial competence; Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

### **37. Notification of Award for Security Services**

37.1 Prior to expiration of the period of bid validity prescribed by the Procuring Agency will notify the successful bidder for security services in writing ("*Letter of Acceptance*" constitutes all conditions, specification for hiring security services, general and special) that bid of the "Contractor / Security Service Provider" has been accepted. Anyhow, this letter does not substitute of a contract and not a creationist right in favour of the bidder.

37.2 Prior to the expiration of the period of Bid validity, the Procuring Agency 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.

37.3 The notification of award will constitute the formation of the Contract.

37.4 Upon the successful Bidder's furnishing of the Performance Guarantee, the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security.

37.5 This notification of award and its acceptance by the bidder will constitute the formation of the contract, but not binding the Procuring Agency till signing of the formal contract. However, the Procuring Agency may withdraw the "Letter of Acceptance" prior to signing of the contract.

37.6 Upon furnishing by the successful bidder of a performance security / guarantee, the Procuring Agency will promptly notify that bid of other bidders have been unsuccessful and return their bid securities accordingly.

### **38. Limitations on Negotiations**

38.1 Save as otherwise provided there shall be no negotiations with the bidder company having emerged as lowest bidder or with any other bidder. However, after completion of procurement process in accordance with all applicable laws / rules the successful bidder may voluntarily offer rebate to the procuring agency for the goodwill gestures of welfare of the public at large. (As per PPR-57)

### **39. Single Complying Proposal**

39.1 Subject to rule 35, if one complying bid is received, the procuring agency may award the contract to the bidder company. (As per PPR-55A)

### **40. Mis-Procurement of Awards**

40.1 Any violation of these rules shall be treated as mis-procurement. (As per PPR-69)

### **41. Overriding Effect of PPRA Rules**

41.1 In case of any ambiguity in the process of procurement, the provisions of Punjab Procurement Rules 2014 amended time to time shall have overriding effect anything contained contrary in any other rules relating public procurement as authenticated by Finance Department vide its notification bearing No. FD(FR) 11-2/89 dated 06-12-2012 on delegation of Punjab Financial Powers Rules and PFR Vol. I.

### **42. Public Access and Transparency**

42.1 The procuring agency after award of contract shall make public all documents related to the evaluation of the bid and award of contract. Where the disclosure of any information related to the award of a contract is of proprietary nature or where the procuring agency is convinced

that such disclosure shall be against the public interest, it may withhold only such information from public disclosure subject to the prior approval of the Authority. (As per PPR- 66)

## 43. Applicable Law

43.1 This contract shall be governed by the laws of Islamic Republic of Pakistan and the courts of Punjab (Pakistan) shall have exclusive jurisdiction.

## **PART-IV**

### **SPECIFICATION OF BIDS FOR HIRING SECURITY SERVICES**

#### **44. Duration of Contract and Responsibilities**

44.1 The security services contract period shall be for one year, but may be extended for another one to three years (if required) on yearly basis with consent mutually of both the parties subject to satisfactory performance, to perform following duties.

- a. To check / control the entry / exit of visitors in the premises.
- b. To ensure strict check of luggage / consignments entering into the premises.
- c. To carry out duties pertaining unauthorized / dangerous / harmful entry of persons and luggage / consignment etc. in the premises.
- d. Watch & Ward the assets / installed equipment of CUVAS, Bahawalpur.
- e. Maintain the proper record / register of the visitors, Students and Employees at the Entry Gates.
- f. Ensure the safety of the students, Employees, Buildings and assets / installed equipment in the premises of the University.
- g. A company having liability towards the CUVAS Bahawalpur, the same shall not be eligible to bid for tender.

44.2 The bidder / company will provide efficient and trained **30 numbers of security guards including 04 Lady Security Guards and 02 supervisors with minimum height 5'-6" of 18 to 50 years preferable age (physically & morally fit for the job) as per laws.** Deployment staff must be literate, experienced and medically fit.

44.3 The bidder / company will initially be hired for period of 03 Months to monitor the efficiency and effectiveness of security cover provided by them and upon satisfactorily working the security services contract will be remain effective for One (01) year.

44.4 The bidder / company will pay the wages to the hired staff as per prevailing rules and laws and in case of failure he will be stand responsible for the consequences.

44.5 The Procuring Agency reserves the right to increase or decrease the number of security guards and supervisor at any stage during the contract period. The company is bound to provide services accordingly. Percentage for quantity increase or decrease is: 15%

44.6 In case of any absentee / illness or weekly rest / leave of any security guard, replacement will be provided by the contractor / company. The Procuring Agency will be the sole judge to deduct amount from the invoice / bill if the attendance of security employees is irregular / absent.

44.7 The bidder / company staffs are bound to check that, all stores, property of Procuring Agency is removed / taken out by any official / private person without a proper gate-pass issued by the Procuring Agency authorized officer, *if required by the Procuring Agency.*

44.8 The deployment of guards will be made absolutely under the instructions of procuring agency for the security of the installations. If any employee of the company is found violating prescribed duty or involved in any unwanted activity or misconduct, will be removed from the prescribed duty and its replacement will be provided by the security company accordingly within three days with the consultation of procuring agency's concerned office. The procuring agency will have the right to lodge complaint in police station concerned in case involvement of security guards in any crime is noticed, etc.

44.9 The bidder / company will provide Shot Guns / Rifle, Pistols in good and working condition plus ten (10) live rounds per arm and should maintain proper record / register of weapons and ammunition as per rules through their security supervisor.

44.10 The University will provide & maintain the Motor Cycle along with fuel to their deputed security supervisors for routine round / checking of the Security Point within the premises of the University.

#### **45. Legal Responsibilities of Both Parties**

45.1 The minimum rates of wages as and when notified by the provincial government for security services will also be effective simultaneously. Contribution charges regarding PESSI (Punjab Employees Social Security Institution) and EOBI (Employees Old-Age Benefits Institution) and all taxes should be adjusted. In future any tax revised / exempted or imposed by federal / provincial governments shall be adjusted / accepted by both parties as per relevant rules / laws.

45.2 Neither of the parties hereto shall be held responsible for any delay nor failure to perform any or all of the obligations imposed upon such party by case of "Force Majeure".

#### **46. Payment of Bills to the Security Company**

46.1 The bidder / company will submit its monthly bills along with attendance sheet duly verified by an authorized officer of Procuring Agency till 5<sup>th</sup> of each month for payment, payable through crossed cheque / pay order. Thereafter, Procuring Agency is bound to make prompt payments of this bill / invoice timely but not exceeding thirty (30) days. (As per PPR- 62)

46.2 The bidder will provide attested copies of monthly EOBI and PESSI deposit receipts (i.e., deposited bank challans and the corresponding employee registration list), along with valid proof of payment for all deployed staff, to the procuring agency on a monthly basis, and must be attached to the monthly invoice bill.

#### **47. Security Services Provider Responsibilities**

47.1 The bidder / company will provide the copies of CNIC / discharge book / certificate / Police verifications, medical certificate etc. of the security staff before / after their joining their duties. The bidder / company will also provide complete list of their employees, showing name, father name, CNIC#, Cell# and their residence address.

47.2 The bidder / company will provide prescribed uniform to each security staffs and display identification cards preferably computerized, with security features containing the name of the company, license number allotted to the company by the Licensing Authority, Name, CNIC# and photograph of the cardholder as per policy of the government.

*(See rule 9, Punjab Private Security Companies (Regulations & Control) Rules 2003)*

47.3 All the security staffs of the company should be in possession of proper navy-blue colour uniform stitched company logo / insignia on shoulders, cap with small size badge, belt and DMS boot / shoes. If any security staffs found with improper dress, they should be replaced by the security company immediately with new uniform and relevant items.

*(See rule 12, Punjab Private Security Companies (Regulations & Control) Rules 2003)*

47.4 The bidder / company shall provide the computerized duty roster of the security staff, Security Supervisor / Authorized Officer of Procuring Agency who will jointly maintain the attendance register of the security staff and also responsible to hand over the charge to the next relieving. Non-smoking security staff shall be detailed.

47.5 The bidder / company shall ensure courteous, helpful attitude of their security staffs towards general public and Procuring Agency staff. The security company will be responsible and answerable for the personal conduct of all its employees, if found involved in any illegal, immoral or criminal activity.

47.6 The bidder / company should deposit (ESSI) social security (@ unskilled & juvenile workers), EOBI (Employees Old-Age Benefits Institution) (@ employer share) contribution, group insurance at their end and maintain documents, cards of their staff and mention payments in its Annual Report / Financial Statement separately on receipt contribution through monthly bills. The Procuring Agency will neither be responsible for contributing money to the concerned institutions nor for any compensation in case of incidence or injury.

#### **48. Procuring Agency Responsibilities**

48.1 The Procuring Agency will provide various security posts with all-weather allied facilities for security personnel to perform their duties effectively in view of security threats.

48.2 The Procuring Agency on the written complaint lodged by the concerned staffs for payment of wages, may inspect and check disbursement of wages of each security staff to ensure implementation of labour laws deputed by the company.

48.3 The Procuring Agency may terminate the contract on violation of terms and conditions by giving one month notice and make the total payment of all outstanding bills of the company, before termination effective date.

48.4 To save the sensitive places, a few essential technical equipment to ensure safety measured as follows, from the bidder / company beyond his regulatory legal jurisdictions, but in the best interest of security hazard it may be provided with mutual consent of both the parties, on rent. Thereafter the procuring agency shall be bound to pay an equipment charges bill in addition to monthly services invoices separately for entire period of the contract but it should not be taken as a part of the bid.

- Hand Held Metal Detector / Whistle.
- Explosive / Mirror Detector for Cars.
- Torch (During Night Shift).
- Walk Through Gate.
- Any other expansive equipment.

**PART – V**

**TECHNICAL BID EVALUATION CRITERIA FOR HIRING SECURITY SERVICES**

| S#                                                                                   | Details of Compulsory / Mandatory Documents (Part – 1)                                                                                                                                                                                                                                |               |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1                                                                                    | Certificate of Company/Individual / Firm Registration/Incorporation under the laws of Pakistan.                                                                                                                                                                                       |               |
| 2                                                                                    | Valid Income Tax Registration Certificates (Status must be “ACTIVE” on closing Date)                                                                                                                                                                                                  |               |
| 3                                                                                    | Valid Punjab Sales Tax Registration Certificate (Status must be “ACTIVE” on closing Date)                                                                                                                                                                                             |               |
| 4                                                                                    | EOBI, Social Security (ESSI) valid Registration:                                                                                                                                                                                                                                      |               |
| 5                                                                                    | Annual Report / Financial Statement Prepared by Chartered Accountant Company / Firm:                                                                                                                                                                                                  |               |
| 6                                                                                    | Ministry of Interior, Government of Pakistan, NOC Letter:                                                                                                                                                                                                                             |               |
| 7                                                                                    | Home Department, Government of Punjab, NOC Letter:                                                                                                                                                                                                                                    |               |
| 8                                                                                    | All Pakistan Security Agencies Association (APSAA) Membership Certificate for the current year:                                                                                                                                                                                       |               |
| 9                                                                                    | Undertaking on Company letterhead that the company is not blacklisted or barred by any Government / Semi-Government organizations. If any information / document found false / forged, the company shall be disqualified straightway by the Procuring Agency.                         |               |
| 10                                                                                   | Organization within Pakistan must have three (03) years’ experience                                                                                                                                                                                                                   |               |
| 11                                                                                   | Minimum 3 Deployment for the same class of services and similar value of costing of above Rs.15.0 M (Purchase order Required) each with Govt. and Semi Govt. departments, Hospitals, Banks, Universities, Colleges, Housing Schemes and other private departments in last five years. |               |
| 12                                                                                   | The copy of the Bidding Document shall be duly signed, stamped on each page and submitted by the bidder.                                                                                                                                                                              |               |
| <b>Note: Verifiable documentary proofs for all above requirements are mandatory.</b> |                                                                                                                                                                                                                                                                                       |               |
| S#                                                                                   | Eligibility Criteria – Marks Basis (Part – 2)                                                                                                                                                                                                                                         | Maximum Marks |
| 1                                                                                    | Security Company Profile and Year of Establishment:<br><i>(Up to 3 years = 3, Up to 5 years = 5, Up to 8 years = 8, More than 8 years = 10 marks)</i><br>(00 Marks if no documentary evidence is provided).                                                                           | 10            |
| 2                                                                                    | Years since Registered with APSSAA (Updated certificate is mandatory)<br><i>(Up to 3 years = 2, Up to 5 years = 3, Up to 8 years = 4, More than 8 years = 5 marks)</i><br>(00 Marks if no documentary evidence is provided).                                                          | 05            |
| 3                                                                                    | Awards or Appreciation Certificates from clients, if any.<br>(Up to 5 No. = 02 Marks More than 05 = 5 Marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                    | 05            |
| 4                                                                                    | Arms / Weapons Licenses Details indicating bore in tabulated form (100 or more licensed held by Company) = 08<br>PTA Wireless Communications License (if any): = 02<br>(00 Marks if no documentary evidence is provided).                                                             | 10            |
| 5                                                                                    | Communication and facilities held by the Companies. (Mobile Set 10 No or more, Walkie Talkie 10 No. or more & Wireless Sets = 10 No or more)<br>(00 Marks if no documentary evidence is provided).                                                                                    | 05            |

|              |                                                                                                                                                                                                                                                                                                         |            |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 6            | Strength of Guards Ex-Army / Service Man:<br>(Up to 25 = 5, 26-40 = 8, More than 40 = 10 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                   | 10         |
| 7            | Strength of Guards Trained / Civilian:<br>(Up to 20 = 5, 20-50 = 8, More than 50 = 10 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                      | 10         |
| 8            | Chamber of Commerce & Industry Membership Certificate: = 03<br>ISO Standard Certifications (if any): = 02                                                                                                                                                                                               | 05         |
| 9            | List of clients with their locations and date / year of operation's: (one number on each reference, maximum 15 marks)<br><b>Govt. Organizations, Banks, Housing Schemes / Hospitals, School/College/Universities, Other Private Organizations</b><br>(00 Marks if no documentary evidence is provided). | 15         |
| 10           | Average Cash Flow in hand of Last Six months<br>(25 Lac = 03, 35 Lac = 04, more than 35 Lac = 05 Marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                           | 05         |
| 11           | Annual Turnover:<br>(Up to 20 million = 3, Up to 30 million = 4, More than 30 million = 5<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                         | 05         |
| 12           | Income Tax Return (Last 03 Years):<br>(One mark for each year, Maximum 3 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                                   | 03         |
| 13           | Audited Financial Reports (Last 03 Years):<br>(One mark for each year, Maximum 3 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                           | 03         |
| 14           | Cost of Relevant Projects in last five years (Minimum 3 Project)<br>Up to 20 million = 1, Up to 30 million 2, and More than 30 million = 3<br>(Maximum 03 marks for each project, and Maximum 9 Marks)<br>(00 Marks if no documentary evidence is provided).                                            | 09         |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                         | <b>100</b> |

## Important Information:

1. The bidder company should attach all supporting documents against details as mentioned above. The first part is based in terms of 17.3 and the second part is the marks basis, a bidder company should have to secure 60 marks (or above as desired procuring agency) otherwise the bid shall not be considered responsive and his Financial Bid will be returned **Un-Opened**.
2. Under Public Procurement Regulatory Authority (PPRA) guidelines, bid documents must be sequentially numbered (each page of the bid should be properly numbered), signed, properly indexed, and securely bound to prevent tampering or loss of documents
3. If the company valid license of operations is expired and it is applied for further renewal proof to be attached otherwise should be considered invalid.
4. A bidder company do not add any additional provincial operational licenses where the services are not required. No marks will be given for additional provincial licenses.
5. Bids received other than specified mode; i.e. EPADS, without proper compiling, incomplete, unsealed, unsigned, unstamped of its all pages should not be considered. As per 17.1(d)

## METHOD OF SELECTION:

1. A bidder, based on conditions listed above, not meeting the 60% pass marks limit or do not fulfil the mandatory requirement will be rejected in Technical Evaluation. The Financial proposal of only successful bidders shall be opened.
2. The security services contract will be awarded to the bidder whose financial bid is lowest.

**Seal and Signature of Security Company**

**PART – VI**

**SAMPLE FORMS**

**Annexure "A"**

**BIDDER PROFILE FORM**

*[To be signed & stamped by the Security Company and reproduced on the letter head To be attached with Technical Bid]*

|                                                |         |                |
|------------------------------------------------|---------|----------------|
| <b>1. Name of the Company</b>                  |         |                |
| <b>2. Registered Office Address:</b>           |         |                |
| National Tax Number: (attached copy)           |         |                |
| Sales Tax Registration Number: (attached copy) |         |                |
| PRA Tax Number: (attached copy)                |         |                |
| Professional Tax Number: (attached copy)       |         |                |
| Office Telephone Number:                       |         | Mobile No.:    |
| Fax Number:                                    |         | Email Address: |
| Website Address:                               |         |                |
| <b>3. Contact Person</b>                       |         |                |
| Name:                                          |         | Designation:   |
| Personal Telephone No.                         |         |                |
| Email Address:                                 |         |                |
| Local Office if any:                           |         |                |
| Address:                                       |         |                |
| Office Telephone No.                           | Fax No. | Mobile No.     |

- a) Audited Financial Statement Attachment / Income Tax Return (Last 03 years) Yes / No
- b) EOBI, Social Security (ESSI) registration Yes / No
- c) APSAA Registration Current Year Yes / No
- d) NOC for Home Department, Govt. of Punjab Yes / No

e) Detail of Experience (Last 05 Years):

| 1 | Similar Project<br>(Agency / Department)                   | Year of Contract | Amount Rs. |
|---|------------------------------------------------------------|------------------|------------|
|   |                                                            |                  |            |
|   |                                                            |                  |            |
|   |                                                            |                  |            |
| 2 | Value of Total projects / Tenders / POs (Total Amount Rs.) |                  |            |

**Seal and Signature of Security Company**

**Annexure "B"**

**Technical Bid Form**

[To be signed & stamped by the Bidder and reproduced on the letter head]

[To be attached with Technical Bid]

**Insert Details of Technical Offer Here**

**Stamp & Signature of Bidder** \_\_\_\_\_

**Annexure "C"**

Technical Bid Document

**(DECLARATION CUM UNDERTAKING ON STAMP PAPER OF PKR. 500 TO THE PRINCIPAL SECURITY OFFICER CUVAS BAHAWALPUR)**

Dated: \_\_\_\_/\_\_\_\_/2024

To,

**The Principal Security Officer,**  
Cholistan University of Veterinary  
and Animal Sciences, Bahawalpur

**Subject: - Hiring of Security Services at CUVAS, Bahawalpur**

Dear Sir,

We M/S \_\_\_\_\_, having office located at \_\_\_\_\_,

hereby take an oath that we completely read and fully understand the TOR of the Tender Document, and we shall maintain an environment that is conducive for the visitors, students and employees of the University. We declare that we have not given any false/fake information/document to Principal Security Officer office in the Tender Document. In case of false / fake information CUVAS Bahawalpur reserves the right to initiate legal proceedings against my firm as per rules & laws or shall be at liberty to penalize the firm as per the provisions of Regulation / decided by the Competent Authority.

We also undertake that we will abide by the terms and condition as laid down in the Tender Document, Contract Agreement and further Directions / Instruction issued in future by the competent authority of the University. I agree & understand that if CUVAS Bahawalpur finds violation of any of these rules, The CUVAS Bahawalpur has right to terminate the contract by giving Two month notice and make the total payment of all outstanding bills of the company after deducting penalties / recovery if any, before termination.

\_\_\_\_\_  
(Seal & Signature of Security Company)

**Witness-01:**

Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Witness-02:**

Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Annexure "D"**

(TO BE SUBMITTED BY THE SECURITY COMPANY ON THEIR LETTER HEAD)

Financial Bid Documents

Date \_\_\_\_\_

**The Principal Security Officer,**  
Cholistan University of Veterinary and  
Animal Sciences (CUVAS), Bahawalpur

Subject: - **Financial Bid for Hiring of Security Services at CUVAS Bahawalpur**

Dear Sir,

We hereby offer to execute the above services for the total of Amount of Rs. \_\_\_\_\_ (in word of Rupees: \_\_\_\_\_ per month) according to the prevailing and approved minimum rates of wages per month as notified by the Government of the Punjab, with the labour laws and all applicable taxes accordingly. Detail is as below.

The 5% earnest money amount of Rs. \_\_\_\_\_ in favour of **Treasurer CUVAS Bahawalpur** issued by the \_\_\_\_\_ Bank under \_\_\_\_\_ on dated \_\_\_\_\_ is enclosed herewith.

It is hereby certified that the security company has prepared the bid according to the tender documents instructions; the copy of relevant minimum wage notification is attached herewith and insurance charges, PESSI @ unskilled & juvenile workers and EOBI (employer share) contribution rates are mentioned therein.

The competent authority may reject this financial bid due to incomplete tender document's terms and conditions.

\_\_\_\_\_  
(Seal & Signature of Security Company)

## Contract Form

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between CUVAS, (hereinafter called "the Procuring Agency") on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") on the other part:

**WHEREAS** the Procuring Agency invited Bids for Security Services at CUVAS and has accepted a Bid by the Service Provider for the supply of those services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. the Bid Form and the Price Schedule submitted by the Bidder;
  - b. the Schedule of Requirements;
  - c. the Scope of Services;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract; and
  - f. the Procuring Agency's Notification of Award.
  - g. the Performance Bank Guarantee
  - h. Complete Bidding document
  - i. Any other document deemed necessary by the Procuring Agency.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/ Deployment Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.\

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Service Provider)

## **Affidavit**

[To be printed on PKR 100 Stamp Paper, duly attested by Oath Commissioner.]  
[To be attached with Technical Bid]

Name: \_\_\_\_\_  
(Bidder)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by the procuring agency, at any time, deems it necessary. The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the CUVAS deemed necessary to verify this statement regarding my (our) competence and general reputation. The undersigned understands that we have to comply with the Minimum Wage Rate Notification of the Government of the Punjab and shall pay the personnel accordingly. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the CUVAS. The undersigned further affirms on behalf of the firm that:

- i. We have not been blacklisted by Procuring Agency / Authority.
- ii. We have provided authentic documents/photocopies with our Bid. In case, any fake/bogus document is found at any stage, the firm shall be blacklisted as per Law/ Rules.
- iii. We declare that information contained in our bid is correct.
- iv. We shall have sufficient amount/bank balance to pay the salaries of our staff for a period of three months at least in case of delay of payment from the hospital.

[Name of the Bidder/ Service Provider] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

(TO BE SUBMITTED BY THE SECURITY COMPANY ON THEIR LETTERHEAD)

**Annexure "F"**

**Financial Bid**

**[To be signed & stamped by the Bidder and reproduced on the letterhead]  
[To be attached with Financial Bid]**

**SECURITY SERVICES FOR CUVAS**

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

GST Registration No. (if applicable)

PESSI/ IESSI Registration No.

EOBI Registration No.

Total Amount on monthly basis (PKR) as per Financial Bid Form:

Total Amount on annual basis (PKR) as per Financial Bid Form:

Sign:

Designation:

Stamp:

(TO BE SUBMITTED BY THE SECURITY COMPANY ON THEIR LETTERHEAD)

Annexure "F"

## Financial Bid Form for Security Services

[To be signed & stamped by the Bidder and reproduced on the letterhead]

[To be attached with Financial Bid]

### SCHEDULE OF PRICES

#### Hiring of Security Services at CUVAS, Bahawalpur

| Staff                                                                        | Quantity | Monthly Wage (Rs.) | PESSI/ IESSI | EOBI | Management Cost per worker | PST | Rate (PKR) per worker per month | Total Cost (in PKR) for one month |
|------------------------------------------------------------------------------|----------|--------------------|--------------|------|----------------------------|-----|---------------------------------|-----------------------------------|
| Security Supervisors/ Guards (Ex- Service Man from Army only) <b>(Armed)</b> | 02       |                    |              |      |                            |     | =A                              | 1*A=B                             |
| Security Guards (50% Ex-Service Man & 50% Trained Guards) <b>(Armed)</b>     | 34       |                    |              |      |                            |     | =C                              | 34*C=D                            |
| Lady Security Guards (Trained Guards) <b>(Armed)</b>                         | 04       |                    |              |      |                            |     | =E                              | 04*E=F                            |
| <b>Total Amount per Month (in Pak Rs.)</b>                                   |          |                    |              |      |                            |     |                                 | B+D+F=G                           |
| <b>Total Amount per Year (in Pak Rs.)</b>                                    |          |                    |              |      |                            |     |                                 | G*12=H                            |

Rupees in words: \_\_\_\_\_

**NOTE:** Please read carefully before filling of above-mentioned columns. **Missing or Incomplete filling of all the subject columns should not be considered in the Bid**

- The cost incurred on account of minimum wage shall not be less than Minimum Wage Rate as per Govt. official notification; the contract price based on minimum wage rates shall be adjusted on prorated basis by the procuring agency.
- The lowest evaluated bidder will be determined on the basis of aggregate of Management Cost as the other costs are fixed for all the bidders.
- Minimum rates of wages as and when notified by the provincial government for security services will effect on social security (@ unskilled & juvenile workers rate) and EOBI (@ employer share) contribution inclusive all applicable taxes simultaneously. In future any tax revised / exempted or imposed by federal/ Provincial governments shall be adjusted / accepted by both parties as per relevant rules / laws.
- The financial evaluation of a Bid will be on the basis of form of Price Schedules / Financial Bid Form to be decided by the Procuring Agency, inclusive of all prevailing taxes, duties, fees along with observance of minimum wage rates, contributions of PESSI, EOBI, etc.
- Missing, overwriting / corrected with fluid or incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in **disqualification**.
- Rates mentioned in the break up cost should be inclusive of all taxes, fees, duties & levies applicable of Punjab, Pakistan.
- The monthly expenditures as mentioned above include all the security guards / supervisors, uniforms, patrolling vehicle, arms and ammunition, other security equipment charges as well as government taxes as per terms and condition of the documents/contract.

\_\_\_\_\_  
(Seal & Signature of Security Company)

**TECHNICAL BID EVALUATION SHEET**

| S#                                                                            | Details of Compulsory / Mandatory Documents (Part – 1)                                                                                                                                                                                                                                | Page No.      | Yes / No |                |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|----------------|
| 1                                                                             | Certificate of Company/Individual / Firm Registration/Incorporation under the laws of Pakistan.                                                                                                                                                                                       |               |          |                |
| 2                                                                             | Valid Income Tax Registration Certificates (Status must be “ACTIVE” on closing Date)                                                                                                                                                                                                  |               |          |                |
| 3                                                                             | Valid Punjab Sales Tax Registration Certificate (Status must be “ACTIVE” on closing Date)                                                                                                                                                                                             |               |          |                |
| 4                                                                             | EOBI, Social Security (ESSI) Registration:                                                                                                                                                                                                                                            |               |          |                |
| 5                                                                             | Annual Report / Financial Statement Prepared by Chartered Accountant Company / Firm:                                                                                                                                                                                                  |               |          |                |
| 6                                                                             | Ministry of Interior, Government of Pakistan, NOC Letter:                                                                                                                                                                                                                             |               |          |                |
| 7                                                                             | Home Department, Government of Punjab, NOC Letter:                                                                                                                                                                                                                                    |               |          |                |
| 8                                                                             | All Pakistan Security Agencies Association (APSAA) Membership Certificate for the current year:                                                                                                                                                                                       |               |          |                |
| 9                                                                             | Undertaking on Company letterhead that the company is not blacklisted or barred by any Government / Semi-Government organizations. If any information / document found false / forged, the company shall be disqualified straightway by the Procuring Agency.                         |               |          |                |
| 10                                                                            | Organization within Pakistan must have three (03) years’ experience                                                                                                                                                                                                                   |               |          |                |
| 11                                                                            | Minimum 3 Deployment for the same class of services and similar value of costing of above Rs.15.0 M (Purchase order Required) each with Govt. and Semi Govt. departments, Hospitals, Banks, Universities, Colleges, Housing Schemes and other private departments in last five years. |               |          |                |
| Note: Verifiable documentary proofs for all above requirements are mandatory. |                                                                                                                                                                                                                                                                                       |               |          |                |
| S#                                                                            | Eligibility Criteria – Marks Basis (Part – 2)                                                                                                                                                                                                                                         | Maximum Marks | Page No. | Marks Obtained |
| 1                                                                             | Security Company Profile and Year of Establishment:<br>(Up to 3 years = 3, Up to 5 years = 5, Up to 8 years = 8, More than 8 years = 10 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                  | 10            |          |                |
| 2                                                                             | Years since Registered with APSSAA (Updated certificate is mandatory) (Up to 3 years = 2, Up to 5 years = 3, Up to 8 years = 4, More than 8 years = 5 marks)<br>(00 Marks if no documentary evidence is provided).                                                                    | 05            |          |                |
| 3                                                                             | Awards or Appreciation Certificates from clients, if any. (Up to 5 No. = 02 Marks More than 05 = 5 Marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                       | 05            |          |                |
| 4                                                                             | Arms / Weapons Licenses Details indicating bore in tabulated form<br>(100 or more licensed held by Company) = 08<br>PTA Wireless Communications License (if any):= 02<br>(00 Marks if no documentary evidence is provided).                                                           | 10            |          |                |

|              |                                                                                                                                                                                                                                                                                                         |            |  |  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|--|
| 5            | Communication and facilities held by the Companies.<br>(Mobile Set 10 No or more, Walkie Talkie 10 No. or more & Wireless Sets = 10 No or more)<br>(00 Marks if no documentary evidence is provided).                                                                                                   | 05         |  |  |
| 6            | Strength of Guards Ex-Army / Service Man:<br>(Up to 25 = 5, 26-40 = 8, More than 40 = 10 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                   | 10         |  |  |
| 7            | Strength of Guards Trained / Civilian:<br>(Up to 20 = 5, 20-50 = 8, More than 50 = 10 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                      | 10         |  |  |
| 8            | Chamber of Commerce & Industry Membership Certificate: = 03<br>ISO Standard Certifications (if any): = 02                                                                                                                                                                                               | 05         |  |  |
| 9            | List of clients with their locations and date / year of operation's: (one number on each reference, maximum 15 marks)<br><b>Govt. Organizations, Banks, Housing Schemes / Hospitals, School/College/Universities, Other Private Organizations</b><br>(00 Marks if no documentary evidence is provided). | 15         |  |  |
| 10           | Average Cash Flow in hand of Last Six months<br>(25 Lac = 03, 35 Lac = 04, more than 35 Lac = 05 Marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                           | 05         |  |  |
| 11           | Annual Turnover:<br>(Up to 20 million = 3, Up to 30 million = 4, More than 30 million = 5)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                        | 05         |  |  |
| 12           | Income Tax Return (Last 03 Years):<br>(One mark for each year, Maximum 3 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                                   | 03         |  |  |
| 13           | Audited Financial Reports (Last 03 Years):<br>(One mark for each year, Maximum 3 marks)<br>(00 Marks if no documentary evidence is provided).                                                                                                                                                           | 03         |  |  |
| 14           | Cost of Relevant Projects in last five years (Minimum 3 Project)<br>Up to 20 million = 1, Up to 30 million 2, and More than 30 million = 3 (Maximum 03 marks for each project, and Maximum 9 Marks)<br>(00 Marks if no documentary evidence is provided).                                               | 09         |  |  |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                         | <b>100</b> |  |  |

Qualified for Financial Bid: Yes / No

**Convener Purchase Committee**  
Cholistan University of Veterinary  
and Animal Sciences, Bahawalpur