



THE URBAN UNIT

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

**URBAN SECTOR PLANNING & MANAGEMENT
SERVICES UNIT (PRIVATE) LIMITED**



**TENDER DOCUMENT
FOR HIRING OF SECURITY SERVICES AT
SUKKUR
(Single Stage One Envelop)**

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2016-17/ 81

**Tender Document Price Rs:1,000/-
(One Thousand Only)**

Sign & Stamp of bidder



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Sign & Stamp of bidder



TERMS & CONDITIONS

Urban Sector Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or "Client"*) invites sealed bids from eligible and experienced income tax & sales tax/PRA registered firms / companies (*hereinafter referred to as "Bidder"*) for the specified security services at its office located in **Sindhi Housing Society, Air Port Road, Sukkur** as per Annex-A (*hereinafter referred to as "Services"*).

1. General:

1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:

- a) received without bid security
- b) it is received after the time and date fixed for its receipt
- c) not signed & stamped by authorized person on each page of tender document
- d) the offer is ambiguous
- e) the offer is received by fax or e-mail
- f) the offer is from a black listed firm
- g) offer received with shorter validity than required
- h) the offer is not conforming to specifications indicated in the tender documents
- i) the offer / quoted rates are furnished other than the tender documents
- j) any additional terms & conditions added by the bidder
- k) any conditional offer

1.2 Only Income & Sales tax/PRA registered firms / companies are eligible to participate in the tender.

1.3 Bid will remain valid for a period of 90 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be.

1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.

1.5 Bidders shall participate for complete services at Annex-A. Partial bidding is not allowed.

1.6 Agreement(s) will be signed with the lowest bidder(s) as per detailed at Annex-A.

1.10 The bidder must indicate their National Income Tax No. / Sales Tax No.

1.11 Offered rates will be on the basis of security services at Sindhi Housing Society, Air Port Road, Sukkur as detailed at Annex-A and shall be inclusive of all taxes.

1.12 Agreement will be signed by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.

1.13 The Urban Unit may increase or decrease the scope of services under Punjab Procurement Rules.

2. Time Period:

Agreement will be signed for a period of one year initially extendable with the mutual consent of both parties.

3. Cancellation / Penalty of Delay:

3.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ 0.5% of total cost per week maximum up to 10% of total value of order will be imposed.

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- 3.2 The services will be inspected by The Urban Unit through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex – A and The Urban Unit will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and fixation.
4. **Payment to Security Agency:**
- 4.1 Payment will be made through crossed cheque to the agency against invoice at the end of the month within 30 days. No payment will be made as advance.
- 4.2 Agency will submit attendance sheet of guards verified by the Office Manager at duty place with the invoice.
- 4.2 Payment against partial services will not be made.
5. **Bid Security:**
- 5.1 Bid security of Rs.30,000/- shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Urban Sector Planning & Management Services Unit (Pvt.) Limited.
- 5.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the agreement whereas the bid security of successful bidder shall be refunded on completion of agreement period/end of agreement.
- 5.3 The bid security shall be forfeited if:
- The offer is withdrawn, amended or revised.
 - The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document.
6. **Deduction of Taxes:**
- Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.
7. **Dispute:**
- In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules.
8. **Evaluation Criteria:**
- The Security Agency will provide information along with tender about the following:
- Company profile and professional experience
 - List of satisfied customers / companies along with their addresses and contact numbers / contact persons
 - Copies of tax registration certificate
 - Authorization from Home Department
9. **Bid / Tender opening procedure:**
- As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.
10. **One Person One Bid**
- In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
 - If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

Sign & Stamp of bidder



11. Security services' terms & conditions:

- a. The Security Agency will provide 02 Security Guards on 12 hours shift each for 24 hours and they will perform the duties, tasks and works pertaining to the establishment and maintenance of an effective and reliable security services at the premises.
- b. The Security Agency will ensure that its personnel perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required in their profession. The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- c. The Security Agency will provide medically fit & duly verified Security Guards.
- d. Number of Security Guards can be increased / decreased for which written request will be made to the Security Agency by the Urban Unit.
- e. Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by the Urban Unit.
- f. The contract will be enforced for a period of one year, which may be extended for further period on satisfactory performance of security agency.
- g. The Security Agency will provide one weapon to each Security Guard along with appropriate ammunition without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from Urban Unit.
- h. In case, any of the Security Guard provided by the Security Agency is found guilty of misconduct, he will be returned to the Security Agency forthwith for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within 02 hours.
- i. The Security Agency shall be responsible for any loss due to negligence/fraudulent act of Security Guards provided by him for security related matters. The value of damaged / stolen items will be determined by joint inquiry as per recommendations by both the parties. The inquiry committee will comprise one representative each from the Urban Unit and security agency. Inquiry report / facts / findings will be submitted to the CEO Urban Unit for his final decision.

12. Termination of Contract:

Competent Authority may terminate contract with or without assigning any reason at any time during the agreement period and will inform to the Security Agency about his decision in writing.

DR. NASIR JAVED

Chief Executive Officer

**Urban Sector Planning & Management
Services Unit (Pvt.) Limited**

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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copies of agreements (for Experience record)			
2.	Company Profile			
3.	Copy of the Proprietor's CNIC (if applicable)			
4.	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
5.	List of satisfied customers along with their contact numbers			
6.	Copy of Income Tax Registration certificate			
7.	Copy of Sales Tax/PRA Registrations certificate (if applicable)			
8.	Authorization/registration from Home Department			

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.
All above documents will be used for technical evaluation.

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Annex. A

QUOTATION

Sr. #	Category	Strength	Service Charges for 01 Security Guard Rs. (Per month) (All Incl.)	Total Amount for 02 Security Guards Rs. (per month) (All Incl.)	Total Amount for 02 Security Guards Rs. (per year) (All Incl.)
01	Security Guards (Armed)	02			

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<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Date of Submission / opening of technical proposals:

Receipt of tenders : March 27, 2017 till 11:00 AM

Opening of tenders : March 27, 2017 at 11:30 AM at Committee Room
of The Urban Unit, 503 – Shaheen Complex,
Egerton Road, Lahore

Sign & Stamp of bidder