



GOVERNMENT OF PAKISTAN
FEDERAL LAND COMMISSION
7TH FLOOR, SHAHEED-I-MILLAT SECRETARIAT,
ISLAMABAD.

**TENDER NOTICE FOR HIRING OF SECURITY SERVICES OF PRIVATE
SECURITY AGENCY**

Federal Land Commission (The agency) invites sealed bids from well-reputed and license holder private security companies/firms registered with Income/ Sales Tax Department, have offices at Islamabad/Rawalpindi for provision of Security Services; 2-3 armed guards, depending on the requirement of the agency, for 24/7 security at Islamabad for two years, starting from the date of signing of the contract. The firm should have at least 05 years' experience in provision of security to public sector departments or reputable private organizations.

2. The firms participating in bidding must possess all necessary Government Licenses and National Tax Number etc. The interested security firms/agencies may submit their offers along with the following documents to the undersigned by **October 07, 2021, 11:00 a.m.**

- i. Complete Profile of the Company.
- ii. Copy of NTN Certificate and GST Number (Proof of being active taxpayer).
- iii. Details of clients entertained during last three years including volume of business conducted with them.
- iv. Bank Draft/Pay Order of Rs.25,000/- as bid security/earnest money in favor of DDO, FLC, Islamabad.
- v. Copy of fresh NOC from Ministry of Interior, Government of Pakistan.
- vi. Affidavit that the firm is not Blacklisted by any agency and it will follow all the procedures mentioned in the Policy "*Establishment and Functioning of Private Security Companies-2018*" issued by the Ministry of Interior.
- vii. Draft Agreement containing terms and conditions (Specimen of agreement may be collected from the undersigned during office hours).

3. The bids will be open on **October 07, 2021** at 11:30 a.m. in the office of Federal Land Commission, Shaheed-i-Millat, Secretariat, Nazim Uddin Road, Near Islamabad Press Club (National Press Club), Sector F-6/1, Islamabad. The agency reserved the right to reject all the bids/proposals as per procedure provided in PPR 2004 (Rule-33).

4. Income/ Sales Tax will be charged from the firm/contractor as per Government rules/rates and payment of other Taxes (if any) will be the responsibility of the firm/contractor.

5. Bids against this tender are invited on **Single Stage-Two Envelope Procedure** (PPR-2004, 36(b)).

6. This tender advertisement is available at www.flc.gov.pk and www.ppra.org.pk.

(Assad Khan)
Finance & Accounts Officer
Phone: 051-9201229

BIDDING DOCUMENTS

FEDERAL LAND COMMISSION

GENERAL INSTRUCTIONS

1. Prospective Bidders Should Particularly Note That:

- a. Bid Security in original will be accepted only.
- b. Authorized representative may attend the tender opening, if desire so.
- c. FLC reserves the right to increase or decrease the number of guards as per PPR Rule, 2004. Initially two Security Guards will be required for round the clock security at official residence of the Chairman/Federal Minister, located at G-6 Sector, Islamabad. The services of additional guard will be obtained on requirement basis.
- d. **Single Stage-Two Envelope Procedure** is adopted. To avoid the confusion, the envelopes containing “Technical Bid” and “Financial Bid” may be marked explicitly.
- e. Technical Bids will be open on the date and time as mentioned in the Tender Notice, while Financial Bid will be open on a date to be intimated after technical evaluation of firms. Only technically qualified firms will be intimated for opening of their Financial Bids.
- f. Copy of the bidding documents duly signed on each page by the authorized person/representative of the firm must be submitted along with the original Bid.
- g. Submission of false statements / documents as well as concealing any information is liable to disqualification of the respective firm(s).
- h. Payment to the Security Agency will be made through pre-audit system of the government. The security company shall submit bill/invoice on monthly basis, preferably on last working day of the month for which services have been provided to the **Agency**. The Agency will ensure payment of the invoice within 20 working days after its receipt.
- i. Bill/invoice rendered by the Security Provider to the Agency shall be in reasonable detail, accurately and fairly reflect the facts about all activities and services handled for the account of the invoice.
- j. The Security Company will provide extra guard, if required, on request of the Agency at the same rate, terms & conditions as laid down in the formal agreement.
- k. The company shall provide security guards with good health.
- l. The company will provide attested copies of CNIC of the security guards, deployed for duty.
- m. The company shall be responsible to make payment of salaries to its staff in the first week of every month from its own resources without waiting for the release of cheques of the agency.
- n. The company will be responsible to provide necessary uniform, proper weapons (licensed) and security gadgets to the security guards. Pick&Drop and other requirements of the guards will be the responsibility of the Security Company.
- o. The guards will be required to ensure the security of the premises where they will be deployed.
- p. A performance certificate from at least two major clients, where the firm has provided security services will be required.

02. Instruction for Submission of Bids:

- a. The Bids duly sealed will be addressed to the **Finance & Accounts Officer, Federal Land Commission, Shaheed-i-Millat Secretariat, Islamabad** and should be reached at the date & Time as provided in the “Tender Notice”.
- b. The financial bid should be in Pakistani Rupee and clearly indicate the following details:

S.No.	Rate Per Guard (per month)	GST (Taxes)	Total

** The Agency requires 02 guards initially which will be increased to 03 if required.*

03. Validity of The Bid.

- a. Validity period of the bid must be indicated and should invariably be not less than forty days from the date of opening. The proposal will be finalized by the agency during the bid validity.
- b. The Agency requires security services for two years and upto 10% annual increase will be allowed in financial bid. The Security Agency will clearly indicate their desired annual increase, if any, in the financial bid.

04. Taxes:

All prevalent Govt. Taxes will be applicable.

05. Language of Bidding Document:

The bid must be prepared in official language of Pakistan.

06. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.

07. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

09. Withdrawal of Proposal:

If the Security Agency withdraws its Proposal within validity period, the Agency will pursue the matter in light of PPR, 2004.

10. Disqualification:

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. Taxes and duties, freight/transportation and insurance charges are NOT indicated separately.
- e. There is any deviation from PPR, 2004 and General Instructions.
- f. Multiple rates are quoted against one item.

- g. If validity of Proposal is not quoted as required.
- h. Proposal made through Fax / E-mail / Cable / Telex.
- i. If the Proposal is found to be based on cartel action in connivance with other bidders.

11. Earnest Money / Bid Security:

As indicated earlier, the bid security will be provided in original Bank Draft/Pay Order according to the value provided in the Tender Notice.

12. Return of Earnest Money:

Earnest money to the unsuccessful bidders will be returned on priority basis after the written request of the Security Agency.

13. Extension in Contract:

The contract period may be extended subject to mutual consent of both the parties.

14. General:

In matter not expressly provided or anything in contravention to Public Procurement Rules, 2004, the PPR, 2004 will prevail. Any dispute arising during the Tendering process or after finalization of Lease Agreement, the matter will be resolved according to prevailing rules/regulations of the Federal Government.

15. ASSESSMENT CRITERIA
(Total Marks=100)

S.No.	Description	Assigned Marks	Marks Obtained
1.	Experience of the company _____ years. (1 additional mark for each year exceeding 05 years will be granted) Minimum experience required=05 years	20	
2.	Training of Guards: In-house provided by the Company itself (10 marks) Training provided by the Govt. Security Agencies (10 marks)	20	
3.	Annual Turnover supported by documents for the last three years. (02 marks for each one million)	20	
4.	HR Strength with proof (05 marks for each 20 skilled employees)	20	
5.	Working Experience with public & Private Sector=10 Marks (02 additional mark for each client exceeding 10)	20	