



ICMA
Pakistan

Tender No.: F-69/ICMAP/Security Staff /Tender/2018

Tender Documents

TERMS OF REFERENCES (TORs)

TECHNICAL BID FORM

for

Hiring of Security Guards for Karachi H.O and Campuses- ICMA Pakistan

Name of the Company	:	_____
Address	:	_____
Contact No.	:	_____
Ref	:	Pre-Qualified Contractors/Vendors/Suppliers
Issued on	:	Dated: 03-12-2018
Received by	:	Pre-qualified Vendors
Time and Dated of Submission	:	Time: At 11:00 a.m. Dated: 21-12-2018
Time and date of opening of Tender	:	Time: At 11:30 a.m. Dated: 21-12-2018
Special Instruction	:	The bidders may apply for the work as specified and provided attached Financial Bid

For Issuance and Submission of Tender

KHALID MEHBOOB-FCMA

Senior Director Administration, Strategy & Legal Affairs

Institute of Cost and Management Accountants of Pakistan

Head Office: ST-18/C, ICMAP Avenue, Block 6,

Gulshan-e-Iqbal, Karachi-75300.

www.icmap.com.pk / email: admin@icmap.com.pk

Phone # 021-99243028

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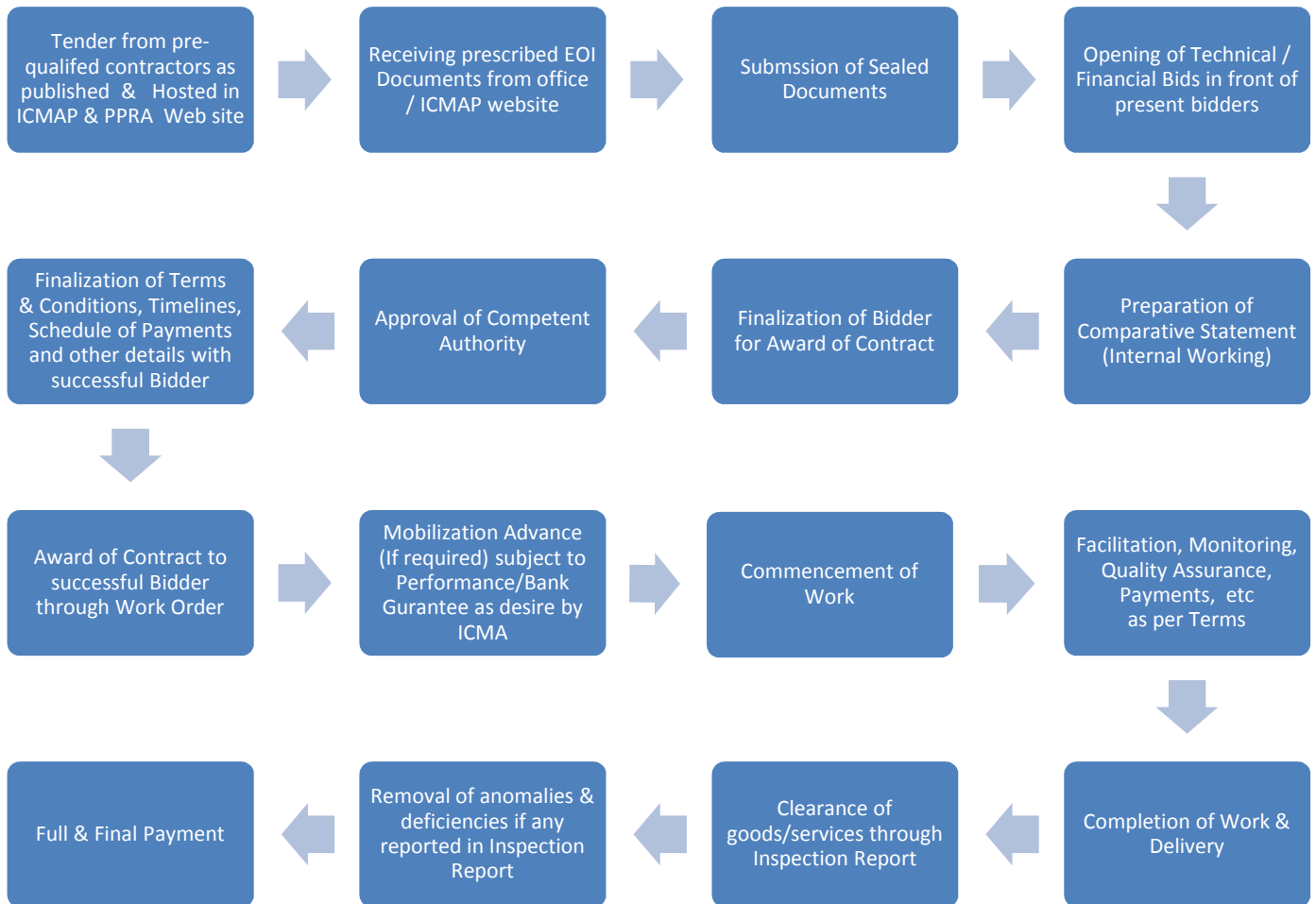
Sr.	Descriptions
1	Brief Introduction of the Bidding Organization
2	Evaluation & Flow Process
3	Technical Bid Form- List of Clients
4	Technical Bid Form- List of Resource Persons
5	Technical Bid Form- List of Major Bank
6	Technical Evaluation Criteria
7	Terms & Conditions
8	Financial Bid Form

Brief Introduction of the Bidding Organization

Sr.	Requirements	Descriptions
1	Name of the Company	:
2	Date of Establishment	:
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:
4	Company Registration No.	:
5	N.T.N No.	:
6	G.S.T No.	:
7	Name of Owner / Proprietor / MD / CEO	:
8	CNIC No.	:
9	Mailing Address (Registered and Operational Offices)	:
10	Contact / Cell No(s).	:
11	Fax No(s).	:
12	Email Address	:
13	Bank Name & Account No. (for which statement is enclosed)	:

Company's Stamp		Signature

Evaluation & Flow of Process



Evaluation Weightage

- **Technical : 60%**
- **Financial : 40%**

TECHNICAL BID FORM

List of major Clients with Contact Person

Sr.	Client	Concerned Officer(s) of Organization	Contact / Cell No.	Email

Use extra sheet in the same format if required.

Company's Stamp	Signature

TECHNICAL BID FORM
RESOURCE PERSONS

Details of **Resource Persons** attached full-time / part-time

Sr.	Resource Person's Name	Designation	Qualification	Years of Experience

Use extra sheet in the same format if required.

Company's Stamp	Signature

TECHNICAL BID FORM
BANKS

List of major Banks with Contact Person

Sr.	Name of Bank	Branch	City	Operational Duration

Use extra sheet in the same format if required.

Company's Stamp	Signature

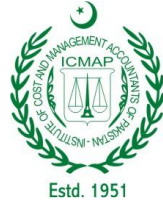
Technical Evaluation Criteria

Sr.	Evaluation Factor	Criteria & Grading Points	Information Criteria	Max Pts.	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 8 No 0	Disclosure & Evidence	8	
2	Address, Contact No. & Email	Yes 2 No 0	Disclosure & Evidence	2	
3	NTN / Income Tax / Sales Tax Certificate	Provided : 10 Not Provided: Knock-out	Disclosure & Evidence	10	
4	List of banks	Yes 5 No Knock-out	Disclosure	5	
5	Bank Statement 01 Year	Provided 5 Not Provided-0	Disclosure & Evidence	5	
6	License for business	Yes = 15 NO = Knock-out	Disclosure & Evidence	15	
7	Skilled/Trained Staff	Yes = 10 NO= Knock-out	Disclosure & Evidence	10	
8	List of Major Clients	More than 7 Clients = 10 03 Clients = 5; Less than 02 Clients =Knock-out	Review of Documents	10	
9	Operations Instruments and Arms	More than 5= 10 Between 3-5 = 7 Below 5 = Knock-Out	Review of Documents	10	
10	Experience in related business and track record	More than 5= 10 Between 3-5 = 7 Below 5 = Knock-Out	Review of Documents	10	
11	Civil and Criminal Liabilities arrangements	More than 7 Clients = 10 03 Clients = 5; Less than 02 Clients =Knock-out	Review of Documents	10	
12	Compliance of Federal/Provincial/Local Laws about Arms license and other certificates	Provided 05 Not Provided = Knock-out	Review of Documents	05	
	Grand Total			100	

	Terms and Conditions:
	The Contractor/ Bidder/Agency will have to enter into through agreement to provide Security Services on the following terms and conditions:
1.	The bidders should enclose attested photo state copies of
(i)	Provident Fund / Registration Certificate;
(ii)	SESSI/EOBI Registration;
(iii)	Registration Certificate of the Firm / Agency;
(iv)	Income tax clearance certificate;
(v)	Service Tax Registration ;
(vi)	Experience Certificate from the Previous Clients.
	The Bid is liable to rejected in the absence of these documents.
2.	The initial period of contract will be two year and extendable upon satisfactory performance, however extension solely depend on ICMA Pakistan. The duty hours of the Security Personnel are 08 hours per day as fixed by the Competent Authority of the Institute.
3.	All amounts shall be mentioned both in words as well as in figures.
4.	The payment will be made to the contractor every month on monthly basis with 15 days from the date of receipt of the claim on completion of the month and in the following month based on Satisfactory Services and after deducting the statutory taxes in any levied by the Government from time to time.
5.	In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to Senior Director Administration- ICMA Pakistan for clarification and reasonable mutual settlement.
6.	The person or Institute who intends to offer the bid thereafter referred to as "Agency" or "Contractor" for entering into contract to protect or to render security experience for protection of the property of Institute, etc. must have a minimum experience of running a security agency, i.e. minimum 05 fives of experience of providing security guards etc.
7.	The persons or institute who intends to offer the bidder for this purpose must produce certificate from the authority where he had served as such showing that he had rendered services honestly and sincerely and that he is capable to carry out these duties as per contract.
8.	The Contractor should render security services round the clock in respect of the Institute's property and premises in ICMAP Campus, i.e. at the Main Gate / Campus.
9.	The Institute requires 3 trained Supervisor and 20 trained security guards and additional security personnel are also required to be made available for short spells for important programs if any with prior notice as and when required by the Institute. Meet the following criteria in deployment of security staff:-
a.	Minimum Height : 1.63 mtr (5'-5")
	Chest : 0.75 to 0.80 mtrs. (30"-32")
	Weight : 50 kgs (110 lbs)
	Education /Qualifications:
	Supervisor: Minimum – Intermediate / 12 th Standard pass;
	Guards: Minimum – Matric / 10 th Standard pass
b.	He should be strong, stout, intelligent, and mentally sound. He will be deployed subject to Medical Check-up before resuming duty of the Institute.
c.	He should be able to speak and Write English and should be at least 10 th Standard pass.
d.	He should be as disciplined person with sound character and good service record. The bidder shall take full responsibilities of the security guards and shall be responsible for any loss/damage caused due to negligence, mis deed and illegal act of any security guard.
e.	He should be a disciplined person with sound character and good service record.
f.	Security Guards and Supervisor should not be less than 21 Years of age or above 50 Years of age.
10.	The duty points to be fixed will be at the sole discretion of the Institute.
11.	The Contractor Should Provide Uniform and other accessories such as socks, sweeter, shoes, etc.

12.	For the purpose of manning duty pints (24 hours, 16 hours, 8 hours) contractor shall maintain requisite strength of security personnel needed as per the deployment criteria referred in the terms and conditions so as to ensure desired standard of performance.
13.	The person or institute shall not claim any amount more than the amount fixed by way of contract by the competent authority.
14.	The contractor will have to ensure satisfactory standards of its employee's competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of Alcohol, Pan, Guttkha, etc. shall not be condoned.
15.	The person or Institute shall not transfer or assign sub-contract to any other party.
16.	The firm should ensure that they pay minimum wages as declared from Government from time to time. Failure to pay minimum wages will render termination of the contract.
17.	The staff engaged shall be deemed to be the servants or employees of the contractor/Agency to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the ICMA Pakistan.
18.	The Contractor will comply with all the provisions regarding:
a.	Licensing.
b.	Welfare and Health
c.	Procedures, Maintenance of various records and registers, etc.
d.	Labor Law and other related laws as applicable.
e.	The contractor shall be responsible for penalties levied by the appropriate authority under the Act.
19.	One day weekly-off should be given to security guards – Alternate Staff will be provided by the Contractor
20.	The institute shall not liable to pay any allowance, salary etc. to the security staff except the amount of contract as agreed with the contractor/Agency.
21.	A person or institute to which the contract is given must inform within 07 Days of the execution of the contract the names of persons and staff who have been engaged. The security guards/staff shall be issued by the contractor a laminated affixing latest photograph with details such as Name, Age, Ex-designation, Name of the Agency, Date of Appointment, Security Guard Batch Number, etc.
22.	The Institute reserves the right to mark absence and imposed the fine.
23.	The Actual cost on account of loss or damage to the Institute's property because of negligence of the Contractor's Personnel. Will be deducted from the bills after conducting proper enquiry.
24.	The Institute shall not be liable for any illegal action or omission made by the staff of the contractor. In case of any loss or damage to the Institute on account of any act, omission, negligence on the part of the contractor and/or its staff etc., in handling of the duties/functions entrusted or otherwise or on account of breach, omission, failure or negligence on the part of the contractor or its representatives in the compliance of provisions thereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the contractor shall be liable to make good such loss or damage determined by the Institute and shall not be open to any question by the contractor. The Institute may recover such amount or loss of damage from the contractor's bills. If the amount of such loss or damage is not recovered or paid up by the contractor forthwith on demand, the contractor shall be liable to pay the said amount with interest @18% per annum thereon from the date of demand till the date of actual payment.
25.	The contractor shall take liability of Insurance to cover all the persons employed by the contractor and shall produce the documentary evidence in this regard such as the SESSI and PF Account numbers of the person (s) deployed.
26.	The contractor is required to comply with all the legal liabilities and if the contractor is found failing to comply the provisions of various Acts applicable to the contractor and the contract laborers, the Institute can ask for the records for inspection and the contractor is required to comply with all the liabilities to be discharged and in case of any failure on the part of the contractor, the Institute shall withhold payment of its bill.
27.	The Institute shall not be liable to offer legal services for the offence, if any, committed by any staff of the contractor to whom the contract is given.
28.	The terms and conditions of this tender shall be part and parcel of the contract executed by the person or institution whose tender is accepted.
29.	The person or institution to whom the contract is given is bound to abide by the instructions on security matters issued by the Institute from time to time.

30.	The Institute will not retain any control, dismissal or retrenchment or re-employment of the workers engaged/employed by the contractor.
31.	The contractor will be liable for due observation and implementation of the statutory conditions or requirements of labor laws as applicable to his workmen.
32.	The contractor will obtain license under the Contract Labor (Regulation and Abolition) Act according to the number of workers engaged by him by depositing the fees and complying with the formalities. He will also seek the renewal of the contract on or before the expiry of the license.
33.	The contractor will ensure that the firm is covered under the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act having its independent Code number. Thus, he will ensure that all the eligible employees are covered under these Acts.
34.	The contractor will have no right or lien upon the premises and the contractor and his workers will move out of the premises at the instance of the Institute on expiry of contract.
35.	The Institute will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against the Institute. If any such claim is made against the Institute by any worker or his heirs engaged/employed by the contractor, which the Institute is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at the Institute premises or otherwise, the contractor will be liable to indemnify/reimburse the Institute all the money paid in addition to the expenses incurred by him.
36.	The contract may be terminated even before the stipulated period of the contract by the Institute by giving seven days' notice in writing.
37.	The bidder should enclose attested copies of testimonials/certificates issued by the previous clients.
38.	No minor shall be appointed and deputed on the place of duties in compliance of Law.
39.	In case of any matter pertaining to securities issues and guard, the bidder shall be responsible to appear before Thana, Court of Law or any Agency as and when required basis.
40.	Karachi shall be the jurisdiction for all court matters.



ICMA
Pakistan

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Time and date of opening of Tender	:	Time: At 11:30 a.m. Dated: 21-12-2018
Special Instruction	:	3% of bid /earnest money of quoted amount

For Issuance and Submission of Tender

KHALID MEHBOOB-FCMA

Senior Director Administration, Strategy & Legal Affairs

Institute of Cost and Management Accountants of Pakistan

Head Office: ST-18/C, ICMAP Avenue, Block 6,

Gulshan-e-Iqbal, Karachi-75300.

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Phone # 021-99243028

Institute of Cost and Management Accountants of Pakistan
Administration Department

FINANCIAL BID FORM

Tender No.: F-69/ICMAP/Security Staff /Tender/2018

The Senior Director Admin, Strategy & Legal Affairs,
ICMA Pakistan Head Office,
Karachi.

The task wise quote of “**Security Guard Service for Head Office, Main Campus. City Campus, North Nazimabad Campus**” are as follows:

Sr.	Description	Qty.	Rate per Guards	Rates with Taxes	Amount
1	<u>Details of Services:</u>				
2	<u>Security Supervisor:</u> <ul style="list-style-type: none">• Security Supervisor with Arm	03 Nos.			
3	<u>Security Guards:</u> <ul style="list-style-type: none">• Security Guards with Arm	20 Nos.			
	Total (Amount in Rs.) – PER GUARD				
	In Words				

Note:

- a) Final payment will be made on actual No.of Security Guards;
- b) Please specify your terms and conditions, (If any).

Company's Stamp

Signature