

# **DOW UNIVERSITY OF HEALTH SCIENCES**



## **Bidding Documents**

**Single Stage – Two Envelope Procedure**  
As per Rule 46 (2) of SPPR, 2010 (Amended upto date)

**IFB / NIT No. DUHS/W&S/2022/770    Dated: 27-08-2022**

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**HIRING OF SECURITY SERVICES COMPANY**

**(REF. NO. DUHS/W&S-NIT/2022/085)**

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# **INSTRUCTIONS TO THE BIDDERS**

## **1. GENERAL**

### **1.1 Introduction**

Dow University of Health Sciences, Karachi hereafter referred to as “**DUHS OR Procuring agency**” desires to hire well-reputed Security Services Company to provide security services at Dow University of Health Sciences, Karachi.

### **1.2 Scope of Work**

1.2.1 Bidder would be hired as per evaluation criteria of this document to provide services as mentioned in **Annexure – C**. Successful bidder would enter in to a **Framework Contract** as per Rule- 15 (B) of SPPRA Rules (Amended upto date).

1.2.2 Bidding shall be conducted under Rules 46 (2) "**Single Stage – Two Envelopes**" (Technical and Financial bids) procedure laid down in SPPRA Rules 2010 (Amended upto date). The contract shall be awarded as per evaluation criteria mentioned in this document.

1.2.3 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

### **1.3 Source of Funds**

1.3.1 Dow University of Health Sciences (DUHS), Karachi has allocated funds towards the cost of “**Hiring of Security Services Company**” from its own resources.

## **2. ELIGIBLE BIDDERS**

The bids which meets the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive for further evaluation as per Evaluation Criteria specified in this bidding document. **Documentary Evidence must be attached in respect thereof:**

2.1 Original Tender Purchase Receipt / Pay Order of Tender Fee.

2.2 Bidder should be based in Karachi or should have a branch in Karachi. Office details at Karachi and all provincial headquarters (if any) with Phone Numbers / Addresses.

2.3 Copy of CNIC of signatory of the Bid Forms.

2.4 Bidder must be available on ‘**List of Active Tax Payers**’ of **FBR website** (for Income Tax).

2.5 Bidder must be available on ‘**List of Active Tax Payers**’ **SRB website** (for Sales Tax).

2.6 Valid **Professional Tax Certificate**.

2.7 Valid registration with **SECP / Registrar of Firms**.

- 2.8 Valid certificate of Registration of **Employees Old-Age Benefit Institution (EOBI)**.
- 2.9 Valid certificate of **Social Security Registration of Employees. Registration Certificate with SESSI**.
- 2.10 Valid membership with **All Pakistan Security Agencies Association (APSAA)**
- 2.11 Valid license / membership of the company with **Pakistan Telecommunication Authority (PTA) for wireless networks**
- 2.12 Valid **No Objection Certificate (NOC)** of Ministry of Interior / Provincial Home Departments for providing security services in the country / Province.
- 2.13 Average annual turnover in preceding three financial years (on closing of last fiscal year) should be above Rs. 100.000 million, demonstrated through Income Tax Returns (ITR – FBR), with audited statement of accounts details to be submitted
- 2.14 **Original Reference Letters / contract agreement /Satisfactory Performance Certificate** from current employer(s) on their official letterhead duly signed and stamped by the **competent authority of the organization** showing that bidder is successfully providing the Security Services with **more than 200 guards at a time for a period of one year** during the last **three-year** ending on the deadline for bid submission.
- 2.15 Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates of recent contract for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility.
- 2.16 Affidavit on Stamp Paper of Rs. 100/- as per Specimen give at **Appendix-I**.
- 2.17 Certificate on company’s letterhead that if selected, the firm would deploy security supervisors / guards etc., which would be security-wise cleared by Ministry of Interior / Provincial Home Departments / Police.  
  
Non-compliance to the same may result in immediate termination of contract leading to forfeiture of performance security and blacklisting of firm as per Specimen at **Appendix-II**.
- 2.18 Duly signed and stamped Compliance Certificate as per the format give at **Annexure-B** of this document.
- 2.19 Duly signed and stamped Compliance to Scope of Work as mentioned vide **Annexure-C** of this document.
- 2.20 Duly signed and stamped certificate by company / undertaking on Rs. 100/- stamp paper by company as mentioned at **Annexure-G** of this document.
- 2.21 The filed Income Tax Return with audited financial statements (ITR - FBR) for last three financial years as per **Annexure – H**.
- 2.22 Valid List of Client’s details as per specimen given at **Annexure – I**.
- 2.23 Declaration of Weapon’s Licenses as per **Annexure – J**.
- 2.24 Bidder / Company Profile / Details **Annexure – K**.
- 2.25 Undertaking / Certificate from firm that it has its own Armourer (Name / Office Card) which will check the weapons at least once in a month, after deployment of guards Specimen at **Appendix-V**.
- 2.26 Percentage of payment (tentative) to be paid to Security Guards out of total payment claimed by the Agency from DUHS (attach progressive schedule month-wise for complete one year).

- 2.27 Bidder should have to provide the full name & address of principal banker along with letter for confirmation that DUHS can approach your bankers for financial references.
- 2.28 Bidders past experience for Services of Security. Original satisfactory performance certificate with agreement must be attached as an evidence.
- 2.29 Undertaking on Rs. 100/- stamp paper by the company to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Sindh from time to time. Any violation at any stage in this regard will render the security company ineligible to work with DUHS

### **3. COST OF TENDERING**

- 3.1 The company shall bear all costs associated with the preparation and submission of its documents, while DUHS, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **4. CLARIFICATIONS OF TENDERING DOCUMENTS**

- 4.1 A prospective company requiring any clarification(s) may notify to DUHS or an Officer authorized on its behalf in writing. The DUHS or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before **05 working days** or more to the deadline set for the submission of bids. Copies of DUHS response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

### **5. AMENDMENT OF TENDER DOCUMENT**

- 5.1 At any time prior to the deadline for submission of bids, the DUHS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing corrigendum / addendum.
- 5.2 Any corrigendum / addendum thus issued shall form eternal part of the tender document. To offer bidders a reasonable time frame in which to take a corrigendum / addendum into account in preparing their bids, the DUHS may at its discretion extend the deadline for submission of bids.

### **6. LANGUAGE OF DOCUMENTS**

- 6.1 Bid Documents and related correspondence will always be in the English language.
- 6.2 The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.
- 6.3. All the relevant technical literature in English Language should be attached with the bid.

### **7. BID PRICE**

- 7.1 Price / bid offer should be quoted in Pak Rupees as per format given at **Annexure-F**.
- 7.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.

- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
- 7.4 If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to the Procuring Agency.
- 7.5 The price / bid offer shall be entered against each personnel / material / equipment for the whole duration of contract period.
- 7.6 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **8. BID SECURITY / EARNEST MONEY**

- 8.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee (**Annexure -D**) in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of 28 days beyond the bid validity period. The Bid Security shall be attached with the Financial Proposal. No interest will be paid on Bid Security. **Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount.**
- 8.2 Any bid not accompanied by an acceptable bid security shall be rejected by the DUHS as non-responsive.
- 8.3 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 The bid security of the successful contractor will be returned only when the bidder furnishes the required Performance Security and signed relevant contract agreement.
- 8.5 The bid security / earnest money may be forfeited / confiscated:**
- i. If a bidder withdraws his bid during the period of bid validity.
  - ii. If the bidder does not accept the correction of his bid price.
  - iii. In the case of a successful bidder, if he fails to furnish the required performance security or sign the contract agreement.
  - iv. If the bidder fails to provide the requisite services.
  - v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

## **9. VALIDITY OF BIDS**

- 9.1 All bids shall remain valid for **90 (ninety) days** from the date of opening of bids.

## **10. CLARIFICATIONS / CORRECTIONS OF BID**

- 10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.

- 10.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
  - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

11. **RESPONSIVENESS OF BIDS**

- 11.1 The valid bid security / earnest money is submitted **(Copy of the requisite Bid Security without showing the rates must be attached with the Technical Bid).**
- 11.2 The bid is valid till required period.
- 11.3 The bidder had quoted all the items / services exhibited at **Annexure-F (Schedule of Requirement / BoQ).**
- 11.4 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 11.5 Compliance to all terms and conditions of tender document on specified formats.
- 11.6 The bidder is eligible for tendering and possesses the requisite experience.
- 11.7 The bid does not deviate from basic requirements.
- 11.8 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.
- 11.9 The bid is generally in order.

12. **SUBMISSION OF BIDS**

- 12.1 Bids should be submitted in accordance with SPPRA Rules 46 (2) Single Stage – Two Envelope Procedure.
- (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
  - (b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion; one (1) original and two (2) copies. The original and all copies of the Technical proposal shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Original & copies of the document should be separately clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.
  - (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; the soft copy of technical proposal only should also be provided in the form of USB showing the name of the security company.
  - (d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
  - (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
  - (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance; and

- (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 12.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The financial Bid should contain only Financial Proposal and Bid Security. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 12.3 Technical / Financial Bids should be submitted in sealed envelope. The inner and outer envelopes shall:
  - a. be addressed to the Procuring agency at the address given in the Bid Data Sheet; and
  - b. bear the Notice Inviting Tender / Invitation for Bids (NIT / IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet.
- 12.4 Opened or e-mailed or faxed or telexed bids will not be accepted.
- 12.5 Any bid received by the DUHS after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
- 12.6 Bids qualified by such vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
- 12.7 Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder’s performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
- 12.8 In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
- 12.9 In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

**13. DEADLINE FOR SUBMISSION OF BID**

- 13.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 12.3 no later than the time and date specified in the Bid Data Sheet.

**14. OPENING OF BID**

- 14.1 Procurement Committee will publically open the Sealed Technical Bids first at the date, time and place given in the Bid Data Sheet in the presence of bidder’s representatives who choose to be present, while the Financial Bids of all prospective bidders would be kept in safe custody at DUHS. After declaration of Technical Bid Results, the Sealed Financial Bids of only Technically Qualified firms would be opened publicly at time / date to be announced later. Whereas, Sealed Financial Bids of technically non-qualified bidders will be returned unopened / unprocessed.
- 14.2 The name of bidder, bid price and such other details as the committee at its discretion may consider appropriate, will be announced at the time of Sealed Financial Bid opening process.

- 14.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 14.4 The DUHS reserves the right to reject any one or all bids / proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended upto date).

## **15. EVALUATION OF BIDS**

- 15.1 The bids not responsive to the MANDATORY ELIGIBILITY CRITERIA provided at Clause 2 and Responsiveness of Bid according to Clause 11 shall not be eligible for further Technical Evaluation.
- 15.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive submitted by an eligible bidder.
- 15.3 The bids shall be evaluated on complete package basis (all groups basis). The bids for partial / limited items / limited groups shall not be considered and rejected.
- 15.4 It will be examined in detail whether the security services offered by the company complies with the provisions of this tender document. For this purpose, the company's data will be compared with the tender document eligibility and evaluation criteria along with visit to company facilities / offices for physical inspection (if required).
- 15.5 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no deviation / stipulation shall be taken by the company.
- 15.6 Technically qualified / successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s).
- 15.7 The Price evaluation will include all duties, taxes (Federal/Provincial/Local) and expenses etc. In case of any exemption of duties and taxes made by the Government (Federal/Provincial/Local), the contractor shall be bound to adjust the same in the Financial Proposal. The benefit of exemption from or reduction in the SST / GST / Income Tax during the contract period shall be passed on to the DUHS.
- 15.8 DUHS shall not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder.
- 15.9 Bidder shall be bound to produce the original documents for verification on the request of DUHS. If bidder failed to produce the original documents within the prescribed time schedule their Bid will reject.

## **16. BID EVALUATION CRITERIA**

- 16.1 THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS. The bidder which attains the highest combined weighted technical and financial score according to the following criteria shall be SELECTED
- 16.2 The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and REJECTED
- 16.3 The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
- 16.4 Bidders achieving **minimum 70% points / marks** will be considered only for



further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

- 16.5 Only those Financial Proposals will be announced / considered which were technically qualified by the committee

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
<b>1.</b>	<b>Year of Establishment</b>	<b>Max. 10</b>	
1.1	Established during 2016-2021	05	
1.2	Established during 2011-2015	07	
1.3	Established during 2010 or early	10	
<b>2.</b>	<b>Clients Details</b> <b>NOTE:- If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project/ single yearly contract(s). No point shall be given for less than 12 month's period</b>	<b>Max. 20</b>	
	Original Workorder /PO/agreement /Satisfactory Performance Certificates other related documents must be attached for points. <b>points for each client</b> as mentioned below		
2.1	<b>Government / Semi Government clients/MNCs</b> (0.5 point for each yearly contract – upto 5 points max)	5	
2.2	<b>Banks / Embassies / consulates</b> (1 point for each yearly contract – upto 05 points max)	5	
2.4	<b>Hospitals &amp; Universities</b> (2 point for each yearly contract – upto Max. 10 points max)	10	
<b>3.</b>	<b>Bidder's Past Performance – During Last 5 Years</b>	<b>Max. 15</b>	
3.1	<b>Client's Satisfactory Performance Certificate</b> for providing the Services of <b>200 or more Security Guards</b> for a minimum period of 12 months, issued by Public & Private Sector Universities or Govt. / Semi Govt. organizations , Hospitals SECP registered 05 points for each certificate /contract agreement/workorder/ In case of further extended contact it would be considered a single project ( <b>Maximum 15 marks</b> )	15	
<b>4.</b>	<b>Human Resource / Total Number of Guards employed on Payroll of bidder (Supported with attested EoBI's most recent contribution payment slip)</b>	<b>Max. 20</b>	
4.1	Above 100 Guards	10	
4.2	Above 300 Guards	15	
4.3	Above 500 Guards	20	
<b>5.</b>	<b>Weapon License</b> <b>Attested Copies of Licenses must be attached</b>	<b>Max. 10</b>	
5.1	Semi-Automatic 222 or 223 or 5.56 Bore 0.5 mark for each License ( <b>Maximum 10 marks</b> )	10	
5.2	Semi-Automatic MP5 of .32 Bore / .30 Bore 0.5 mark for each Licenses ( <b>Maximum 5 marks</b> )	5	
<b>6.</b>	<b>Relevant &amp; Valid ISO Certification</b>	<b>Max. 05</b>	
6.1	Yes	05	
6.2	No	00	
<b>7.</b>	<b>Average Annual Turnover during the last 03 fiscal years with audited financial statements through Income Tax Returns (ITR – FBR),</b>	<b>Max. 10</b>	
7.1	Above PKR 100 million	4	
7.2	Above PKR 150 million	7	

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
7.3	Above PKR 200 million	10	
<b>8.</b>	<b>Head office and Regional offices across the Pakistan:(Please attach list of all offices with documentary evidence also complete address &amp; contact information</b>	<b>Max. 10</b>	
1.1	Head Office with 3 regional offices	10	
1.2	Head Office with 2 regional offices	8	
1.3	Head Office with 1 regional office	5	
1.4	Head Office in Karachi	3	
<b>TOTAL POINTS / MARKS</b>		<b>100</b>	

**17. Financial Proposal Evaluation:**

- 17.1.1 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.
- 17.1.2 Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- 17.1.3 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- 17.1.4 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 17.1.5 Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
- 17.1.6 The formula for technical scoring is “Technical Marks / Score = Total Technical Marks of the respective bidder x 0.75”.
- 17.1.7 The formula for financial scoring is that the lowest bidder gets 25% Marks and the other bidders score 25 multiplied by the ratio of the lowest bid divided by the quoted price.

**EXAMPLE:**

**TECHNICAL EVALUATION**

**The formula to calculate the technical points / marks / score of the bidder is given below:**

Technical Marks / Score = Total Technical Marks of respective bidder x 0.75

- **Solved Example of Financial Scoring:**  
 Technical scoring out of 100 = 85  
 Carried Forward & Prorated Technical scoring = 85 x 0.75

**FINANCIAL EVALUATION**

**The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:**

- **Financial Evaluation Score of individual quoted Product:**  
 = [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score
- **Solved Example of Financial Scoring:**

*If the lowest quoted price of an item is Rs. 25 million the same lowest will obtain score as below:*

$$= [25 \div 25] \times 25 = 25$$

= 25 marks being the lowest bidder for the quoted item

*If the next higher quoted price of the same item is Rs. 30 million the marks obtained will be:*

$$= [25 \div 30] \times 25 = 20.83$$

*If the next higher quoted price of the same items is Rs. 37 million the marks obtained will be:*

$$= [25 \div 37] \times 25 = 16.89 \text{ Marks and so on.}$$

## **18. REJECTION / ACCEPTANCE OF BID**

- 17.1 A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
- 17.2 The bid shall be rejected if:
- i. it is substantially non-responsive in a manner prescribed in this tender document; or
  - ii. it is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
  - iii. bidder has conflict of interest with the DUHS; or
  - iv. bidder engages in corrupt or fraudulent practices in competing for Contract award; or
  - v. bidder tries to influence the bid evaluation / Contract award; or
  - vi. bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
  - vii. unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
  - viii. subjected to interlineations / cuttings / corrections / erasures / overwriting; or
  - ix. any bidder encloses the financial bid within the technical bid, the same shall be rejected, as bids are invited according to the Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date). In case; or
  - x. qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly; or
  - xi. without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
  - xii. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
  - xiii. bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ; or
  - xiv. bid submitted with shorter bid validity period; or
  - xv. bidder fails to meet the minimum evaluation criteria requirements; or
  - xvi. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
  - xvii. bidder refuses to accept the corrected Total Bid Amount / Price; or
  - xviii. the Bidder has been blacklisted by any public or private sector organization; or
  - xix. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
  - xx. rates quoted by bidder are not workable (not meeting the requirements of

minimum wages, Income Tax, Sales Tax, EOBI, SESSI, Gratuity etc.), or on higher side etc.

**19. PROCESS TO BE CONFIDENTIAL**

18.1. No company shall contact DUHS on any matter relating to its tendering process from the time of opening to the time of tendering announcement.

18.2 Any effort by a bidder to influence DUHS in the evaluation, comparison or selection decision may result in the rejection of its bid.

**20. COMPLIANCE CERTIFICATE**

19.1 The company should agree with the terms and conditions as mentioned in Annexure – B.

**21. AWARD CRITERIA**

20.1 Subject to Clause 21, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the most advantageous evaluated bid, (technical + financial scores) provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

**22. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

23.1 The Procuring agency reserves the right to accept or reject any bid, as per Rule 25 of SPPRA Rules 2010 (Amended upto date) and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

**23. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES**

22.1 The Procuring agency reserves the right to increase and/or decrease the quantity and/or drop the any or multiple services(s) originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period.

**24. REQUIREMENT / FORMAT OF BID**

24.1 All bidders shall quote their firm and final rates including all the taxes, duties, levies etc. on the format given at **Annexure – F** and attach the requisite Bid Security / Earnest Money in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement / obligations.

**25. ALTERNATIVE BIDS**

25.1 Alternate Bids shall not be allowed, if any bidder elects to submit alternative bid(s) / proposal(s), both bids viz. ORIGINAL and ALTERATIVE will be rejected straightaway.

**26. NOTIFICATION OF AWARD OF CONTRACT**

26.1 Prior to expiration of the bid validity period or extended bid validity period, the DUHS will notify the successful bidder in writing about the acceptance of

the offer delivery by hand or by registered letter or by Courier or by email. The notification of award will constitute the formation of the contract.

**27. PERIOD OF CONTRACT**

26.1 Initially contract shall be signed for a period of one year (12 months), however, DUHS at its own discretion can extend the contract for a further period of twelve / (6) months or till the finalization of next tender. The contractor shall be bound to provide the goods & services for extended period without change in rate and other terms & conditions.

**28. CONTRACT AGREEMENT**

28.1 Subject to the fulfillment of all codal formalities, the DUHS will award the contract to successful bidder whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. DUHS and Bidder will sign the Contract Agreement on the stamp paper.

28.2 DUHS reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit / Performance Bond and any amount due to the Contractor/Agency. The Contractor / Agency shall reproduce draft contract agreement provided by DUHS on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.

28.3 The Contractor / Agency shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the consent of the DUHS for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the DUHS.

28.4 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the DUHS.

**29. PERFORMANCE SECURITY**

28.1 The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract. No interest will be paid on Performance Security.

**28.2 Forfeiture of Performance Security**

- a) In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, acquiring of the said services may be taken from the next advantageous bid vide the same Work Order at contractor's risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
- c) If any equipment / instrument or property of DUHS is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

28.3 Refund of Performance Security: After successful completion of services in contractual period, performance security will be refunded within the six months if not extended for further period.

**30. CANCELATION OF CONTRACT**

30.1 If the successful bidder fails to provide the satisfactory services, the DUHS shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The DUHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

**31. TERMINATION FOR DEFAULT**

31.1 DUHS without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor, may terminate this Contract in whole or in part:

- (a) if the contractor fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the DUHS; or
- (b) if the contractor fails to perform any other obligation(s) under the Contract.
- (c) if the contractor, in the judgment of the DUHS has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“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.

“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 Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

**32. FORCE MAJEURE**

32.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

32.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the DUHS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the contractor shall promptly notify the DUHS in writing of such condition and the cause thereof. Unless otherwise directed by the DUHS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all

reasonable alternative means for performance not prevented by the Force Majeure event.

**33. TERMINATION FOR INSOLVENCY**

33.1 DUHS may at any time terminate the Contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the DUHS.

**34. TERMINATION FOR CONVENIENCE**

34.1 The DUHS, by written notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the DUHS's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

**35. RESOLUTION OF DISPUTES**

35.1 In the case of a dispute between the DUHS and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPP Rules, 2010 (Amended upto date).

**36. GOVERNING LANGUAGE**

36.1 The Contract shall be written in the ENGLISH language All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language.

**37. APPLICABLE LAW**

37.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi - Pakistan shall have exclusive jurisdiction.

## **NOTICE INVITING TENDER (NIT)**

**No. DUHS/W&S/2022/770, Dated: 27-08-2022**

Dow University of Health Sciences (DUHS), Karachi invites the bids for following services from well-reputed Agencies / Companies / Firms / Event Managers / Organizers / having registration with Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax.

S. NO	NAME OF BID	BID REFERENCE NO.
01	Hiring of Security Services Company.	DUHS/W&S-NIT/2022/085
02	Hiring of Janitorial Services for Health facilities of DUHS along with Dow Lab. Collections Points in Karachi city and across Sindh Province beside Quetta & Hub city of Baluchistan Province.	DUHS/W&S-NIT/2022/086
03	Hiring of Janitorial Services for Academic and Administration Blocks of DUHS.	DUHS/W&S-NIT/2022/087
04	Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.	DUHS/W&S-NIT/2022/088
05	Procurement of Event Management Services for 7 <sup>th</sup> All Pakistan DUHS – DICE 2022 Exhibition.	DUHS/W&S-NIT/2022/089

Tender Fee	<b>Rs. 2,000/- (Rupees Two Thousand Only)</b> Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
Bidding Procedure	<b>Single Stage – Two Envelope Procedure</b>
Bid Security	<b>2.5% of the total bid value in the form of CDR / Bank Guarantee / Demand Draft / Pay Order in favor of Dow University of Health Sciences with the Financial Bid.</b>
Purchasing Date & Time	<b>31-08-2022 to 16-09-2022 (11 a.m to 02 p.m)</b>
Bids Delivery & Opening Date & Time (Sr. 1 & 2)	<b>17-09-2022 at 11:00 a.m &amp; 11:30 a.m.</b>
Bids Delivery & Opening Date & Time (Sr. 3 to 5)	<b>17-09-2022 at 11:00 a.m &amp; 12:00 p.m.</b>

Detailed Specification are mentioned in the prescribed tender documents alongwith terms and conditions. Bidding documents can be download from SPPRA website or Dow University of Health Sciences, website. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will be rejected.

In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time. The Dow University of Health Sciences, Karachi (DUHS) reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended upto date).

### **ADDRESS FOR PURCHASING OF BIDDING DOCUMENTS, SUBMISSION AND OPENING OF BIDS:**

Office of the Director Planning & Development, Dow University of Health Sciences (DMC Campus), 5<sup>th</sup> Floor Administration Block, Baba-e-Urdu Road near Civil Hospital Karachi.

**DIRECTOR**  
Works & Services Department,  
Dow University of Health Sciences, Karachi



## Bid Data Sheet

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

<b>ITB 1.1</b>	<b>Name of Procuring Agency:</b> Dow University of Health Sciences, Karachi (DUHS)
<b>ITB 1.1</b>	<b>Name of Contract:</b> Hiring of Security Services Company (Ref. No. DUHS/ W&S-NIT/2022/085)
<b>ITB 4.1</b>	<b>Postal Address:</b> Office of the Director Planning & Development, Dow University of Health Sciences (DMC Campus), 5 <sup>th</sup> Floor, Administration Block, Baba-e-Urdu Road near Civil Hospital DUHS, Karachi.
<b>ITB 6.1</b>	Language of the bid shall be ENGLISH.
<b>ITB 7.1</b>	The price quoted shall be in <b>Pakistani Rupee</b>
<b>ITB 7.2</b>	The price shall be fixed during the contract period.
<b>ITB 8.1</b>	Amount of bid security <b>shall not be less than 2.5% of the total bid price of one year (12 months).</b>
<b>ITB 9.1</b>	Bid validity period shall be <b>90 days</b>
<b>ITB 12.3 (a)</b>	Dow University of Health Sciences (DMC Campus), 5 <sup>TH</sup> Floor Administration Building Office of the Director Planning & Development Department, Baba-e-Urdu Road near Civil Hospital DUHS, Karachi.
<b>ITB 12.3 (b)</b>	<b>IFB/NIT Title:</b> Hiring of Security Services Company (Ref. No. DUHS/ W&S-NIT/2022/085) IFB/NIT No. DUHS/ W&S/2022/770, Dated: 27-08-2022 “Must bear the name of the bidder” and a warning “Do Not Opened Before the time and date of bid opening”
<b>ITB 13.1</b>	<b>Deadline for bid submission:</b> <b>Date:</b> 17-09-2022 <b>Time:</b> upto 11:00 Hrs.
<b>ITB 14.1</b>	<b>Date, Time and Place of Bid opening</b> <b>Date:</b> 17-09-2022 <b>Time:</b> 11:30 Hrs. <b>Place:</b> Office of the Director Planning & Development, Dow University of Health Sciences (DMC Campus), 5 <sup>th</sup> Floor, Administration Block, Baba-e-Urdu Road near Civil Hospital DUHS, Karachi.
<b>ITB 28.1</b>	Amount of Performance Security <b>shall not be less than 5% of the total contract value of one year (12 months).</b>

**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

We, the undersigned, offer to provide the the (insert title of assignment) in accordance with your IFB / NIT / Tender Document No. (insert number) dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelope.

Having examined the bidding documents including Addenda / Corrigendum Nos. [insert numbers & Date of individual Addendum / Corrigendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the SERVICES / GOODS under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to deliver the Services / Goods in accordance with the delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the advantageous bid or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

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

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / Competent Authority (DUHS))

Dear Sir,

We, the undersigned, offer to provide the **(Insert title of assignment)** in accordance with your IFB / NIT / Tender Document No. **(insert number)** dated **(insert date)** and our Technical Proposal. Our attached Financial Proposal is for the sum of **(insert amount in words and figures)**. This amount is inclusive of all taxes, duties, levies, Cess, Octori etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

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

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

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

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal :*

**GENERAL COMPLIANCE CERTIFICATE**

**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

**(On PKR 100/- Stamp Paper)**

*[Location, Date]*

*To: [Name and address of Employer]*

**Re: TENDER REFERENCE NO. DUHS/ W&S/2022/770, Dated: 27-08-2022.  
“HIRING OF SECURITY SERVICES COMPANY”.**

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred DUHS Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

Stamp / Seal :

**SECURITY COMPANY'S SCOPE OF WORK**

**1. Aim:** To establish foolproof security arrangements to ward off any subversive / untoward incident. The following are the scope of work to be performed if hired for provision of security services for DUHS.

**a. Security Guards**

- (i). The company shall provide Security Guards at designated location(s) to provide security cover, and also Security Guards with Automatic / Semi-automatic / rapid-fire weapon as per given schedule of duty timing.
- (ii). The company shall provide and ensure that each guard on duty has received and understood written instructions of basic duties and has the following in his possession.
  - 1. Company card and copy of Computerized National Identity Card (CNIC).
  - 2. Torch for guards on evening and night duties
  - 3. Neat & clean Standard Uniform.
  - 4. Weapon(s) with ammunition of agreed kind and quality to be provided only to the relevant security guard as per the requirement / request of DUHS.
- (iii). The Guard will be called “**Standing Security Guard**” and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the company under all circumstances.
- (iv). The company shall be bound to execute the directives of the DUHS's Standing Security Orders, which will be conveyed to the company through Email, WhatsApp message / SMS or Letter etc.
- (v). The company shall be responsible to provide satisfactory services at all key points/offices of DUHS premises with the following conditions:
  - a. The company shall maintain extra guards to be readily available with the company as the substitute for the supervisors/Guards who become absent /short/sick at the company's own enrollment for which the DUHS Management will not make any extra payment.
  - b. The company shall deploy energetic, smart and healthy, well trained ex-armed forces personnel (preferable) or well-trained civilians with perfect turnout, smart uniform and fully competent to meet security requirements / demands at sensitive/vulnerable points in consultation with the security in charge of the DUHS Management designated for the purpose.

- c. Upon unsatisfactory performance of the supervisor/guards as determined by the DUHS Management, the contract agreement shall be terminated by giving notice to the Security Company. Unsatisfactory performance includes:
- Unable to provide desired number of security guards / supervisors / lady searchers.
  - Absence of security guard(s) from duty
  - Non-Attendance of office on scheduled / prescribed time.
  - Casual performance of duty by guard(s)
  - During the period of agreement, the responsibility of any loss and damage due to unsatisfactory performance of the security company.
  - Non-reporting of major incidents to DUHS management that occurs in the DUHS premises
- d. Daily attendance shall be marked as per the approved attendance system of the DUHS. Security Company head-office shall also submit the Daily Attendance Sheet. Month-wise bill be submitted to DUHS, on 1<sup>st</sup> week of every month regularly.
- e. The guard services must be on shift basis according to labor laws each day with different guard at each shift shall be provided by the company to DUHS.
- f. The company of active performance of duties by the security guards and working of mechanical security system round the clock, seven days a week even on holidays and shall maintain **a supervisory network of its own** to ensure presence.

**b. Mechanical Security System: -**

- (i) The company shall provide **“Hand-Held Metal Detectors”** wherever required by DUHS.
- (ii) The company shall provide **“under carriage Car-Search Mirror”** wherever required by DUHS.
- (iii) The company shall provide **“Walk through Gate”** if required by DUHS.
- (iv) The company shall utilize already available CCTV cameras, monitors and DVRs wherever required by DUHS.
- (v) The company shall provide communication in shape of **“Walkie Talkies intercommunication system”**, wherever required by DUHS.
- (vi) The company shall provide and install the equipment mentioned at serial No i, ii, iii, and v from the first day of this agreement, if required by DUHS, till its end /termination, whichever occur earlier.
- (vii) The company shall provide its above listed equipment in good quality and condition and ensure its proper activation / operation throughout the period of contract agreement.

- (viii) The ownership of the companies above listed equipment shall rest with the company. However, it shall not be replaced after its installation from the location without the prior written approval of the DUHS Management.
- (ix) During the period for which the equipment is taken out for repair or replacement, the company shall provide its replacement of the same nature, quality and condition, without affecting security services. However, upon termination of this agreement, the company shall be permitted to remove all its apparatus /equipment installed in the premises.
- (x) The company shall ensure activation of the equipment round the clock, seven days a week, without any interruption.
- (xi) The possible use of Hand Held Metal Detector, Car search mirrors, walk through gates and walkie-talkies, will be defined in a mutually agreed Standing Operation Practices to be devised at each location.
- (xii) The company shall be responsible for the maintenance of its equipment.
- (xiii) The DUHS Administration shall provide adequate space, light and power at the premises for installation and operation of the equipment.
- (xiv) The company shall be responsible for proper and effective use of Mechanical Security Systems.
- (xv) The company shall comply with all the instructions as and when given by the DUHS Management regarding services and use of all equipment.
- (xvi) The company shall be responsible to provide “**Walk Though Security System**” and central alarm service, as and when / wherever, required by DUHS.
- (xvii) Any health risk incident during the currency of the contract, would be the responsibility of the vendor and no claim can be charged

**2. The guard’s duties shall inter Alia include the following**

- 2.1 Prevention of entry into offices /installation premises trusted in the charge of the company, of any person not authorized by DUHS Management or any person who lacks proper identification or intrudes the secured premises.
- 2.2 Prevent pilferage of items /equipment/property belonging to DUHS from the premises placed under the charge of the company as per written instructions issued by the authorized officer of the DUHS Management. Proper inventory list will be prepared and checked by both the parties or any part of property will not be removed without a proper gate pass.
- 2.3 Inform concerned authorized officer of the DUHS Management promptly and accurately, of any occurrence detrimental to the security of the installation premises and property of the DUHS placed under charge of the company.

- 2.4 To take proper action in case of emergencies like:
- (i). Fire, rising of alarm and proper communication to fire brigade and officer in-charge of the installation and arrange rescue activities.
  - (ii). Forced Entry will be promptly reported to the local police station, DUHS security incharge and Security Company's head office for appropriate action.
  - (iii). Law and order situation will be promptly reported to the local police station, DUHS Security incharge and the security company head office of the company for appropriate action. All entry points shall be closed under such situation.
  - (iv). Provide medical assistance to DUHS Management to any person injured in the premises. The provision of medical coverage and its cost shall be borne by DUHS, in case, if the negligence is in part of the DUHS.
  - (v). To carry out daily checking of all security lights, entry points and locked premises for their effectiveness after office hours or on closed holidays.
  - (vi). Patrolling/picketing the installation as per specific written orders peculiar to the installation prepared by the company and approved by the DUHS Administration.
  - (vii). To properly brief the relieving guard, about any situation concerning the security.
- 2.5 Security guards must have under gone, Fire Fighting Trainings and elimination of the subversive activities (bidder is bound to provide the training certificate on the demand of DUHS). Further coordination with concerned secret agencies; special police, local police and civil defense authorities will be done at site and to take immediate remedial measures.
- 2.6 The guard shall perform duties including security of DUHS personnel, installations, its property and fire fighting in any eventuality of a fire disaster or any other likely attack by the human being or group of human beings.
- 2.7 During the validity of the contract agreement, in case damage occurs to the property or personnel of the DUHS and due to outbreak of fire or any other eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying for such losses occurred to DUHS, as a result of their negligence, to be decided by a committee consisting of representatives, in equal number of both the parties, which will decide the matter after considering the following:
- (i). Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
  - (ii). Negligence of guards in case of the fire, or other disaster, which is caused by any act omission and commission of security guards.
  - (iii). Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.



- (iv) The Company shall notify its representatives who will be contracted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

### **3. PENALTY**

- 3.1 The Security Company is bound to provide guards on every cost for sensitive areas, in case of any loss due to lapse Security Company will be held responsible.
- 3.2 In case of any damage/loss to DUHS's due to Security lapse herewith for determination of liability a committee constituted by the management having representation from Security Company will investigate the matter and fix the responsibility. The recommendation of the committee shall be a binding on the company to pay the losses.
- 3.3 In case of any theft/damage at go down premises, the security company will be held responsible to pay the entire losses to the DUHS as determined by the Committee constituted by the Competent Authority.
- 3.4 Overage and underage guards will not be accepted for duty and no salary shall be paid for them.
- 3.5 In case of placement of inefficient guard/placement of, lethargic guards, guards without proper uniform, DUHS reserve the rights to impose penalty up to Rupees 500/-.

### **4. Human Resource:**

Staff will work according to the table provided below by the authorized officer of DUHS at designated location(s). This could be adjusted according to the future requirements of the university.

#### **A. DUHS – Dow Medical College (DMC) Campus**

S#	Location	Day Guards	Night Guards	Total Required
1.	Shift Incharge (CSO)	1	1	2
2.	Supervisor	1	1	2
3.	Security Guards	17	4	21
4.	Lady Searcher	3	0	3
<b>TOTAL AT DMC CAMPUS</b>		<b>20</b>	<b>06</b>	<b>28</b>

#### **B. DUHS – Ojha Campus**

S#	Location	Day Guards	Night Guards	Total Required
1.	Shift Incharge (CSO)	1	1	2
2.	Supervisor	1	1	2
3.	Security Guards	97	47	144
4.	Lady Searcher	24	06	30
<b>TOTAL AT OJHA CAMPUS</b>		<b>123</b>	<b>55</b>	<b>178</b>

#### **C. DUHS – DHA Campus (Chanesar Goth)**

S#	Location	Day Guards	Night Guards	Total Required
1.	Security Guards	4	3	7
2.	Lady Searcher	1	0	1
<b>TOTAL AT DHA CAMPUS</b>		<b>5</b>	<b>3</b>	<b>8</b>

**D. DUHS – LAB COLLECTION UNITS / POINTS / STAT LABS. / HEALTH FACILITIES ETC.**

<b>S#</b>	<b>Location</b>	<b>Day Guards</b>	<b>Night Guards</b>	<b>Total Required</b>
<b>SECURITY GUARDS</b>				
1	Garden	1	0	1
2	Jinnah	1	0	1
3	Clifton	1	0	1
4	IHM/Dhoraji	1	0	1
5	Gulshan	1	1	2
6	Saudabad	1	0	1
7	Memon Goth	1	0	1
8	Landhi	1	0	1
9	Quaidabad	1	0	1
10	Gulshan-e-Hadeed	1	0	1
11	Johar	1	0	1
12	Rashid Minhas	1	0	1
13	Korangi 5	1	0	1
14	Shah Faisal	1	0	1
15	Jami	1	0	1
16	Orangi Town	1	0	1
17	Water Pump	1	0	1
18	Maymar	1	0	1
19	Malir	0	1	1
20	FB Area	0	1	1
21	Hub Chowki	1	0	1
22	Administrative Building, DDRRL	1	0	1
23	Thatta	0	0	0
24	Latifabad, HYD	1	0	1
25	Saddar, HYD	0	0	0
26	Qasimabad, HYD	0	0	0
27	Mirpurkhas	0	0	0
28	Nawab Shah	0	0	0
29	Sanghar	0	0	0
39	Moro	0	0	0
31	Larkana	0	0	0
32	Shikarpur	0	0	0
33	Jacobabad	0	0	0
34	Sukkur	0	1	1
35	Khairpur Mirs	0	0	0
36	Pano Aqil	0	0	0
37	Ghotki	0	0	0
38	Sujawal	0	0	0
39	Faiz M. Road Quetta	0	1	1
40	Satellite Town Quetta	0	0	0
41	Jinnah Road Queta	0	0	0
<b>Total (Security Guards)</b>		<b>21</b>	<b>05</b>	<b>26</b>

**E. SIDH HOSPITAL & RC (NIPA)**

<b>S#</b>	<b>Location</b>	<b>Day Guards</b>	<b>Night Guards</b>	<b>Total Required</b>
1.	Security Guards	3	3	6
2.	Lady Searcher	2	2	4
<b>TOTAL AT DHA CAMPUS</b>		<b>5</b>	<b>5</b>	<b>10</b>

- 4.1 The contractor shall be responsible to provide satisfactory services at all locations of DUHS by deploying energetic, and healthy, well-trained workers with approved uniform.
- 4.3 In case of any dispute between guard/workers and the contractor the matter shall be, referred to the Pro-Vice Chancellor for arbitration whose decision shall be final.
- 4.4 Undisciplined guards and/or guards involved in immoral activities will not be allowed to serve in the DUHS.
- 4.5 Contractor will be bound to change the guards who will be unwanted by the DUHS management immediately.
- 4.6 The Employees will work according to Government rules / policy.
  - i. The services to be provided by the contractor must be according to government labor laws.
  - ii. Child labor rules and basic human rights will not be violated by the Contractor.
  - iii. Age of worker shall not be less than 18 years.
  - iv. Contractor shall be bound to provide the sanctioned strength of Guards at all time even **on holiday**.
  - v. Contractor shall be bound to pay the minimum salary to its employees working at DUHS as per the prevailing rates fixed by the Provincial Government.

**5. Confidentiality:**

- 5.1 The company shall ensure that all employees performing, the services shall not any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the DUHS or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the DUHS Management, there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of DUHS management.

**6. Responsibilities of the Company:**

- 6.1 In addition to the services to be performed by the company specified above, the company shall provide at additional cost to the DUHS such supervision of its employees as in necessary to adequately fulfill its obligation.
- 6.2 The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
- 6.3 Salary should be issued prior to 5<sup>th</sup> of every month and disbursement sheets should be verified by banks statement submitted to the concerned department on monthly basis
- 6.4 Contractor will be bound to pay the salary of all employees through bank account which would be checked and verified by the by the DUHS management at any time to make sure that prevailing rates fixed by the provincial government is followed
- 6.5 The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the DUHS nor any of its personnel shall be held liable for either of the above in any manner.
- 6.6 The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with DUHS employees.
- 6.7 The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the DUHS management regarding their service matters that is the sole responsibility of the company.
- 6.8 The DUHS may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
- 6.9 The company shall be responsible for the deployment of security guards at all vulnerable points as per the agreement. However, for any new site, for which order of deployment will be issued by DUHS management, the company shall be responsible to deploy security guards and install the security system after the issuance of work order within seven days. In case of delay, if any incident takes place, it shall be covered under the indemnity clause.
- 6.10 The Security Company will use its own frequency for communication (Walkie-Talkies) to the DUHS.

**7. Restriction of Assignment / Take over**

- a) The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the DUHS to terminate its services forthwith.
- b) If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the DUHS shall be entitled to terminate its services forthwith.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**FORMAT OF BANK GUARANTEE.**

**BID SECURITY**

Bank Guarantee No.: \_\_\_\_\_

Dated of issue: \_\_\_\_\_

Valid upto: \_\_\_\_\_

Value (Rs.): \_\_\_\_\_

To: [Name & Address of the Procuring Agency]

Dear Sir,

WHEREAS M/s. \_\_\_\_\_ (hereinafter called the Bidder) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of \_\_\_\_\_ (IN FIGURE) \_\_\_\_\_ (IN WORDS) against your tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ **for Hiring of Security Services Company.**

**WE HEREBY AGREE AND UNDERTAKE:**

c. To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.

d. To keep this guarantee in full force from (date) \_\_\_\_\_ up to \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Bidder offer is valid.

e. To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature & Seal: \_\_\_\_\_

**FORMAT OF BANK GUARANTEE.  
FOR PERFORMANCE BOND**

Bank Guarantee No.: \_\_\_\_\_  
Dated of issue: \_\_\_\_\_  
Valid upto: \_\_\_\_\_  
Value (Rs.): \_\_\_\_\_

To: [Name & Address of the Procuring Agency]

Whereas \_\_\_\_\_ **[Name of Bidder]** (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. **[number]** dated **[date]** to supply **[description of services]** (hereinafter called "the Contract").

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Dow University of Health Sciences, Karachi with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of **[Amount of the Guarantee in Words and Figures]** and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the Dow University of Health Sciences, Karachi to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of **[Amount of Guarantee]** as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the Dow University of Health Sciences, Karachi for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: \_\_\_\_\_  
Authorized officer's Signature & Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn & Sign before me

This day of .....

**FORMAT FOR QUOTING OF RATES**

**IMPORTANT NOTE**

1. Contractor shall be bound to pay the minimum salary to its employees working at DUHS as per the prevailing rates of the Labour & Human Resource Department, Government of Sindh and Sindh Minimum Wages Act 2015.
2. The guards services must be on shift basis according to labor laws.
3. The security services must be available at designated locations of Dow University of Health Sciences, Karachi round the clock i.e. 24 hours x 7 weeks and 365 days a year or as per the approved requirement of respective location:
4. DUHS reserves the right to decrease or delete the quantities of requisite services and also reserves the right to increase / enhance the quantity of the requisite services without any change in unit price or other terms and conditions at any time during the contract period.

**GROUP – A**

**DUHS – DOW MEDICAL COLLEGE (DMC)**

**I. SHIFT INCHARGE / SUPERVISORS / SECURITY GUARDS / LADY SEARCHERS:**

<b>S#</b>	<b>Particulars</b>	<b>Monthly Service Charges for Each</b>	<b>Required Quantity</b>	<b>Total Monthly Service Charges</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5. (3 x 4)</b>
1.	<b>Trained Shift In-charge / Security Officer</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		02 Nos.	
2.	<b>Trained Supervisor</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		02 Nos.	
3.	<b>Trained Lady Searcher</b> Age 35 years to 45 years		03 Nos.	
4.	<b>Trained Security Guard</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		02 Nos.	



S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
5.	Trained Security Guard Age 25 years to 45 years		19 Nos.	
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

## II. WALKIE-TALKIE SYSTEM

S#	Particulars	Monthly Rates For Each	Required Quantity	Total Monthly Charges
1.	2.	3.	4.	5. (3 x 4)
1.	Walkie -Talkie (Best quality) As per PTA approved standard and specifications		04 Nos.	
2.	Base Set As per PTA approved standard and specifications		01 No.	
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

<b>GRAND TOTAL FOR 12 MONTHS (IN PAK RS.) Including all the taxes (I + II)</b>				
(Amount in Words _____ only)				
<b>2.5% Bid Security / Earnest Money</b>				<b>Rs.</b>

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

**GROUP – B**  
**DUHS - OJHA CAMPUS**

**I. SHIFT INCHARGE / SUPERVISORS / SECURITY GUARDS / LADY SEARCHERS:**

<b>S#</b>	<b>Particulars</b>	<b>Monthly Service Charges for Each</b>	<b>Required Quantity</b>	<b>Total Monthly Service Charges</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5. (3 x 4)</b>
1.	<b>Trained Shift In-charge / Security Officer</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		02 No.	
2.	<b>Trained Supervisor</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		02 No.	
3.	<b>Trained Lady Searcher</b> Age 35 years to 45 years		30 Nos.	
4.	<b>Trained Security Guard</b> With 9mm Pistol with 2 loaded magazines Ex-Employee of Armed Forces (NCO) /Rangers / Police Force Age 35 years to 55 years		4 Nos.	
5.	<b>Trained Security Guard</b> Age 25 years to 45 years		140 Nos.	
<b>MONTHLY CHARGES (IN PAK RS.)</b>				
<b>Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.)</b>				
<b>Including all the taxes</b>				

**II. WALKIE-TALKIE SYSTEM**

<b>S#</b>	<b>Particulars</b>	<b>Monthly Rates For Each</b>	<b>Required Quantity</b>	<b>Total Monthly Charges</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5. (3 x 4)</b>
1.	Walkie -Talkie (Best quality) <b>As per PTA approved standard and specifications</b>		08 Nos.	
2.	Base Set <b>As per PTA approved standard and specifications</b>		01 No.	
3.	Repeater <b>As per PTA approved standard and specifications</b>		01 No.	
<b>MONTHLY CHARGES (IN PAK RS.)</b> Including all the taxes				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.)</b> Including all the taxes				
<b>GRAND TOTAL FOR 12 MONTHS (IN PAK RS.)</b> Including all the taxes (I + II)				
(Amount in Words _____ only)				
<b>2.5% Bid Security / Earnest Money</b>				<b>Rs.</b>

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

## GROUP – C

### DUHS – DHA CAMPUS (CHANESAR GOTH)

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
1.	<b>Trained Lady Searcher</b> Age 35 years to 45 years		01 No.	
2.	<b>Trained Security Guard</b> Age 25 years to 45 years		7 Nos.	
<b>MONTHLY CHARGES (IN PAK RS.)</b> Including all the taxes				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.)</b> Including all the taxes				
<b>(Amount in Words</b> _____ <b>only)</b>				
<b>2.5% Bid Security / Earnest Money</b>				<b>Rs.</b>

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal*

**GROUP – D**

**DUHS – LAB COLLECTION UNITS / POINTS / STAT LABS. /  
HEALTH FACILITIES ETC.**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
1.	Trained Security Guard Age 25 years to 45 years		26 Nos.	
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				
(Amount in Words _____ only)				
<b>2.5% Bid Security / Earnest Money</b>				<b>Rs.</b>

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal*

**GROUP – E**

**DUHS – SIDH (NIPA HOSPITAL)**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
1.	<b>Trained Lady Searcher</b> Age 35 years to 45 years		4 No.	
2.	<b>Trained Security Guard</b> Age 25 years to 45 years		6Nos.	
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				
<b>(Amount in Words</b> _____ <b>only)</b>				
<b>2.5% Bid Security / Earnest Money</b>				<b>Rs.</b>

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

**(Must be Printed on Rs. 100/- Stamp Paper)**

**UNDERTAKING / CERTIFICATE**

If provided information with the bid document found false, or any criminal proceedings found in any court of law, the services of the hired security agency will be immediately terminated without assigning any reason and making any refund / payment. Further, the performance security given by the firm will also be confiscated and the firm will be declared black listed.

M/s. \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Agency Seal:

**DECLARATION OF ANNUAL TURNOVER  
AND INCOME TAX RETURN  
(On Bidder / Company / firm's Letterhead)**

*[Location, Date]*

*To: [Name and address of Employer]*

**NIT REF: DUHS/W&S/2022/770, DATED: 27-08-2022.  
“HIRING OF SECURITY SERVICES COMPANY”.**

*Dear Sir,*

I/we hereby declare that, our firm's Annual Turnover in last 3 fiscal years (on closing of last fiscal year) is as follow:

<b>F. Y. ONE</b>	<b>F. Y. TWO</b>	<b>F. Y. THREE</b>
PKR _____(Million)	PKR _____(Million)	PKR _____(Million)

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last the 3 financial years i.e. 2017-18 & 2018-19 & 2019-20. Copies of ITR and Audit Reports are attached for ready reference.

Yours faithfully,

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***



**ANNEXURE – I**

**VALID LIST OF CLIENT'S DETAILS**  
(On Bidder / Company / firm's Letterhead)

*[Location, Date]*

*To: [Name and address of Employer]*

**NIT REF: DUHS/W&S/2022/770, DATED: 27-08-2022.**  
**“HIRING OF SECURITY SERVICES COMPANY”.**

*Dear Sir,*

I/we hereby mention following list of valid Clients details where our firm had provided services **during the last five (05) years**, supported by copy of agreements / contracts / work orders for your reference:

<b>Sr. No.</b>	<b>Client Name / End User</b>	<b>Nature of Client (Govt./ Semi Govt./ Bank / Embassy / Private Sector)</b>	<b>No. of Guards deployed</b>	<b>Starting Date</b>	<b>Completion Date</b>	<b>Total contract/ Project value (PKR)</b>	<b>Status (Ongoing / Completed)</b>

Yours faithfully,

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**DECLARATION FOR WEAPON LICENSE**

(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

**NIT REF: DUHS/W&S/2022/770, DATED: 27-08-2022.  
“HIRING OF SECURITY SERVICES COMPANY”.**

Dear Sir,

I/we hereby declare that, our firm M/s \_\_\_\_\_ have following weapons  
(copy of licenses are attached for your reference):

**A. SEMI-AUTOMATIC 222 OR 223 OF 5.56 BORE**

Sr. No.	License No.	No. of Weapons Registered on License	Date of issuance	Date of Expiry
Use additional lines / pages if required				

**B. SEMI-AUTOMATIC MP5 OF 0.32 BORE / 0.30 BORE**

Sr. No.	License No.	No. of Weapons Registered on License	Date of issuance	Date of Expiry
Use additional lines / pages if required				

**C. PUMP ACTION / REPEATER 12 BORE**

Sr. No.	License No.	No. of Weapons Registered on License	Date of issuance	Date of Expiry
Use additional lines / pages if required				

Yours faithfully,

**Authorized Signature [In full and initials]:**

**Name and Title of Authorized Signatory:**

**Name of Bidder:**

**Stamp / Seal:**

**BIDDER PROFILE / DETAILS**  
**(On Bidder / Company / firm's Letterhead)**

1.	Registered Company Name	
2.	Registration License Number issued by Ministry of Interior / Home Department (Attach documentary evidence)	
3.	National Tax Number (Attach documentary evidence)	
4.	General Sales Tax Number (Attach documentary evidence)	
5.	Sindh Sales Tax Number (Attach documentary evidence)	
6.	Registration Certificate with EOBI / SESSI (Attach documentary evidence)	
7.	Years of Operation of Company after its Registration (Attach documentary evidence)	
8.	Managerial Capability g. Total no. of Permanent Staff ii. Total No. of Contract / Project Staff (Attach as separate Annexure)	
9.	Assignment in hand (Presently) (Attach as separate Annexure)	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Physical address	
14.	Postal address	
15.	Telephone Number	
16.	Fax Number	
17.	E-mail address	
18.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
19.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
20.	Whether pay order, for the requisite Bid Security enclosed? (Yes / No)	
21.	Any other relevant detail	

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**A F F I D A V I T**  
**(Must be Printed on Rs. 100/- Stamp Paper)**

We, M/s. \_\_\_\_\_ hereby undertake that:

- i.** Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.
- ii.** Any director or owner of our company is not awarded any punishment from any Court of Law.
- iii.** We have submitted the correct and complete information along with our bid/offer.
- iv.** If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, DUHS has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

M/s. \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Agency Seal:

**ATTESTED BY NOTARY PUBLIC**

**(Must be Printed on Company's letterhead)**

**SECURITY CLEARANCE CERTIFICATE**

[Date & Location]

Certified that M/s. \_\_\_\_\_ will bound to deploy Security Supervisors / Guards, who would be security wise cleared by MoI / Provincial Home Department / police. If found non-complied, DUHS may immediately terminate the contract leading to forfeiture of earnest money or performance security and further to blacklisting of the firm.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**(Must be Printed on Company's letterhead)**

**CATEGORY OF SECURITY GUARDS**

[Date & Location]

Certified that M/s. \_\_\_\_\_ will bound to deploy Security Supervisors / Guards, who are Ex-Armed Forces Personnel / Ex-armed Forces / well trained civilians If found non-complied, DUHS may immediately terminate the contract leading to forfeiture of earnest money or performance security and further to blacklisting of the firm.

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

**(Must be Printed on Company's letterhead)**  
**SECURITY GUARDS AGE CERTIFICATE**

[Date & Location]

Certified that M/s. \_\_\_\_\_ will bound to deploy Security Supervisors / Guards, who would be having at least 5'.6" height and within the requisite age bracket. If found non-complied, DUHS may Immediately terminate the contract leading to forfeiture of earnest money or performance security further to blacklisting of the firm.

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

**(Must be Printed on Company's Letterhead)**  
**COMPANY'S ARMOURER CERTIFICATE.**

[Date & Location]

Certified that Mr. \_\_\_\_\_ S/o \_\_\_\_\_ bearing  
Service Card No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ is working  
as Armourer for M/s. \_\_\_\_\_ who will Examine / Check  
weapons of the deployed armed Guards / Security Supervisor(s) at least once in a month.

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*



**INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
**[Procuring Agency]**

\_\_\_\_\_  
**[Supplier /Contractor/Consultant]**

**FORM OF CONTRACT  
(Specimen Purpose only)**

M/S. \_\_\_\_\_ company incorporated Under Companies Ordinance 1984 and having its registered office at \_\_\_\_\_ (Hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the Dow University of Health Sciences, Karachi (hereinafter referred to as the DUHS, which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successor and assigns) of the OTHER PART.

WHEREAS the CONTRACTOR is a service provider.

AND

M/S. DOW UNIVERSITY OF HEALTH SCIENCES is a procuring agency. The DUHS intends to Hire Security Services on rate contract basis, therefore, invited bids through IFB/NIT # \_\_\_\_\_, Dated: \_\_\_\_\_, acting through its Vice Chancellor having its Office Baba-e-Urdu, Karachi (hereinafter referred to as the 'Customer' which expression shall; where the context so permit, means and include it successors-in-interest and assigns) of the other part. WHEREAS the M/s. \_\_\_\_\_ (successful bidder) submitted his bid vide \_\_\_\_\_ in accordance with the bid documents and was selected as "successful bidder" pursuant to the bidding process and negotiation on contract prices awarded the Letter of Acceptance" (LoA) No: \_\_\_\_\_ to the contractor on \_\_\_\_\_.

The terms and conditions of tender No. \_\_\_\_\_ dated \_\_\_\_\_ and letter of acceptance No. \_\_\_\_\_ dated \_\_\_\_\_ shall be treated an integral part of this agreement. In case of discrepancies between the tender terms and conditions and agreement, the tender terms and conditions shall take precedence.

**1. SECURITY MEASURES**

- 1.1 The Security Company shall maintain the proper record at main gate during the IN & OUT of vehicle/visitors at site.
- 1.2 The Security Company shall provide the thumb impression device to put the thumb of Security Guards to ensure their attendance in time. Besides the attendance would be verified by the in charge Go down.
- 1.3 The Security Company shall be responsible to ensure the safety and security of DUHS's assets moveable and immovable including Cargo stored in warehouse.
- 1.4 Arms shall be in working condition at all the time. Armed Guards equipped with sufficient cartridges.

**2. GENERAL CONDITIONS**

- 2.1 DUHS at its discretion can reduce/increase the number of guards, on agreed rate of payment and on the same terms & conditions, on the request of relevant in charges in case of emergencies. However, the in charge have to immediately inform the DUHS and Director / Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

- 2.2 Security Company shall ensure the availability of adequate reserve guards. In case of absence casual or other leave by any Security Guard, the Security Company shall provide the alternate guard from the reserve guards.
- 2.3 Security Company shall ensure the placement of Guards, strictly in accordance with agreement, Terms and Conditions.
- 2.4 In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise DUHS reserve the right to imposed the penalty as per agreement.
- 2.5 DUHS can increase/decrease the number of guards. In this situation the Security Company will be informed in writing accordingly. In case of number of guards increased/decreased upon directives of DUHS, the payment shall be made / adjusted on the agreed rates.
- 2.6 The contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:
- 2.6.1 Attested photocopy of NADRA Computerized Card.
- 2.6.2 Original Service Card issued by the Security Company.
- 2.6.3 Photocopy of license, certificate of weapon held by the guard.
- 2.6.4 Copy of Certified discharge work issued by Ex-Armed Forces.
- Without uniform, Lethargic, inefficient, over and below age guards will not be accepted.**
- 2.7 This agreement would effect from the date of Signing of this agreement and shall continue in force unless and until it is determined in accordance with the provisions regarding termination of agreement.
- 2.8 The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 2.9 Any increase or decrease in any levies or rates imposed by the Government / CBA, wages and / or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the DUHS.
- 2.10 Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the DUHS. If during the subsistence of this agreement or any renewal thereof any case, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such case, tax charges or surcharge, as the case may be, payable by the Security Company.
- 2.11 DUHS will not be liable to make any extra payment if the Security Company is to provide services In the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 2.12 The Security Company will keep tile DUHS free of any liability for the clause of compensation, if any to any employee of the Security Company in case of their injury, death etc.
- 2.13 Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company, DUHS shall in no way be responsible for any compensation in this connection.
- 2.14 One-month prior notice in writing shall be served by either party for termination of contract.
- 2.15 Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.

- 2.16 DUHS shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Un-Armed Guards/Armed Guards duly verified DUHS.
- 2.17 After submission of invoice, duly completed in all respect (documentation/duly signed by authorized DUHS authority), at concerned campus the payment shall be released within seven working days.
- 2.18 Copy of register, indicating entry and exit of vehicles.
- 2.19 Details showing arrival/dispatches of cargo from DUHS's warehouses.
- 2.20 In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to Vice Chancellor, DUHS or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.
- 2.22 The Security Company shall be responsible to complete all documentation, if notified from time to time.
- 2.23 The Security Company shall be responsible to maintain all the record along with details of Guards for onward submission to DUHS as and when required.
- 2.24 The Security Company will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed Security Guards / Manpower in DUHS and Security Company should be submitting such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs. 100/-.
- 2.25 Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility

### **3. PERIOD OF AGREEMENT AND DEPLOYMENT OF SECURITY**

That the Security Company shall commence on and from \_\_\_\_\_ to \_\_\_\_\_ operate and provide security services in respect of the DUHS's premises address / location as follow:

### **4. PLACEMENT OF GUARDS AND ALLIED SERVICES**

- 4.1 Security Guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week at Dow Medical College (DMC) Campus of Dow University of Health Sciences, Karachi premises. For this purpose, duty rosters of the supervisor / guards must be provided to the DUHS site in-charge.
- 4.2 Security Company shall provide the details of Guards along with its past experience, copy of CNIC, copy of service card and other required details / information, it notified, one week prior to placement of Guard to the place of posting.
- 4.3 Security Company will ensure that the security guard is active, healthy and free from any diseases. Allowed age limit of placement of security guard having 20-50 years duly trained will be preferred.
- 4.4 Security Company will ensure that the Security Guard is well trained. The guards must have at least one-year experience of any security company at least fifteen bullets/ cartridges shall be available with each arm guard.
- 4.5 Schedule for posting of security guards shall be prepared with In-charge (Security) and issued with approval of competent authority.
- 4.6 Guards shall be on the payroll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should not be less than six months.
- 4.7 During the hiring of Security Guards the offer / appointment letter may be issued and same would be sent In-charge Security for record.

- 4.8 Any change in placement of Security Guards shall be made with prior information and approval of the In-charge Security.
- 4.9 Security Company shall ensure the availability of adequate reserve guards.
- 4.10 Security Company shall ensure placement of Guards, strictly in accordance with agreement, Terms and condition.
- 4.11 DUHS at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same terms and condition, on the request of relevant in-charges in case of emergencies. However, the in-charge have to immediately inform the In-charge Security and Director / Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

**GROUP - A**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
<b>MONTHLY CHARGES (IN PAK RS.)</b>				
<b>Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.)</b>				
<b>Including all the taxes</b>				

**WALKIE-TALKIE SYSTEM**

S#	Particulars	Monthly Rates For Each	Required Quantity	Total Monthly Charges
1.	Walkie -Talkie (Best quality)			
2.	Base Set			
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

**GROUP – B**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

**WALKIE-TALKIE SYSTEM**

S#	Particulars	Monthly Rates For Each	Required Quantity	Total Monthly Charges
1.	Walkie -Talkie (Best quality)			
2.	Base Set			
3.	Repeater			
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

**GROUP – C**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

**GROUP – D**

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
<b>MONTHLY CHARGES (IN PAK RS.) Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) Including all the taxes</b>				

**GROUP – E**

<b>S#</b>	<b>Particulars</b>	<b>Monthly Service Charges for Each</b>	<b>Required Quantity</b>	<b>Total Monthly Service Charges</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5. (3 x 4)</b>
<b>MONTHLY CHARGES (IN PAK RS.)</b> <b>Including all the taxes</b>				
<b>TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.)</b> <b>Including all the taxes</b>				

**5. PENALTY**

- 5.1 The Security Company is bound to provide guards on every cost for sensitive areas, in case of any loss due to lapse Security Company will be held responsible.
- 5.2 In case of any damage/loss to DUHS's due to Security lapse herewith for determination of liability a committee constituted by the management having representation from Security Company will investigate the matter and fix the responsibility. The recommendation of the committee shall be a binding on the company to pay the losses.
- 5.3 In case of any theft/damage at go down premises, the security company will be held responsible to pay the entire losses to the DUHS as determined by the Committee constituted by the Competent Authority.
- 5.4 Overage and underage guards will not be accepted for duty and no salary shall be paid for them.
- 5.5 In case of placement of inefficient guard/placement of, lethargic guards, guards without proper uniform, DUHS reserve the rights to impose penalty up to Rupees 500.

**6. PAYMENT**

- 6.1 Due payment will be made after completion of each month.
- 6.2 The Security Company required to submit the following documents along with bill:
  - 6.2.1 Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
  - 6.2.2 Original attendance sheet of the Guards daily and monthly duly verified by the in-charge.
  - 6.2.3 Copy of any/all correspondence made with DUHS or any other agency / person / organization during that month.
  - 6.2.4 Any other details/documents, if required by DUHS.
  - 6.2.5 Evidence / support of all claims in bills.
- 6.3 Security company shall Submit / close the attendance on last day of the month and shall submit invoices to concern offices by <sup>1st</sup> of each month as specified above in point 2.17.

\_\_\_\_\_  
(Signature of Contractor/Authorized Representative)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Seal: \_\_\_\_\_

**WITNESS – 1**

Name: \_\_\_\_\_  
CNIC #: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer of the DUHS)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Seal: \_\_\_\_\_

**WITNESS – 2**

Name: \_\_\_\_\_  
CNIC #: \_\_\_\_\_  
Address: \_\_\_\_\_