



Quaid-e-Azam Solar Power (Pvt.) Limited

TENDER DOCUMENT

**Provision of Security Services
for Quaid-e-Azam Solar Power (Pvt.) Ltd.**

**MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, MCB Building, 83-A, E/1,
Main Boulevard, Gulberg-III, Lahore.**

Bidder's Information

Tender Serial No. _____ Dated _____

Name of Firm to whom Tender issued: _____

SIGNATURE
OF TENDER ISSUING
OFFICER

Name of Firm/Contractor _____

Address: _____

Contact Person _____

Telephone No: _____

Fax No: _____

National Tax Number: _____

GST Number _____

We M/s _____ hereby undertake to accept all the terms and conditions laid down by Quaid-e-Azam Solar Power (Pvt.) Ltd. with regards to award of this contract.

Signature of Bidder

TENDER DOCUMENTS

Prequalification of Security Companies for Provision of Security Services at QA Solar

1. QA Solar intends to hire the services of a well reputed Security Company (having a set-up at Lahore) for provision of security services at Quaid-e-Azam Solar Power (Pvt.) Ltd., 3rd Floor, 83-A/E-1, Main Gulberg, Lahore as per detail given below: -

Sr. #	Deployment	1st Shift(12 Hours)		2nd Shift (12 Hours)		Total	
		Armed	Unarmed	Armed	Unarmed	Armed	Unarmed
A	In-gate (Main)						
B	Out-gate (Main)						
C	Basement - 1						
D	Basement - 2						
E	Rear Side						
F	Roof top						
G	General Duties						
Total:							

2. The services will be hired according to PPRA Rules 2014 Single stage – two envelop procedure.

3. Salient features of single stage – two envelop procedure are enumerated below: -

- a. The bid shall comprise a single package containing two separate envelops. Each envelope shall contain separately the financial proposal and the technical proposal;
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- c. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- d. The envelope marked as “FINANCIAL, PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- e. QA Solar will evaluate the technical proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;
- f. During the technical evaluation no amendments in the technical proposal shall be permitted;
- g. The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.
- h. After the evaluation and approval of the technical proposal QA Solar shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- i. The bid found to be the lowest evaluated bid shall be accepted.

4. Company must furnish following information (Mandatory):-

- a. Valid license to operate in Lahore.
- b. NOC issued by Punjab Governments.

- c. Registration with SECP or relevant department.
 - d. Copy of NTN certificate.
 - e. Affidavit that the firm has not been black listed by any Government/Semi Government organization.
 - f. Proof of 5 years' experience.
 - g. Pay order/bank draft Rs. 25,000/- of shall accompany the Technical proposal as Bid Security / Earnest money (refundable). Failing to do so may result into disqualification.
 - h. A certificate to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Punjab from time to time. Any violation at any stage in this regard will render the security company ineligible to work with QA Solar.
 - i. The bid prices shall not be in violation of minimum wages set by the Government of Punjab, otherwise QA Solar has the right to reject any such bid or bids.
 - j. Performance certificates by the major clients where your security company has been providing security services in the last two years.
5. Weightage of Technical and Financial proposals will be 60% and 40 % respectively. The bidder obtaining highest marks combining Technical and Financial proposals will be awarded the contract.
6. If two or more bidders obtain equal marks in Technical proposal, then the contract will be awarded to the one with lowest financial bid.
7. Salaries, perks, privileges and work hours of the guards will be governed strictly according to the government rules / regulations.
8. Payment will be made on monthly basis by QA Solar through cheque.
9. The company will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate. Similarly the company shall provide character certificates of each guard with verified antecedents.
10. The arms provided to the guards must be examined by a qualified armorer on quarterly basis and must be technically fit to fire.
11. Guards provided by the company should not be less than 30 years and not more than 50 years of age. Bulky/overweight persons will not be accepted.
12. The guards should be trained and capable enough to handle the situation including but not limited to bomb blast, earthquakes and events of fire etc.
13. The company will provide a hand held metal detector.
14. Evaluation criteria is given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 50%.
15. ***Evaluation criteria of financial proposal is as under:***
Lowest Quoted Bid X 30 = Total Marks Obtained
Bid to be evaluated
16. Only Ex-Servicemen will be accepted as security guards for performance of security duties.
17. Availability of additional guards (if so required) will be ensured within 24 hours.

18. Interested Security Companies may forward their proposals as per above instructions to the undersigned latest by 17th October, 2018 at 02:00pm hours.
19. QA Solar reserves the right to accept or reject the tender as per PPRA rules - 2004.
20. Bid shall be submitted inclusive of all GoP taxes.
21. Bids shall remain valid for 90 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.
22. The deployed Security Guards should be in distinct uniform bearing the name of their company and the same shall be provided by the Contractor / Firm at its own cost. Each Security Guard must be provided with at least two uniforms, one jersey in winter and two pair of shoes annually.
23. Successful bidder will sign a contract / agreement for the period of one years. A tentative draft agreement is also placed in tender document; subject to further modification/addition by QA Solar, if required.
24. In case of non-compliance to the clauses of the subject contract, or consistent poor performance, three notices may be served with one (01) week improvement time. If the contractor still fails to deliver as per agreement, the contract may be terminated resulting in forfeiture of the deposited security for the contract.
25. The contractor must provide reliever / replacement within two (02) hours from shift starting time, in case a security guard does not show up at work any day. In case of non-compliance to the above clause, appropriate deductions will be made from the contractor's monthly bill as per rates agreed upon in the subject contract agreement.
26. Both the parties (QA Solar or Security Services provider) can terminate the contract with the notice of three months period without assigning any reason.

TECHNICAL PROPOSAL

Name of the Company _____

Weightage

1. List of major clients **10 Max**

(Corporate bodies/Multinational/Embassies/5 Star Hotels=2 Marks each)
(Factories/Educational Institutions/Government offices= 1 Mark each)
(Residential Colonies/Commercial Centers/Hospitals =1/2 Mark each)
Copies of valid agreements will be provided as evidence

2. Experience of the company (1 mark for each year) **15 Max**

3. What services are offered: - (1 Mark each) **05 Max**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

4. What security equipment is available :- (1Mark each) **05 Max**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

5. Company has the license / permission to use following weapons:- (1 Mark each) **05 Max**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

6. Monitoring control and supervision mechanism of the guards:- (1 mark each) **05 Max**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

7. Guards selection criteria and verification procedure (2.5 marks) (2.5 marks) **05 Max**
8. Performance Certificates by Major Clients (1 Mark each) **10 Max**
- Total : 60**
11. Please attach Company history/Profile.

Date: _____

Signature: _____

Place: _____

Name: _____

Financial Proposal

Description	Rate per Guard per month inclusive of all taxes
Armed Security Guard (Ex Armed Forces)	
Unarmed Security Guards (Ex Armed Forces)	
Armed Security Guard (Civilian)	
Unarmed Security Guards (Civilian)	

Signature: _____
With Seal