



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

TENDER DOCUMENT

Provision of Security Services

For Quaid-e-Azam Solar Power (Pvt) Ltd.

1. Invitation to Bid
2. Instructions to Bidders
3. Bid Forms
4. Conditions of Contract

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

DISCLAIMER

1. The information contained in this Bid document or subsequently provided to applicants, whether verbally or in written form by or on behalf of Quaid-e-Azam Solar Power (Pvt.) Ltd (QASPL), shall be subject to the terms and conditions set out in this Bid document.

2. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts / drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INVITATION TO BID

Ref# QASPL/Proc/Sec/2024/07

Quaid-e-Azam Solar Power (Pvt.) Ltd (QASPL) invites sealed bids from Security Companies for the Security Services. The procedure for selection of supplier shall be Single Stage Two Envelope bidding procedure with least cost basis of PPRA 2014. The requirement of Security Services are given below:

Terms of Reference:

- Invoice will be provided at the end of each month.
 - Any discrepancy in services will be dealt legally.
2. The validity of Framework Contract to be signed with the successful Bidder shall be one year from the date of signing of contract and extendable with mutual consent of both the parties. The rates quoted by the bidder shall remain the same for one year from signing of the contract.
 3. Interested eligible Bidders may obtain tender document from **Quaid-e-Azam Solar (Pvt.) Ltd.** Bids must be delivered to the address below on or before **19th July 2024 at 11:00 AM.**

4. Eligibility Criteria:

Sr. No	Eligibility	Yes/No
01	Bid security PKR. 667,500/- (1.5% of estimated price of 44,500,000/- (Refundable) in the shape of CDR in favor of "Quaid-e-Azam Solar Power (Pvt.) Ltd"	
02	Minimum 05 Years of Experience providing security services. (Proof Attach)	
03	Copies of registration with Income Tax	
04	Copies of Sales Tax Registration	
05	Affidavit on stamp paper duly notarize of not being blacklisted by any Govt. agency.	
06	Must have complete office set up at Lahore.	
07	Registration Certificate of Punjab Home Department. (Copy of Valid NOC)	
08	Minimum of 200 currently deployed security guards. (list of deployment to be attached)	
09	Currently employed as security service provider at a minimum of three (3) Government / Semi Government / Large Scale Companies as on last date submission (Documentary Prof / Latter be attached).	
10	Security Services provider of minimum 01 chines company / engineers / citizens in	

	Pakistan. (letter of company to be attached)	
Note: Those bids could not fulfil the eligibility criteria shall be treated as non-Responsive bids and Technically disqualified.		

5. Bids received after the time specified herein shall be rejected. Bids will be opened on the same day at **11:30 AM** in the presence of the Bidders' representatives who choose to attend.
6. QASPL will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. Bid notice has also been posted on PPRA website (www.ppra.punjab.gov.pk) and QASPL website (<https://www.qasolar.com>).

Chief Executive Officer
Quaid-e-Azam Solar Power (Pvt.) Ltd.
3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.
Phone No. 042-99332261-65
Fax No. 042-35790366

3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore
Phone No. 042-99332261-65

INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1 The QASPL wishes to receive Bid for the services mentioned in Invitation to Bid at the earlier page (hereinafter referred to as Service) and provide services.
- 1.2 The bid is to be completed and submitted to the QASPL in accordance with these Instructions to Bidders.

2. Eligible Bidder

The Invitation for Bid is open to the well reputed companies / firm / experience suppliers based in Pakistan in specific items registered with Income and Sales Tax Department.

3. Eligible Services

- 3.1 The Services to be provided under the Contract shall have their origin in eligible member countries.

4. Cost of Bidding

- 4.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the QASPL will in no case be responsible or liable for those costs.

5. Joint Ventures (Not Applicable)

6. Assurance

- 6.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to provide Service pursuant to the Contract, within the time set forth therein.

BIDDING DOCUMENTS

7. Contents of Bidding Documents

- 7.1 The services required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:
- a) Instructions to Bidders
 - b) Bid Form
 - c) Contract Form
 - d) Conditions of Contract
- 7.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

8. Clarification of Bidding Document

- 8.1 The prospective bidder requiring any further information or clarification of the bidding documents may notify the QASPL in writing or by visiting at the following address:

Chief Executive Officer
Quaid-e-Azam Solar Power (Pvt.) Ltd.
3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.
Phone No. 042-99332261-65
Fax No. 042-35790366
Email: admin@qasolar.com, pm@qasolar.com

QASPL will respond in writing to any request for information or clarification of the bidding documents, which it receives no later than three (03) days prior to the deadline for the submission of bid.

9. Amendment of Bidding Documents

- 9.1 At any time prior to the deadline for submission of bid, the QASPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the bidding documents by issuing a corrigendum(s) and / or addendum(s) and may also extend time for submission of bids in its own discretion if QASPL deems it appropriate and necessary.
- 9.2 The amendment shall be part of the bidding documents, pursuant to Clause 8.1, will be notified in writing or by telex, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.
- 9.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the QASPL may, at its discretion, extend the deadline for the submission of bid.

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Phone No. 042-99332261-65

PREPARATION OF BID

10. Language of Bid

- 10.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the QASPL shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall prevail. However, QASPL may ask the bidders to clarify on any substantive issue, which it deems it appropriate to be clarified for proper evaluation of the bid.

11. Documents Comprising the Bid

- 11.1 The evaluation of Bid submitted shall be inclusive of, but not be limited to, the following factors:

a) Bid Form

The Bidder shall complete the Bid Form / invitation to bid in accordance with Clause 12.

b) Bid Security

The bidder shall furnish Bid Security in accordance with Clause 15.

12. Bid Form

- 12.1 The bidder shall complete the Bid Form / invitation to bid duly signed by the authorized person (as per provided authority letter) along with the stamp of the company and all the Schedules furnished in the bidding documents.

13. Bid Prices

- 13.1 The bidder shall bid for all services on which he wants to quote rate as per the instructions contained in this document.
- 13.2 Prices quoted for the services should be entered in Invitation to Bid / Bid Form.
- (i) The blank or partially / conditionally filled Price Bid of any item is considered non-responsive.
 - (ii) The price is to be submitted in Pak Rupees only and should include all taxes.
- 13.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

14. Bid Currencies

Prices shall be quoted in Pak Rupees.

15. Bid Security

- 15.1 Pursuant to Clause 11.1(b), the bidder shall furnish, as part of its bid, a bid security in the amount as mentioned in the eligibility criteria.
- 15.2 The bid security shall be denominated in Pak Rupees and shall be in shape of call Deposit Receipt (CDR) / Pay Order in favor of “Quaid-e-Azam Solar Power (Pvt.) Ltd”.
- 15.3 The bid not secured in accordance with Clauses 15.1 and 15.2 above will be rejected by the Client as non-responsive.
- 15.4 An unsuccessful bidder’s bid security will be discharged or returned, or both, as promptly as possible upon award of Contract.
- 15.5 The successful bidder's bid security will be returned, upon the signing of contract.
- 15.6 The bid security may be forfeited:
 - (a) if the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form / Invitation to Bid; or
 - (b) if the bidder fails;
 - (i) to sign the contract in accordance with Clause 28

16. Period of Validity of Bid

- 16.1 The bid shall remain valid for 180 days from the date of bid closing prescribed by the Client, pursuant to Clause 19.
- 16.2 Notwithstanding Clause 16.1 above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 15 shall also be suitably extended. The bidder may refuse the request without forfeiture of its bid security. The bidder will not be required or permitted to modify its bid.

17. Format and Signing of Bid

- 17.1 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

SUBMISSION OF BID

18. Sealing and Marking of Bid

18.1 The bidder shall seal the original Bid in an envelope.

18.2 The envelopes shall:

(a) Be addressed to the following address:

Chief Executive Officer
Quaid-e-Azam Solar Power (Pvt.) Ltd.
3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.
Phone No. 042-99332261-65
Fax No. 042-35790366
Email: admin@qasolar.com, pm@qasolar.com

(b) bear the following identification:

Security Services at Head Office Lahore and Site Office Bahawalpur

DO NOT OPEN BEFORE 19th July, 2024

18.3 In addition the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

18.4 Fax bid will not be entertained.

19. Deadline for Submission of Bid

19.1 The original bid must be received by the QASPL at the address specified in Clause 18.2 by **11:00 Hrs on 19th July, 2024.**

19.2 The QASPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 9, in which case all rights and obligations of the QASPL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bid

20.1 The bid received by the QASPL after the deadline for submission of bid prescribed by the QASPL, pursuant to Clause 19, will be rejected and returned unopened to the bidder.

21. Modification and Withdrawal of Bid

21.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the QASPL prior to the deadline prescribed for submission of bid.

21.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance

3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore
Phone No. 042-99332261-65

with the provisions of Clause 18. A withdrawal notice may also be sent by telex or fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.

- 21.3 The bid may not be modified subsequent to the deadline for submission of bid.
- 21.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security, pursuant to Clause 15.
- 21.5 Notwithstanding anything contained herein, QASPL reserves the right to modify, add or cancel any phase of the subject procurement and / or increase / decrease any part of the subject procurement at any time, even after award of contract / purchase order, without incurring any liability arising therefrom.

OPENING AND EVALUATION OF BID

22. Opening of Bid

- 22.1 The bid shall be opened by the QASPL in the presence of the bidder's representatives who choose to attend at the time and date specified in Clause 19.1, at the office of the QASPL, given in Clause 18.2 (a). The bidder's representatives who are present shall sign a register evidencing their attendance.
- 22.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the QASPL, at its discretion, may consider appropriate will be announced and recorded at the opening.

23. Clarification of Bid

- 23.1 To assist in the examination, evaluation and comparison of bid, the QASPL may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

24. Determination of Responsiveness of Bid

- 24.1 Prior to the detailed evaluation of the bid, pursuant to Clause 26, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which meet the eligibility criteria.
- 24.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.3 The bid determined as not substantially responsive will be rejected by the QASPL and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
- 24.4 The QASPL may waive any minor informality or non-conformity or irregularity in the bid.
- 24.5 Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the QASPL for any arithmetic errors. Errors will be rectified as follows:
- (a) for the total individual bid price of Service entered in paragraph of the Bid Form or Invitation to Bid, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total individual Bid Price of Service shown in the Price Schedule for Service, will govern unless the Bid Contains a specific statement confirming the total individual Bid Price of and Service.
 - (b) where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the QASPL, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price for Service as quoted will govern and the unit rate will be corrected, and
 - (c) where there is a discrepancy in the total price quoted in the Price Schedule Service vis-à-vis addition of Service, the total of the itemized prices will govern.

The amount stated in the Bid Form or invitation to bid will be adjusted by the QASPL in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors for services in the Bid, his Bid will be rejected for the Service.

Corrected Total individual Bid Price for Service: The price as determined after the application of arithmetic corrections shall be termed as Corrected Total individual Bid Price for Service.

25. Evaluation and Comparison of Bids

The QASPL will evaluate the bids to be substantially responsive, pursuant to Clause 24, as stated hereinafter.

25.1 Basis of Evaluation and Comparison of Bid

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation. The evaluation and comparison of the Bid will be done Service wise. The contract will be awarded to the Bidder who's corrected and evaluated Bid Price for overall lowest.

25.2 Evaluated Bid Prices

The QASPL evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors as stated in Clause 24.5. The cost of and Service any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Service earlier than the period specified in the Schedule A Special Stipulations to Bid, no credit will be given. Terms of Payment: The bidder shall state their bid price for the payment terms outlined in the Conditions of Contract. The bid will be evaluated on the basis of this base price.

26. Contacting the Client

26.1 Any effort by a bidder to influence the QASPL in the QASPL's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

27. QASPL's Right to Accept the Bid or Reject the Bid

27.1 The QASPL reserves the right to accept or reject all bids at his sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidders.

AWARD OF CONTRACT

28. Signing of Contract

28.1 The contract will be signed with the bidder who's Bid Price for overall is the lowest subject to the originality and best services.

29. Notification of Contract Award

29.1 QASPL will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

30. Signing of Contract

30.1 After the acceptance of performance security by the QASPL, the QASPL will send to the successful bidder an advance copy of the Contract provided in the bidding documents, incorporating all agreements between the parties.

30.2 Within ten (10) days of the receipt of such advance copy of the Contract, the bidder shall sign the original Contract at the office of QASPL.

ADDITIONAL INSTRUCTIONS

31. Instructions to Assist the Bidder

32.1 Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents or give birth to any legal right to the prospective bidders.

32. Income Tax & General Sales Tax

33.1 The bidder may make inquires on income tax to the concerned authorities of Income Tax and General Sales Tax Department, Government of Pakistan.

QUAID-E-AZAM SOLAR POWER (PVT) Ltd.

TORs of SECURITY TENDER

Quaid-e-Azam Solar Power (Pvt.) Ltd (QASPL) invites sealed bids from reputable firms for security services at the site of its power generation plant in Bahawalpur and Head Office premises in Lahore. The company will use least cost based selection and single stage two envelope method of selection of Security Company under the Punjab Procurement Rules 2014.

Technical bid and Financial bid will be separate in sealed envelope to be submitted to the company. Companies meeting technical criteria will be eligible to participate in financial bid opening.

General Criteria:

1. Registration Certificate of Punjab Home Department to be eligible to provide security services. (Copy of valid NOC)
2. Minimum 5 years of experience as a security service provider. (certificate of incorporation)

Specific Criteria:

3. Minimum of 200 currently deployed security guards. (list of deployment to be attached)
4. Currently employed as security service provider at a minimum of three (3) Government / Semi Government / Large Scale Companies as on last date submission (Documentary Prof / Latter be attached).
5. Security Services provider of minimum 01 chines company / engineers / citizens in Pakistan. (letter of company to be attached)
6. Registered entity for Income Tax (FBR) and GST with Punjab Revenue Authority (PRA). (copy of the certificate to be attached)

Guards Requirement:

7. Sixty Three (63) securities personal will be deployed at the project site in Bahawalpur and another three (3) At the Head Office in Lahore. (However upon one month notice number of guard may be increase or decrease but not more than 15% of above requirement).
8. The break-up of the security personnel to be provided is a follows:

Project Site Bahawalpur

Officer (S) - 1

Supervisors – 7

Guards – 49

Guards for Guest House Bahawalpur - 3

Vehicle 4x4 – 1 Double cabin (Specifically Toyota 4x4 Model 2019 or above

3x Guard/Licensed driver also included in 52 guards

Head Office

Security guards - 3

9. All security personnel to be provided to be ex Armed Forces /Retired Police officers/Rangers.

Duty Timings

10. No guard is allowed to perform duty more than 08 hours in a day. (24hrs)
11. 10% relievers will be available. If a guards on leave or in emergency, 63 guards/security personnel will be performing duties. No double shift will be allowed due to the leave of any guard.
12. Maximum permissible age limit of security personnel to be deployed will be 50 years.

Bid Specific Requirements:

13. The tenure of the contract well be 1 year (Extendable for 02 years with the mutual consent of both parties)
14. Bids must be accompanied by a bid security of not less than Rs. 667,500/- (1.5% of estimated procurement of Rs.44,500,000/-) in the shape/form of pay order/bank draft in favor of Quaid-e-Azam Solar Power (Pvt.) Limited Company. The bid security instrument shall be valid for at least 90 days.
15. 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.
16. All prices must be quoted in Pak. Rupees and should be inclusive of taxes as applicable.
Quoted price must include the security services charges, boarding, lodging and related cost/ expenses of the security guards to be deployed at above provided locations. Provision of accommodation, messing and relievers will be the security company's own arrangement.
17. The quoted price will also include cost of all security personnel, equipment/ transport, weapons and ammunition as per details given at **Annex-A** and **Annex-B**
18. QAS will not be responsible for any cost or expenses incurred in connection with preparation or delivery of the Bids.
19. The quoted rates shall be valid for 90 days from opening of bids.
20. The competent authority will follow PPRA rules / guidelines in selection / rejection of bids.

Bid procedure:

21. Sealed bids of technical & financial in two separate envelopes must be submitted by 1400 hours on 16th July, 2024. The bids will be opened on the same day at 1430 hours in presence of the representative of the interested bidders.
22. Tender is also available on the website of QA Solar (Pvt.) Ltd. and Punjab Procurement Regulatory Authority (PPRA).
23. Bid will be awarded to a bidder who meets all technical criteria & has lowest financial bid.
24. The security company will pay minimum wages to Security Guards EOBI & Social Security as per Government of the Punjab Rules / Regulations. The employer (QASPL) reserves the rights to ask the security company for the evidence of compliance of Government of Punjab Rules & Regulation.
25. The Bidder should not be blacklisted by any public or private sector organization (attach an affidavit).
26. Financial quotes to be filled only **Annex – A**, don't use any cover letter or other format.

Address & Contact person for sending Bids, Obtaining Document and for any
Clarification:

Manager HR/Admin
Quaid-e-Azam Solar Power (Pvt.) Ltd.
3rd Floor, 83-A, E/1, Main Boulevard, Gulberg III, Lahore.
Phone No. 042-99332261-5 Fax 042-35790366
Web address: www.qasolar.com

3rd Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore
Phone No. 042-99332261-65

QUAID-E-AZAM SOLAR POWER (PVT) Ltd.

FINANCIAL QUOTES

**PLEASE USE THIS PERFORMA/FORMAT FOR FINANCIAL QUOTE OUTHER
WISE BID WILL BE REJECTED
OUTSOURCED SECURITY GUARDS REQUIRED AT SITE & HEAD OFFICE**

Sr No	Description of Job / Item	Total Required	Hiring Cost Per Day (PKR)	Total Hiring cost Including of all Taxes (Per Month)- PKR
1	Manager Operations (Retired Lt Col / Major from Pak Army)	1		
2	Security Supervisors (3xjcos and 4x Jcos / hawaldar)	7		
3	Security Guards Site office Bahawalpur	52		
4	Vehicle 4x4 – 1 Double cabin Model 2019 or above Modification for Quick Response Force (QRF) duty at site(Including Fuel Expense	1		
5	Security Guards – Head Office Lahore	3		
6	Motor Bikes for patrolling	4		
Total Amount per Month				

Name of Firm : _____

Address: _____

Registration No. (Home department): _____

NTN : _____

Contact No : _____

Seal and Stamp

Name _____

Signature _____

QUAID-E-AZAM SOLAR POWER (PVT) Ltd.

Detail of equipment & weapons

1	Type of weapons with quantity of ammunition	a. 16 x .222 / .223 Rifles with 90 Rounds per weapon. Weapons will be replaced in case of any breakage or fault on the same day. b. 4 x Pistols / Revolvers
2	Additional Details / Complimentary Facilities etc.	a. 15 x Wireless Sets with base station for Effective communication. b. 7 x additional weapons (Rifles / Pistols) (33%) to maintain reserve in order to meet any eventuality c. Additional 10 x rounds per weapon & pistols. d. Torches, whistles & metal Detectors as per requirement. e. Firing practice after every 6 Months.

Name of Company : _____

Address: _____

Registration No (Home Department) : _____

NTN : _____

Contact No. : _____

Seal and Stamp

Name _____

Signature _____

[PRINT ON STAMP PAPER]
Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

(Stamp of Company)
(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

TERMS AND CONDITIONS FOR PROVISION OF GUARDS

SECTION 1

SCOPE OF SERVICE AND PRICE SCHEDULE

1.1 Contractor will provide Security Staff / equipment as under:-

Category	No	Armed/ Un-armed	Rates inclusive of all taxes
Manager Operation (Retd Lt Col / Maj from Pak Army)	01	Armed	Rs. _____ /- (Per Month) Including all taxes
Security Supervisors	07	Armed	Rs. _____ /- (Per Supervisor Per Month) Including all taxes
Security Guards	52	Armed	Rs. _____ /- (Per Guard, Per Month) Including all taxes
Single Cabin Vehicle modified for Quick Response Force (QRF) duty at site (Incl Fuel Expense)	01		Rs. _____ /- (Per vehicle Per Month) Including all taxes
Security Guards - Head Office Lahore	03	Armed	Rs. _____ /- (Per Guard, Per Month) Including all taxes
Motor Bikes for patrolling	4		Rs. _____ Including all taxes
Total Amount per month			

1.2 Guards will be healthy and medically Cat 'A'.

1.3 Guards will hold National Identity Cards as well as Contractor Identity Card.

1.4 a) Contractor will provide 13 x 7 MM / 8 MM / .222 / .223 Rifles with 90 Rounds per weapon.
b) 7 x Pistols / Revolvers where required, in working condition.

1.5 Contractor will provide 10 rounds on each weapon.

1.6 On a written report from Employer unsuitable guard will be replaced within 3 days by Contractor.

1.7 Guards provided by Contractor will execute and perform duties for the Employer as per Contractor SOPs.

1.8 Employer would ensure payment of wages is made in time for further disbursement to security guards by Contractor.

- 1.9 Guards will be positioned on static within premises duty places (if required, marked on sketch and attached to the contract deeds) indicated/mutually agreed by Employer and Contractor.
- 1.10 SOPs (Standing Operating Procedures) and security instructions for deployment of guards will be provided by installation in-charge and all guards will abide by these SOPs (Standing Operating Procedure) /instructions fully.
- 1.11 Employer advised to ensure Structural Security of the premises (such as installation of Cameras, Search Lights, Fencing -where required) and securing of Boundary Wall to avoid any unwanted persons entry.
- 1.12 Employer will extend facilitation in terms of Street Security and provide Umbrella, Chair, Register and Water Cooler for Security Guards to perform duties outside premises would contribute to high performance of Guards.
- 1.13 Contractor shall provide services as per tender document attached as Annex-A1.

Annex-D

SECTION 2
SERVICE AND TERMINITION

- 2.1 Each guard will perform duty on an average of 8 hours per day or as allowed under labor laws.
- 2.2 Employer has the right to demand additional guards, if required, on same terms and conditions and Contractor shall be obliged to provide additional guards in the given time frame.
- 2.3 Should the Contractor decide to discontinue its obligations under the contract, it shall do so, by giving one month notice to the Employer.
- 2.4 Should the Employer decide to terminate the contract during the period it is in force, it shall do so either by giving one month advance notice or payment of full month's amount at contract invoice based on last monthly verified invoice, to the Contractor.

SECTION 3
COMPENSATION SCHEDULE

3.1 Security services shall be provided at a cost per man per month (inclusive all applicable taxes) as appended below:-

<u>Category</u>	<u>Rates</u>
Manager Operation (Retd Lt Col / Maj from Army)	Rs. _____/- (Per Month)
Security Supervisors (Armed)	Rs. _____/- (Per Month)
Security Guards (Armed)	Rs. _____/- (Per Month)
Single Cabin Vehicle modified for Quick Response	Rs. _____/- Per Month)
Force (QRF) duty at site (Incl Feul Expense)	Rs. _____/- (Per Month)
Security Guards - Head Office Lahore	Rs. _____/- (Per Month)
Motor Bikes for patrolling	Rs. _____/- (Per Month)

3.2 Contractor will issue to Employer a consolidated INVOICE by 1st of each month and payment shall be made to Contractor within 10 days of receipt of Contractor invoice.

3.3 Payment of any other dues that may become applicable will be paid by Contractor at no extra cost to Employer.

3.4 Extra ammunition used by the Employer will be charged from him in the monthly invoice.

3.5 The Contract Price shall be adjusted to take account of any increase or decrease in cost resulting from changes in legislation of the country. Legislation means any law, order, regulation or bye-law having the force of law, which affects the Contractor in the performance of his obligation under the contract.

SECTION 4
INSPECTION AND DISCIPLINE

4.1 Terms and Conditions spelled out in this section will be binding on both the parties i.e. Employer and Contractor.

4.2 Besides Contractor, Employer will exercise supervision of guards and report any misconduct of guards to Contractor for prompt remedial measures.

4.3 In case of doubts, hold joint inquiries to ascertain and apportion blame and responsibility.

4.4 All inquiries will be joint inquiries to ascertain and apportion blame and responsibility, as elaborated at Para 4.2. FIR will be of the Employer responsibility of lodged.

4.5 Guards will remain in Contractor uniform (duly approved by Government of Pakistan) while on duty.

SECTION 5

MISCELLANEOUS

- 5.1 Contractor will provide telephone and fax number of their office to the Employer.
- 5.2 Employer will provide local telephone/fax facilities to Contractor supervisors/guards to contact Contractor Regional Office (Operation Room) as and when required.
- 5.3 Employer will provide Medical First Aid to guards in times of need.
- 5.4 Contractor will not be held responsible for any direct transaction of advance or loan by the Employer to any Contractor personnel.

SECTION 6 CURRENCY OF CONTRACT

- 6.1 This contract shall continue for one year and thereafter, until cancelled by either party with one month written notice.
- 6.2 Contract will be extendable with mutual consent of both parties.
- 6.3 Contract will come into force as specified. Invoice will commence with effect from the date the first group of guards report for duty.
- 6.4 Invoice rate as mentioned in clause 3.1 section 3 shall remain effective for one year.

SECTION 7 ARBITRATION

- 7.1 In the event of any dispute arising between Contractor and **Quaid-e-Azam Solar Power (Pvt) Ltd, 3rd Floor, 83-A, E-1, Main Boulevard, Gulberg-III, Lahore** of or in relevance to this contract, Contractor and **Quaid-e-Azam Solar Power (Pvt) Ltd, 3rd Floor, 83-A, E-1, Main Boulevard, Gulberg-III, Lahore** shall attempt in the first instance to resolve such disputes through friendly consultation. If the dispute has not been resolved through consultations within sixty (60) days after one party has served written notice on the other party requesting the commencement of such consultations, then the disputes shall be finally settled by arbitration. The dispute shall be referred for arbitration in Lahore a sole arbitrator if one can be agreed upon or two arbitrators (one to be appointed by each party) and an umpire (to be appointed by the arbitrators before their entering upon the reference) in accordance with the Arbitration and Reconciliation Act 2015 or any amendment thereto or re-enactment thereof for the time being in force. The arbitration award shall be final and binding on the parties. The arbitration fee shall be borne by the losing party or as otherwise provided in the arbitration award.

SECTION 8
NOTES

8.1 Any notice under this contract shall unless otherwise stated be in writing and delivered by post or facsimile transmission or in person to each party at the addresses as given below or at such addresses as notified to the other party in writing.

a. In Case of Security Company

Address:

Telephone No:

Fax No:

Cell No:

E-mail:

Name of Contact Person:

b. In Case of (Employer)

Address: _____

Telephone No: _____

E-mail: _____

NTN / GST No: _____

Name of Focal Person: _____

Phone / Cell # : _____

SECTION 9
GOVERNING LAW

9.1 This contract shall be governed by and constructed in accordance with the laws of Pakistan. In witness whereof the parties hereto have set their respective hands on the day, month and year first above written.

SIGNED FOR AND ON BEHALF OF

(Quaid-e-Azam Solar Power (Pvt) Ltd

SIGNED FOR AND ON BEHALF OF

Place: Lahore

Date:

Place: _____

Date: