

PAKISTAN SPORTS BOARD ISLAMABAD



HIRING THE SERVICES OF SECURITY COMPANY AT PAKISTAN SPORTS BOARD, SPORTS COMPLEX, ISLAMABAD.

Date of Tender Opening: at 1130 hours

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BRIEF

The sports venues and office buildings of Pakistan Sports Board (PSB) are spread over a vast area. Besides the offices, huge structures like Jinnah Stadium, Liaquat Gymnasium, Swimming Pools, Indoor Multipurpose Halls, Men & Women Hostels, electrical/ electronic and sound system, lawns, playing fields/courts are existing in the Pakistan Sports Complex. Round the clock, international and national sports competition and training camps are being organized in the Sports Complex.

In order to provide foolproof security for the sports venues and camp trainees, PSB intends to hire the services of well reputed private security company for provision of security guards with weapons. The existing manpower of the security staff is not in a position to provide a proper foolproof security to huge sports venues, buildings and offices of PSB.

Contents of Bid Document:

The document consist the annexes indicated below:

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|----|------------|---|---|
| a. | Annex I : | - | <u>Terms & Conditions of the Bid</u> |
| c. | Annex II : | - | <u>Mandatory Evaluation Criteria</u> |
| b. | Annex III: | - | Bid Submission form |
| e. | Annex IV : | - | <u>Financial Bid</u> |
| f. | Annex V : | - | <u>Agreement</u> |

TERMS & CONDITIONS OF THE BID

1. PSB intends to hire the services of a well reputed Security Company for provision of security services i.e Security Guards & CCTV Camera operators at Pakistan Sports Complex, Islamabad for a period of one (01) year renewable on yearly basis as per detail given below: -
2. The services will be hired according to PPRA Single stage – two envelop procedure through EPADS.
3. Salient of single stage – two envelop procedure are enumerated below: -

1.	The Firm / company who met the mandatory evaluation criteria will be qualified for financial proposal.
2.	During the technical evaluation no amendments in the technical proposal shall be permitted as per PPRA Rules.
3.	Pay order / bank draft amounting to Rs.500,000/- as Bid Security/ Earnest money in the name of Pakistan Sports Board (refundable) upload along with profile on EPADS and original bid security will be submitted to PSB before the opening of tender otherwise the bid (s) shall be declared as non-responsive / dis-qualification.
4.	The bid prices shall not be in violation of minimum wages set by the Government of Pakistan.
5.	The company should have the valid wireless license and should be able to provide walkie Talkie Sets.
6.	Work order / Performance certificates by the major clients where your security company has been providing security services in the last three years.
7.	The company should have licenses of automatic weapons and will provide also automatic weapons along with other weapons to deputed guards.
8.	Certificate of handling of weapons by the company avail the personnel carrying the weapons. Weapons (12 bore & 30 Bore) along with the personals. The carrier of weapons / pistol must have valid license.
9.	All the firms must submit compulsory remittance of EOBI, ESSI and insurance premium against each individual.
10.	Payment will be made on monthly basis by PSB to the concerned company through cheque within a reasonable period on receipt of invoice / bill. Payment shall be made after deduction of applicable taxes etc.
11.	The firm / company will grant four days off per month by the Security Guard & operator and substitute will also be provided accordingly by the company.

12.	The company will be responsible to get each Security Guard & Operator medically examined by a registered medical practitioner and provide medical certificate. Similarly, the company shall provide character certificates of each guard / operator with verified antecedents.
13.	The Security Guards & operators provided by the company should not be less than 36 years and not more than 55 Years of age of the guards / operator and must be Ex-Serviceman. Bulky/overweight persons will not be accepted and they should be trained and capable enough to handle the situation including but not limited to bomb blast, earthquakes and events of fire etc.
14.	In case first lowest pre-qualified bidder fails to provide the required services or PSB is not satisfied from the provided services, PSB reserves the right to obtain the services from second lowest bidder. Incase second lowest pre-qualified bidder fails to provide the required services or PSB is not satisfied from the provided services, PSB reserve the rights to obtain the services from the third lowest bidder.
15.	An agreement will be made between PSB and successful firm / company for contractor on judicial paper in which all the conditions of tender included.
16.	PSB may increase / decrease the number of security guards as per requirement on agreed rates of payments on same terms and conditions at the time of award of contract or after signing the contract
17.	The successful bidder will provide the security services as per agreed TORs within seven (07) days
18.	The contract shall be awarded to the bidder whose evaluated bid will be determined as most advantageous bid being substantially responsive and more relevant to the bidding documents/ requirements.
19.	The successful bidder will be required to enter into a formal Contract Agreement, to be executed with mutual consent of both the parties. The contract shall be awarded initially for a period of one (01) year extendable starting from the date of signing of contract which shall be extendable for further one or two years with satisfactory performance and bilateral consent both the parties keeping in view pervasive inflation effect.
20.	Minimum two (02) pairs of uniforms and shoes per year must be provided by the Security Company to each individual. Winter: Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes; and Summer: T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes.
21.	No payment shall be made in advance and payment of the bills will be subject to the deduction of mandatory government taxes/levies. Monthly Invoice would be submitted with covering letter & with attached daily Attendance sheet of the Guards duly signed & stamped by authorized officer.
22.	The Security Company/Firm will keep the PSB free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their health injury, physical operation, death etc. and shall be settled by the company.

23.	In case the last date of bids submission falls on closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
24.	Director General, PSB reserves the right to accept or reject the tender without assigning any reason as per PPRA Rules 2004.

MANDATORY REQUIREMENTS FOR TECHNICAL QUALIFICATION

Company must furnish following information through documentary evidence.;

i.	Valid license to operate in Islamabad (ICT).
ii.	Must have office in Islamabad under control of Ex-Army Officer.
iii.	NOC issued by the authority under Ministry of Interior (Govt of Pakistan).
iv.	Registration with SECP minimum 20 years.
v.	Registration with EOBI and Social Security.
vi.	Copy of NTN, GST, ATL certificates.
vii.	Registration with All Pakistan Security Agencies Association (APSAA).
viii.	Annual turnover of more than 500 Million for the financial years 2022-2023, 2023-2024 and 2024-2025 duly supported by audit financial statements & Income Tax Returns.
ix.	Proof of previous experience at least 5-8 years (must attached latest 5-10 work orders / satisfaction certificates etc)
x.	Certificate on company letter pad to follow minimum wage set by Government.
xi.	Detail of remittances to EOBI, Social security and Insurance etc.
xii.	Declaration certificate on judicial stamp paper in connection with not blacklisting & litigation with Government department etc
xiii.	Must have valid PTA License.
xiv.	Must have valid Group Life Insurance.

Application/Bid Submission Form

(To be printed on labs letterhead, signed, dated and stamped)

Date:

To: Director General,
Pakistan Sports Board, Islamabad

We, the undersigned, apply to provide the security services as mentioned in the bidding documents and declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including any Addendum (or Addenda to same effect), issued by the Board in accordance with Instructions to Bidders.
- (b) We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bids that you may receive, without incurring any liability to the Bidders.
- (c) The following information shall be used by Board to notify us:

Name of the firm:

Postal Address:

Tel: Fax:

Official Email:

Best regards,

Signature of an authorized representative(s) of the Bidders

Name:

Designation:

Contact No:

Address:

FINANCIAL PROPSAL

Hiring of Security Services for PSB (HQ), Islamabad

S#	Services personal required	Quantity		
			Rate per person	Amount
A	Security Guard	15 Nos		
B	CCTV Cameras Operator / technician	02 Nos		
			Total amount (including all taxes)	

(Signature and stamp of Authorized)
of supplier/contractor with designation

DRAFT AGREEMENT OF SECURITY SERVICES

This agreement is executed on this day____for hiring of Security Services between **M/s_____Security Services (Pvt) Ltd**, a company incorporated under the Companies Ordinance 1984 and having its registered office located at_(hereinafter called "Security Company")

AND

Pakistan Sports Board (HQ), Islamabad (Hereinafter called **PSB, Islamabad**) which expression shall be deemed to include the "**PSB**" designated REPRESENTATIVE OF THE Second Part).

WHEREAS the First Party has security Guards & CCTV Camera operators etc fully trained in the field of security & CCTV Camera has agreed to provide security services for the persons and moveable/immoveable property of **Pakistan Sports Board (HQ), Islamabad**, as set out in this Agreement.

1. TERMS OF AGREEMENT

a.

Period:

Contract renewal / extension on yearly basis will be subject to mutual consent and satisfactory performance of the company

b.

Execution:

The security agency will be bound to execute the directives of the PSB.

c.

Additional Guards.

In case PSB requires additional strength of security guards and operator, the security company shall provide the same according to requirement on the terms as agreed in the agreement on 24 hours' notice.

2.

GUARD SERVICES

The Security Agency will be fully responsible to provide satisfactory services at PSB.

- a) Energetic, smart, literate and healthy (ex-serviceman) with complete uniform fully conversant with the security performance should be deployed at PSB in consultation with the security in-charge of the PSB. Guards provided by the company should not be less than 36 years and not more than 52 years of age and must be ex-serviceman. Bulky/overweight persons will not be accepted.

- b) Daily attendance will be marked in the register at the point as well as Daily Attendance sheet duly signed for submission to in-charge security, PSB for calculation and compilation on monthly basis. Representative from the company / guards supervisor will randomly (at least four times a month) monitor the performance of guards as per terms and conditions and verify the same on attendance register.
- c) That M/s____Security Company Ltd will provide and ensure that each guard on duty has received and understood written instructions for basic duties, is dressed in proper UNIFORM of the Company and is fully equipped to discharge his duties. Each guard / operator is to be issued with two new uniforms.
- d) The Armed Guards will be called “Standing Security Guards” and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the Security Agency under all circumstances subject to the completion of all legal proceedings as required by law i.e. Joint Board of Inquiry etc.
- e) 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 / operator with verified antecedents.
- f) The company will be responsible to introduce a guards / operators to the in-charge Security, PSB before deployment as a substitute.

3. PAYMENT OF SERVICES CHARGES

The **PSB** will pay a sum of Rs. _____ per month on account of charges of security services of security guards with arms to M/s _____ Security Company Ltd by 10th of each month on submission of invoice and **PSB** shall not be responsible in any manner to pay either in cash or in kind to other than the amount of salary agreed upon in the agreement for the total strength agreed to be employed. Monthly wages of the guards will not be less than the minimum wages fixed by the government of Pakistan from time to time. Any violation at any stage in this regard will render the security company ineligible to work with PSB.

Evidence of remittance of insurance premium of the guard / operator to be deployed will be submitted on award of security contract. Payment will be made on monthly basis by PSB through cheque after production of EOBI and ESSI receipts etc.

4. PERFORMANCE GUARANTEE

The successful bidder will be required to deposit a “performance/ bank guarantee” equivalent to two (2) months remuneration of the first year, through a Pay Order/ bank draft in favor of PSB within one week of award of contract. If the bidder

fails to deposit performance/ bank guarantee / pay order within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited. The bid security of the successful contractor will be adjusted against the performance guarantee if required.

5. OVERTIME

The PSB shall not be responsible for any payment regarding overtime duty of the services provided by M/s__Security Company Ltd.

6. GUARD DUTIES INCLUDE THE FOLLOWING:

- a) Prevention of entry into office premises entrusted in the charge of M/s _____ Security of any person not authorized by the PSB or any person who lacks proper identification.
- b) Prevent pilferage of items/equipment/property belonging to PSB from the premises of PSB placed under charge of M/s _____ Security Company Ltd as per written instruction issued by the authorized officer of PSB.
- c) Inform concerned authorized officer of PSB promptly and accurately any occurrence detrimental to the security of PSB premises placed under charge of M/s__Security Company Ltd.
- d) To take appropriate action in case of emergencies like:
 - i) Raising of fire alarm and prompt 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, in charge installation and the Control Office of M/s _____ Security Company Ltd for appropriate action.
 - iii) Law and Order Situation will be promptly reported to the local police station, in charge installation and the Control Office of Company for appropriate action. All entry points be closed under such a situation.
 - iv) To arrange immediate medical coverage of any person injured in the premises.
 - v) To carry out daily checking of all security lights, entry points and locked premises for their effectiveness during off hours.
 - vi) To properly brief the relieving guard about any situation concerning security.
- e) The guards will perform duties including security of PSB personnel, installation, its property and fire fighting in case of fire.
- f) It shall be the duty of security guard to take immediate remedial action at the time of any fire incident.

- g) It shall be the responsibility of security guards to check up firefighting equipment installed in PSB building/premises and report if found irregularity.
- h) During the effectiveness of this agreement in case of damage occurred to the property or personnel due to the outbreak of fire or any other eventually caused by the negligence of security guards, the contracting security company will be wholly responsible and liable for paying all the losses occurred to PSB as a result of their negligence, which will be decided by a committee consisting of both parties.
- i) The valid arms license arms provided to the guards must be examined by a qualified armorer.
- j) The firm / company will grant four days off per month by the Security Guard & operator and substitute will also be provided accordingly within the agreed strength.
- k) The company will provide a hand-held metal detector and a vehicle search mirror at each given location indicated / directed by PSB management.

7. PERSON PERFORMING SERVICES SPECIFIED HEREIN TO BE EMPLOYEES OF M/s SECURITY COMPANY LTD

- a) The persons employed by M/s_____Security Company Ltd who perform the services specified in this agreement shall be the employees of Company and shall not at any time attempt to represent such employees or its offices as employees of the PSB. It is understood by the parties hereto that neither the PSB nor any officers of the PSB are concerned with the terms and conditions of employment and that there is not and shall not be any relationship of employer and employee between the staff of PSB and employees. Since M/s_____Security Company Ltd is the employer of all such persons who perform the services specified in this agreement, M/s___Security Company Ltd Company shall pay wages to such person and shall control and supervise the work done by them, shall instruct them as to the manner in which the work has to be done by them as may be warranted. The PSB shall not interfere with the right of M/s_____Security Company Ltd to hire its employee or in the selection or non-selection of any person as its employees' subject to the terms contained in Clause – 12 (b) of this agreement.
- b) If in the opinion of the PSB the presence of any employee of Company of any of his acts of omission or commission are prejudicial to the interests of the PSB to that of any of its officer, the PSB shall inform Company about such employee where upon will take immediate action against such employee by replacing him to the entire satisfaction of the PSB.

8. INDEMNITY

- a) Company shall at all times during the specified period of this agreement and thereafter indemnify the PSB and its officers against all losses and claims for injuries or damage to any person or property arising thereof or in consequence of this agreement or any of its duties to be performed there under, or any act or omission of any of its employees, and against all claims, demands, proceeding, cost, charges and expense whatsoever in respect

thereof or in relation thereto and all litigations, court processes and court cases and all proceedings there under filed or instituted by the personnel employed by M/s_____Security Company Ltd or any of them collectively or individually or by any other party subject to completion of legal proceedings as required by law.

- b) Company shall obtain from all of its employees who are rendering the services specified in this agreement, a declaration that they are and shall remain the employees of M/s_____ Security Company Ltd and shall have no obligation of contract with or claim whatsoever against the PSB or against any of its officials.

9. CONFIDENTIALITY

M/s____Security Company Ltd shall ensure that all of its employees Performing services specified in this agreement shall not at any time during the performance of this agreement or thereafter disclose to any person any information as to the affairs of the PSB or its offices and as to any other matter which may come to their knowledge by reasons of the performance of the services specified in the agreement. If in the opinion of the PSB there has been any such disclosure the person concerned shall immediately be dismissed from the service.

10. RESPONSIBILITIES OF M/s _____ SECURITY COMPANY LTD

- a) In addition to the services to be performed by M/s _____ Security Company Ltd. specified above Company shall provide at no additional cost to the PSB such supervision of its employees as is necessary to adequately fulfill its obligations under the agreement.
- b) Company is responsible for ensuring that all its employees performing the services specified in the agreement are physically fit, have no communicable disease and are healthy in all respects to perform duties.
- c) M/s_____ Security Company Ltd, is an independent contractor and accordingly is fully responsible for any accident or injury to its employees or cause by its employee and agrees that neither the PSB nor any of its officers will be held liable for either of the above in any manner.
- d) Company warrants that in the performance of its obligations under this agreement it shall comply fully with the laws applicable to the establishment of PSB.
- e) M/s _____ Security Company Ltd is responsible for recruitment, discipline and all other service matters of its employee. They will not in any case communicate with the officials of PSB regarding their service matter, which is the sole responsibility of Security Company.
- f) When circumstances warrant, the PSB may refuse to accept services from any employees of Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances and violations that are or equivalent to the ones highlighted below;

- i) Amount of Rs.500/- per day per guard will be deducted in case of minor violations like wearing inappropriate dress/ late arrivals/negligence, attending guests during the duty hours, etc. "All fines and penalties will be deducted by PSB from the monthly payments of the Company.
- ii) Three consecutive violations of same nature on part of an individual will render him unsuitable for performing duties in PSB HQ, Islamabad.
- iii) The company would be served with a warning notice in case of persistent minor violations and non-attendance of complaints. Three consecutive warnings may render the company unsuitable for performing security duty in PSB and PSB may terminate this agreement.
- iv) Violations like offensive behavior that involves scuffling etc will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by PSB from the monthly payments of the Company.

Actions like firing of weapons which are not intended for the purpose of defense and in violation of security company's license may lead to cancellation of the agreement besides involving other legal proceedings as required.

- g) The process of recruiting, interviewing and hiring employees of Company including any actions with respect to alleged discrimination of other employment practices are the sole responsibility of Security Company subject to what has been agreed in this agreement.

11. STATUS OF M/s SECURITY COMPANY LTD.

M/s___Security Company Ltd is a bonafide limited company working for its own account and acknowledges that this agreement does not confer upon it, or upon any individual employed by it, the status of any employee of the PSB or that of any of its officers nor grants it, or any individual employed by it, any benefits not specifically provided for herein.

12. SECURITY

The Security clearance of all the employees of Company who are assigned to provide services under this agreement shall be the responsibility of M/s___Security Company Ltd.

13. TAXES

Company shall be responsible for the taxes required to be paid by its under relevant law and for any necessary withholding of taxes from the salaries of employees of Security Company.

14. RESTRICTION OF ASSIGNMENTS TAKE OVER

- a) M/s____Security Company Ltd 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- contracting by Company shall entitle the PSB to terminate this agreement forthwith.
- b) If Company shall make any arrangement with or assignment in favor of its creditors, or amalgamates with any other concern or is taken over, the PSB shall be entitled to terminate this agreement forthwith upon notice.

15. DISPUTES

All questions, disputes, controversies arising directly or consequent to this agreement except matters, which are the sole discretion of PSB under the terms of this agreement, shall be settled by mutual negotiations. Should such negotiations fail, the matter, as specified herein before subject to said exception shall be referred to arbitration by two arbitrators, one to be appointed by Company and the other by PSB and on their recommendations the third arbitrator will be appointed, to decide whose decision shall be final and binding and not challengeable in law.

16. EFFECT OF AGREEMENT

This agreement embodies the entire understanding of the parties here to on this subject and there are no commitments, terms, conditions or obligation, oral or written, express or implied other than those contained therein.

17. TERMINATION OF AGREEMENT

If M/s_____Security Company breaches any terms and conditions laid down in this agreement and if such breach is not cured within thirty (30) days after receiving written notice from PSB specifying such breach in reasonable detail, PSB shall have the right to terminate this agreement by giving written notice thereof to the company, which termination shall go into effect immediately on receipt.

18. MODIFICATION OF AGREEMENT

Any amendment or modification of this agreement or additional obligation assumed by any of the party will be enforced only after mutual agreement of both the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.

19. COVERING LAW

- a) This contract agreement has taken place w.e.f. _____and will be in force for the period of one (1) year.
- b) Both parties have rights to terminate the contract on one-month advance notice. In case the services are terminated without notice, second party will have to make the payment equivalent to one month's salaries of the guards.

IN WITNESS WHEREOF the parties hereto have signed this agreement on the day
of _____.

Signed on behalf of

M/s _____ Security Company Ltd

Pakistan Sports Board

Witness 1: _____

Witness 1: _____

Witness 2: _____

Witness 2: _____