GOVERNMENT OF PAKISTAN
Ministry of Housing & Works
Federal Government Employees Housing Authority, Karachi Office.

TENDER FORM

Note: (1) Contractors / Vendors must fill in all the detail are required in the form.
(2) Print in blue/black pen, use capital letters.

Firm Name:_____

National Tax No. _____

Sales Tax Registration No._____

Date of Registration No. _____

Owner(s) Name(s):_____

_____

Company Address:_____

_____

Telephone : _____Fax: _____Mobile _____

Authorized Signature / Stamp
Chief Executive or
the person authorized to sign
and submit bid)

Attachments:

☐ Copy of CNIC

☐ Copy of NTN

☐ Copy of Registration

Tender submission date _____

Earnest money Rs. _____

Bank Draft/Pay Order /Call Deposit No. _____

Issuing Bank _____

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TERMS AND CONDITIONS

1. General

i. Sealed bids shall be submitted by professionally and financially sound, well Equipped with weapons and well reputed security agencies registered with income tax, sales tax who are active tax payers list of the Federal Board of Revenue

ii. Conditional, incomplete, non-compliant and over writing in bids without initials shall not be accepted.

iii. The Company should have at least 5 years of experiences with Government / Semi-Government of private organizations .

iv. Telephonic / telexed / faxed / telegraphic / emailed quotation shall not be entertained.

v. The company should quote the price including all taxes / income tax whichever is applicable as per law / rules.

vi. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of tender notice.

vii. The Authority shall disqualify a company/ firm of it finds at any time that the information submitted by him concerning his quotation as suppliers was faise and /or misstated.

viii. The company shall be responsible to make payment of salaries to its staff in time from its own source without waiting for the releases of cheques by (FGEHA).

ix. Any bid found without bid security / earnest money @ Rs.50,000/- in shape of Pay Order Demand Draft /CDR shall also lead to rejection of bid. The earnest money document shall be in the envelope containing Technical proposal.

x. The earnest money deposited along with bid shall be refunded to all unsuccessful company / firms within 15 days contract award whereas the earnest money of successful company / firm shall remain with (FGEHA).

xi. Single Stage – two envelopes bidding procedure shall be applied:-

The bid shall comprise of a single package containing two separate Envelopes. Each envelopes shall contain separately the Financial Proposal and **Technical proposal:**
The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL“ in bold & legible letters to avoid confusion initially, only TECHNICAL PROPOSAL shall be opened . the Financial proposal shall be retained in the custody of FGEHA without being opened:
The (FGEHA), shall be evaluate the technical proposal, without reference to price and reject any proposal which does not conform to the specified requirements / mandatory requirements of technical proposal:

After the evaluation and approval of the technical proposal, the FGHEA shall at a time within the bid validity period, publicity open the financial proposals of the technically accepted bids only. The financial proposal of bids found to be the lowest evaluated Bid shall be accepted.

xii. Price negotiation as per ecisting PPRA rules in not allowed.

xiii. The successful company / firm shall depute / provide security guards (duly uninformed and equipped with weapon) as per following requirements.

a. The skilled / experienced security guards required are as under;

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i. Age below 45 years.
ii. Medically fit.
iii. Uninformed, proper weapon (quality weapon) and metal detector.
iv. Guard retired from forces shall be preferred.
v. Minimum Qualification Matric.
vi. Security wise cleared by the police
vii. Minimum height 5-6

b. Duties of security guard beside others.
   a) Controlling visitors as per SOPs of FGEHA
   b) Anti-encroachments Duties.
   c) Mobile patrolling by Day/Night.
   d) Static Duties.
   e) Security cover during move.

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2. CLARIFICATION OF BIDDING DOCUMENT

The company / firm requiring any further clarification or information of the bidding document may notify by contacting Assistant Director (Maintenance) FGEHA,. Karachi office. FGEHA will reponed to any request for information or clarification of the bidding documents which it receives no later than (02) two days prior to the deadline for the submission of bid.

3. VALIDITY

Formal agreement (on legal stamp paper) comprising terms and conditions of tender documents shall be signed between Chairman, Committee and successful company and quoted rate shall remain applicable for one year with effect from date of signing of agreement and no increase in any case will be accepted. The agreement is extendable upto 3 years on annual basis on satisfactory performance. However, if agreed mutually an increase 10% of the quoted rate shall be made on annual basis.7

4. SIGNING OF BIDS

The authorized person signing the bid shall initial / sign all the pages of the bid.

5. SUBMISSION OF BID

All bids must reach and be received by the (FGEHA) in sealed envelope on or before the **prescribed deadline i.e. _____** the bids shall be opened by the Committee established for the purpose on the same day at _____hours in the office of FGEHA 2nd Floor Working Women's Hostel Agha Khan III Road, garden, Karachi. in presence of company /firm/authorized nominees, who wish to be present on the occasion. Any bid received by the company after the prescribed deadline for submission of bids on incomplete bid shell not be entertained in any circumstances.

6. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

The Federal Government Employees Housing Authority (FGEHA), Karachi office reserves the right to reduce or increase the quantity, accept or reject any bid and to stop the bidding process and reject all bids, at any time prior to award of supply order without incurring any liability towards

the company / firms. The grounds for rejection of bid(s) shall be provided upon request of the company/form(s) but not bound to justify as per rule 33 of PPRA Rules.

7. CONVINCING

Unsolicited advice / clarification and any personal approaches at any stage of evaluations/purchase process that may lead to influence the process are strictly prohibited and will lead to disqualification.

8. MODE OF PAYMENT

The payment shall be made after receipt of monthly invoice.
Note: All taxes, insurance etc will be deducted from bills as per applicable taxation rules.

9. EVALUATION CRITERIA :

9.1 TECHNICAL EVALUATION CRITERIA

9.1.1 The company who has duly complied with the Eligibility/ qualification / mandatory requirement and evaluation will be eligible for further processing.

9.1.2 The bids which do not conform to the terms and conditions of Bid or the bids or the mandatory requirement from the company / firm will be considered for further evaluation. Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those company / firms will be opened who have fulfilled the criteria;

S.No.	Assessment parameter marks (Technical Evaluation)	Marks (Maximum)
01.	Sales tax registration (10) Income tax registration (10)	20
02.	**Financial Position / Soundness** a) Income tax paid last return (05) b) GST return of last months (05) c) Bank statement about financial soundness for last one year (10)	20
03.	**Establishment of Firm** a) Last seven years or upto 05 years (5) b) Last seven years but upto 10 years (7) c) Greater than 10 (10)	10
04.	**Affidavit** a) Affidavit that has never been blacklisted or involved in litigation by government / semi-government or other organization.	20
05.	**List of Clients** Performance certificate by major clients where security company has been providing security services in last 2 years.	30

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9.1.3 The company / firm must provide verified documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considerable after opening of the Technical Proposal.

9.2 FINANCIAL PROPOSAL EVALUATION

9.2.1 Technically qualified / successful company / firm (s) / company shall be called for opening of the financial proposal(s). The Financial Proposals will be opened in the presence of the company / firms at the time and venue indicated by the purchaser accordingly. The technically Eligible / Successful firm (s) / company (s) or their authorized representatives against requirement shall be allowed to take part in the Financial Proposal(s). Financial Proposal evaluation will include all duties, taxes and expenses etc. The evaluation will be done on the basis of offer by company against each guard arbitrator. The decisions taken and / or award made by the sole arbitrator shall be final binding on the parties and not challengeable on any court of law.

10. PERFORMANCE SECURITY

The successful bidder shall furnish a performance security in the shape of bank guarantee from a scheduled / recognized bank operating in Islamabad of the amount equivalent to 5% (including earnest money) of the total annual quote, with annual validity before the signing of the contract. The performance guarantee shall be renewed at least one month before its expiry for renewal of the contract.

11. BID SUBMISSION UNDERTAKING

I / we hereby confirm that we have read and fully understood the terms and conditions of this document and accept the terms and condition of this tender and will abide by the same faithfully.

NAME OF COMPANY / FIRM **Signature** _____

_____ _____

_____ _____

_____ **Seal Dated:**

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