

TENDER NOTICE

International Islamic University, Islamabad (IIUI) invites sealed bids, from well reputed, atleast three years experienced and all Pakistan licensed holding Privates Security Companies/Firms registered with Income Tax Department, Stationed at Islamabad/Rawalpindi for provision of Security Services to IIUI located at **H-10 Sector, Islamabad**, on years basis starting from the date of deployment of Security Guards.

2. Tender documents containing detailed information, terms and conditions etc. can be obtained uptill 31-03-2015 on cash payment of **Rs. 500/- (Rupees five hundred only)** non-refundable to be deposited with Cashier/Bank of IIUI during office hours **from 8.00am to 2.30pm** on any working day **(from Monday to Friday)**.

3. Tender valid for a period of three months must reach the undersigned on or before **31-03-2015 up-till 10.30 am** which will be opened on the same date at 11.00 am in the **Board Room, Admin Block, IIU, Sector H-10, Islamabad** in the presence of the bidders/their representatives who may like to attend the opening ceremony.

4. The University reserves the right to accept or reject any/all bid(s)/tender(s) in terms of Section-33 of Public Procurement Rules 2004.

5. **Syed Nazir Hussain Shah, Deputy Director (HR-II), Room No. 116, 1st Floor, Administration Block, Sector H-10, International Islamic University, Islamabad, Phone # 9019252-4444196**

**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(HUMAN RESOURCE-II SECTION)**

No.

Dated: _____

M/s _____

**Sub: TENDER DOCUMENTS FOR HIRING OF SECURITY SERVICES
FOR IIU**

Dear M/s

You are invited to submit tender for provision of Security Services in accordance with the General Terms & Conditions enclosed and as per **Annex-I, II & III**.

2. Sealed tenders valid for a period of 03 months alongwith Earnest Money @ 2% of the total value of the Contract (12 Months) in shape of Call Deposit/Bank Draft in the name of "International Islamic University, Islamabad" **must reach the undersigned on or before 31-03-2015 at 10:30 A.M. The tenders will be opened on the same day at 11:00 A. M.** in the presence of the bidders/their representatives who may like to attend the opening.

3. Tenders received after the due date and time will not be entertained.

4. Amendments/alteration/cutting and overwriting etc. in the tender must be signed in full by the person who has signed the tender. Changes or revisions in rates after the opening of tender will not be allowed.

5. Tenders must be in a sealed cover and on the envelope, it must be written in bold letters "**Tender for Provision of Security Services for IIU**" to be opened on **31-03-2015** & should be sent in the name of **Syed Nazir Hussain Shah, Deputy Director (HR-II), International Islamic University, Room No. 116, 1st Floor, Administration Block New Campus, Sector H-10, Islamabad.**

05. The University reserves the right to reject all bids in terms of Section-33 of Public Procurement Rules, 2004.

Yours faithfully,

(Syed Nazir Hussain Shah)

Deputy Director (HR-II)

051-9019252

GENERAL TERMS AND CONDITIONS FOR HIRING THE SERVICES OF PRIVATE SECURITY COMPANY

Terms & Conditions:

1. The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal and the other envelope should contain the Financial Proposal, both showing the tender enquiry No ___ and marked as **“PRE-QUALIFICATION PROPOSAL”** and **“FINANCIAL PROPOSAL”** respectively.
2. The firm should be registered with Income Tax Department (Registration Number Should be clearly mentioned and valid documentary evidence be attached).
3. The firm should have a minimum of three (03) years experience of similar assignment and should have a proper setup/office at Islamabad/Rawalpindi.
4. The firm must be a valid license holder from Ministry of Interior and holding Clearance/performance certificate from Local Police, Special Branch & IB.
5. The bidder will be required to submit a Pay Order for a sum equivalent to 2% of the total value of the contract (12 months), as earnest money in favor of IIUI, which should be payable at Islamabad.
6. Sealed tenders are required to be delivered to the office of the undersigned by 31st March, 2015 by 10:30.a.m.
7. The Bid Opening Committee of IIUI will open the **Pre-qualification proposals (Annex-I)** in the first instance for evaluation per criteria given at **Annex-III**, on 31st March, 2015 at 11:00.a.m. in the presence of the bidders or their authorized Representatives, who may like to be present, Bids not accompanied by the documents at serial. No. 2 & 4 above shall be declared Non-Responsive and their Financial Proposals will be returned un-opened.
8. The Bid Opening Committee will open the **financial proposals (Annex-II)** of the Bidders whose Pre-Qualification proposals are accepted, on a date and time to be Communicated to them in advance, in the presence of the bidders or their authorized Representatives, who may like to present.
9. Only one authorized representative per bidder will be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favor by the respective bidders for attending the opening of bids.
10. The contract will be awarded to the lowest evaluated bidder.
11. Attested copies of License of the weopens to be deployed with the Guards.

12. The bid validity period is required to be (03) months, starting from the last date for receipt of bids.
13. The successful bidder will be required to deposit a "performance bond" equivalent to 5% of the total value of the contract (12 months), through a Pay Order in favor of IIUI payable at Islamabad. If the bidder fails to deposit performance bond 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.
14. 2% earnest money, if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful completion of one year contract Period.
15. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
16. Payment of the bills will be subject to the deduction of mandatory government Taxes/levies.
17. During the currency of the contract, the firm will provide Security Services as per terms and conditions, to be settled later on in the shape of contract agreement, for both the Campuses of IIUI i.e. new campus (Main Campus) and Faisal Mosque. Failing which the performance bond will be forfeited by the Authority.
18. Interested firms can visit the office of Chief Security Officer and Deputy Director (HR-II), IIUI at any time during working hours.
19. IIUI reserves the right to extend the opening date of the bids, cancel the tender or accept/reject any or all bids without assigning any reason.
20. An affidavit of Rs-200/- (non Judicial stamp) that the Firm is not Black listed in any government department

Pre-Qualification Proposal Performa**PROVISION OF SECURITY SERVICES FOR INTERNATIONAL ISLAMIC
UNIVERSITY, ISLAMABAD****UNDER TENDER NO. 2015**

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax Return)	
Registration/Licenses No. issued by Ministry of Interior (Attach documentary evidence)	
Whether Pay Order as Earnest Money @ 2% of the total Value of contract (one year) enclosed? (to be put in the envelope containing the Pre- qualification Proposal and not in the Financial Proposals).	Yes No
Type and No. of Weapons (Attach as separate Annexure)	
Clientage (Attach as separate Annexure, if necessary)	
Experience related to similar assignments	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
Assignment in Hand (Presently)	
Percentage of payment (Tentative) to be paid to Security Guards out of total payment claimed by the bidder/firm from IIUI.	
Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	
Banker's Name & Contact Details	
Contact Person	
Date: _____	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p>

FINANCIAL PROPOSAL***PROVISION OF SECURITY SERVICES FOR INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD UNDER TENDER NO. 2015***

The **monthly rate** for provision of 25 x Security Guards, on 12 hours basis for both campuses i.e. New Campus (Main Campus H-10) and Faisal Mosque campus of International Islamic University, Islamabad, would be Rs. _____/-
(Rupees _____ only) (@
Rs. _____/-each guard).

Authorized Signature with Stamp