

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

TENDER NOTICE

International Islamic University invites sealed bids from well reputed / renowned and licensed Security companies/firms, registered with Income Tax Department having minimum 10 years relevant experience for provision of security services at H-10 and Faisal Masjid Campus. The interested companies/firms fulfilling the requirements may provide details and documentations for providing the services of below mentioned two categories of Security Guards (both or any one):-

- i) Hiring of trained Ex-Army Personnel (fighting arms with the age limit of maximum of 45 years and medical category "A") with long range weapons AK-47 for 12 hours duty.
- ii) Hiring of trained security personnel (60% Ex-Army and 40% experienced medically fit Civilian) with the age not more than 45 years for 12 hours duty.

2. Tender documents containing detailed information, terms and conditions etc. can be obtained uptill 15th August, **2016** on cash payment of Rs. 1000/- (Rupees one thousand only) non-refundable to be deposited with Cashier/Bank of IIUI during office hours from 8.00 am to 2.30 pm on any working day (from Monday to Friday).

3. Tender must reach the undersigned on or before **16th August, 2016** uptill 10.30 am. which will be opened on the same date at 11.00 am in the **Board Room, Admn. Block, IIUI, Sector H-10, Islamabad** in the presence of the bidders/their representatives.

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.

Muhammad Aamir Khan
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 IIUI.**

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 tender with lump sum bid security of Rs. 100,000/- (Rupees one hundred thousand only) for a Contract period of approximaly 12 Months in shape of Call Deposit/Bank Draft in the name of International Islamic University, Islamabad must reach to the undersigned on or before 16th August, 2016 at 10.30 am. The tender will be opened on the same day at 11.00 AM in the presence of the bidders /their representative.

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

4. Amendments/alterations/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 envelope, it must be written on envelop in bold letters "Tender for Provision of Securitiy Services for IIUI" to be opened on 16th August, 2016, & should be sent in the name of ***Muhammad Aamir Khan, Deputy Director (HR-II), International Islamic University, Room No. 116, 1st Floor, Administration Block New Campus, Sector H-10, Islamabad.***

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

Yours faithfully,

(Muhammad Aamir Khan)
Deputy Director (HR-II)
Tel:051-4444196

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 marked as “**PRE-QUALIFICATION PROPOSAL**” and “**FINANCIAL PROPOSAL**” respectively.
2. The licensed Security Firm should be registered with Income Tax and GST Department (Registration Number should be clearly mentioned and valid documentary evidence be attached).
3. The firm should have a minimum of ten (10) years experience of similar assignment and should have a proper setup/office at Islamabad/Rawalpindi.
4. The firm must be a valid license holder (All Pakistan) and holding Clearance/ performance certificate from Local Police. Special Branch & IB.
5. The bidder will be required to submit a call deposit in form of Pay Order for a sum of Rs. 100,000/- (Rupees one hundred thousand only) for a contract period of approximately 12 months) as earnest money in favor of IIUI.
6. Sealed tenders are required to be delivered to the office of the undersigned by 16th August, 2016 by 10.30 am.
7. The **Pre-qualification proposals (Annex-I)** will be opened in the first instance and will be evaluated as per criteria given at (**Annex-III**) on 16th August, 2016 at 11:00. A.M. in the presence of the bidders or their authorized Representatives.
8. The contract will be awarded as per the Assessment criteria at **Annex-III**.
9. Attested copies of License of the weapons to be deployed with the Guards.
10. The bid validity period is required to be (03) months, starting from the last date for receipt of bids.
11. 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.
12. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.

13. Payment of the bills will be subject to the deduction of mandatory government Taxes/levies etc.
14. 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.
15. Interested firms can visit the office of Chief Security Officer and Deputy Director (HR-II), IIUI at any time during working hours.
16. 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.
17. An affidavit of Rs-200/- (non Judicial Stamp) that the Firm is not Black listed in any government department.

UNDER TENDER NO. 2016

Name of the Firm	
Address (Head Office, Local Branch) Telephone, Fax, E-mail & Website.	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax	
Registration/License No (Attach documentary evidence)	
Type and No. of Weapons/equipments. (Attach as separate Annexures)	
Clientage with detail of assignment (Attach as separate Annexures if necessary)	
Experience related to similar assignments	
Managerial and Security Staff a) Total No. of Permanent Staff (Civilian/Ex-Army) b) Total No. of Contract/Project Staff/Security Guards. Attach as separate Annexure, if necessary)	
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 (Powerpoint presentation)	
Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	
Banker's Name & Contact Details (Please attach financial worth of the Company)	
Contract Person	
Date: _____	<div style="border-top: 1px solid black; padding-top: 5px;">Name & Designation</div> <div style="border-top: 1px solid black; padding-top: 5px;">Authorized Signature & Stamp</div>

FINANCIAL PROPOSAL

PROVISION OF SECURITY SERVICES FOR INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD UNDER TENDER NO. 2016

The monthly rate inclusive all taxes for provision of security services of ex-army personnel with long range weapons (fighting arms with AK-47 Automatic) at Main Campus, H-10, International Islamic University, Islamabad would be Rs. _____/- (Rupees _____ only)/- @ Rs. _____/- each guard.

2. Monthly rate for provision of trained Security Staff (60% Ex-Army and 40% experienced and medically fit Civilian) at Main Campus, H-10, International Islamic University, Islamabad would be Rs. _____/- (Rupees _____ only)/- @ Rs. _____/- each guard inclusive all taxes.

Authorized Signature with Stamp

ANNEX-III

**PROVISION OF SECURITY SERVICES FOR INTERNATIONAL ISLAMIC UNIVERSITY,
ISLAMABAD**

UNDER TENDER NO . 2016

Assessment Criteria:

The bids will be evaluated as per the following criteria:

Grading	Marks
Financial worth/standing of the company (Attach any documentary evidence)	20
Clientage and level of assignment.	20
Types of Weapons / Equipments	20
Managerial Capability and number of Guards (Civilian/Ex-Army)	20
Power Point Presentation (covering all relevant aspects supporting the proposal).	20

(Muhammad Aamir Khan)
Deputy Director (HR-II)
Tel:051-4444196