

## 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 armed Security Guards as per following details:-

“Hiring of 38 (thirty eight) trained armed Security Guards (with 50% Ex-Army and 50% Trained Civilian (Male/Female), fighting arms with the age limit of maximum of 50 years (Ex-Army) and 40 years (trained civilians) and medical category “A”) for 12 hours duty”.

2. Tender documents containing detailed information, terms and conditions etc. can be obtained on or before 27<sup>th</sup> March 2019 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 3.30 pm on any working day (from Monday to Friday).
3. Tender must reach the undersigned on or before **28<sup>th</sup> March 2019** uptill 10.30 a.m., 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.

**(Imran Yousaf)**  
**Deputy Director (HR-II)**  
**Room No. 114, Admin. Block**  
**New Campus, Sector H-10**  
**International Islamic University, Islamabad**  
**Phone 9019252-9019290**

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**  
**(Human Resource-II)**

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 **28<sup>th</sup> March 2019 at 10.30 am**. The tender will be opened on the same day at 11.00 AM in **Board Room, Admn. Block, IIUI, Sector H-10, Islamabad** in the presence of the bidders/their representatives.

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 28<sup>th</sup> March 2019 and should be sent in the name of **Mr. Imran Yousaf, Deputy Director (HR-II)**, Room No.114, Admn. Block, New Campus, Sector H-10, IIUI.

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

Yours faithfully,

**(Imran Yousaf)**  
**Deputy Director (HR-II)**  
**Room No. 114, Admin. Block**  
**New Campus, Sector H-10**  
**International Islamic University, Islamabad**  
**Phone 9019252-9019290**

## **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 28<sup>th</sup> March 2019 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 28<sup>th</sup> March 2019 at 11:00. A.M. in the presence of the bidders or their authorized Representatives. The Financial Proposals of the short listed companies/firms will be opened in the second instance date 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, 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.
18. The successful bidder will be responsible to provide leave reliever.
19. The figure “38” Security Guards (mentioned in the Tender Notice) is tentative and IIU reserves the right to increase/decrease the figure at the time of finalization of Contract Agreement with the successful bidder.

**(Imran Yousaf)**  
**Deputy Director (HR-II)**  
**Room No. 114, Admin. Block**  
**New Campus, Sector H-10**  
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**UNDER TENDER NO. 2019**

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 &amp; Designation</div> <div style="border-top: 1px solid black; padding-top: 5px;">Authorized Signature &amp; Stamp</div>

**FINANCIAL PROPOSAL****PROVISION OF SECURITY SERVICES FOR INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD UNDER TENDER NO. 2019**

The monthly rate **inclusive all taxes** for provision of security services of armed Security Guards (with fighting arms, maximum age 50 years (Ex-Army) and 40 years (Trained Civilians) and medical category "A") at Main Campus H-10, and Faisal Masjid Campus, International Islamic University, Islamabad would be as under:-

**A. Ex-Army Security Guards**

i) Monthly rate per security guard = Rs. \_\_\_\_\_

ii) All taxes (with breakdown) = Rs. \_\_\_\_\_

**TOTAL:** = Rs. \_\_\_\_\_

**B. Civilian Security Guards (Male/\*Female)**

i) Monthly rate per security guard = Rs. \_\_\_\_\_

ii) All taxes (with breakdown) = Rs. \_\_\_\_\_

**TOTAL:** = Rs. \_\_\_\_\_

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Authorized Signature with Stamp  
Dated : \_\_\_\_\_

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

**UNDER TENDER NO .                      2019**

**Assessment Criteria:**

**The bids will be evaluated as per the following criteria:**

<b>Grading</b>	<b>Marks</b>
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

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