

## Medical Teaching Institution (MTI)

Khyber College of Dentistry, Peshawar

Contact No: 091-9221393 (Ext: 187)



## STANDARD BIDDING DOCUMENT'S

For

Sr. No	Description	Tender
01	Hiring of Security Services	1 <sup>st</sup> Time

The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

**Asstt Manager Admin**  
KCD, Peshawar

**Asstt Manager Purchase**  
KCD, Peshawar

**Finance Officer**  
KCD, Peshawar

**Chairman, Technical Evaluation Committee**  
KCD, Peshawar

**Chairman, Purchase Committee**  
KCD, Peshawar

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## 1. INTRODUCTION:

Khyber College of Dentistry (KCD) Peshawar invites sealed bids from the eligible bidders for **Hiring of Security Services**. Open Competitive bidding under rule 14(2) (b) “*Single Stage Two Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority KPPRA Rules 2014.

<i>Description</i>	<i>Dates</i>
<i>Pre-bid meeting</i>	<i>02 -02 -2024</i>
<i>Closing/Last submission/Opening</i>	<i>13 -02-2024</i>
<i>Bid security</i>	<i>Rs-200,000/-</i>

## 2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, and Rules made there-under along with Standard Bidding Documents of KPPRA.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bid” and “2-Financial Bid” which should be packed in one outer sealed envelope.
3. The technical bids will be opened on *13-02-2024* in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
4. **An affidavit, duly attested by the Oath Commissioner/Notary public, shall be submitted with technical bid; to the effect that the requisite Bid Security (200,000/-) in original is attached within the financial bid.**
5. Pre-bid meeting with the interested bidders will be held on the above mention time and date in the **conference room** of MTI-KCD Peshawar.
6. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
7. All the bidders are required to provide Annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
8. For any query, clarification regarding Services / Standard Bidding Documents (SBD), the applicants may send a written request at least **05 Five Days** prior to the opening date.
9. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
10. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - a. Received without bid security;
  - b. Received after the due date and time fixed for bid submission;

- c. The tender document and the bid is unsigned;
  - d. The offer is ambiguous;
  - g. Bid must be typed; hand written contents shall NOT be accepted;
  - h. Bid found in violation of condition mentioned in tender notice or Bidding Documents.
11. Usage of correction fluid & corrections are strictly prohibited unless duly initialed and stamped.
  12. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
  13. The bidder submitting bid in the name different from his own will be summarily rejected.
  14. Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.
  15. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or any private organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory).
  16. Each paper of the tender has to be signed and stamped by the authorized signatory of the security agency/firm.
  17. Conditional Tender will not be accepted.

### 3. INVITATION FOR BIDS

**Khyber College of Dentistry, Peshawar** invites sealed tenders under National Competitive Bidding for the **Hiring of Security Services**, under rule **14(2)(b)** “*single stage two envelope procedure*” of KPPRA Rules 2014, from Register Firm with the Income / Sales tax,

The bidders are required to submit bid security @ **200,000/-** shall be submitted from the account of the firm/bidder/contractor who submits the bid in favor of **Dean Khyber College of Dentistry, Peshawar**. ***An affidavit is mandatory, figure in the technical bid that bid security is placed in the financial bid.*** Pre-bid meeting with the interested bidders will be held on **02-02-2024** at 11:00 am in the conference room of this institution.

The tenders complete in all respect must reach the undersigned by 11:00 am on **13-02-2024**, which will be opened at 11:30 am on the same day in the presence of the Tender Opening Committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

### 4. BID Security

Bid security from the account of the firm/bidder/contractor. Bid security @ **200,000/-** in shape of Call Deposit Receipt (refundable) drawn in favor of “**Khyber College of Dentistry, Peshawar**” should be kept sealed in the financial proposal. ***An affidavit is mandatory in the technical bid that bid security is placed in the financial proposal.***

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract

## 5. BID VALIDITY:

- i) The bids should be valid for a period of 120 Days from the date of opening.
- ii) In exceptional circumstances, after recoding the reasons, KCD Peshawar may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

## 6. Scope of Services

- 1.1 The contractor shall provide twenty-four by seven (24/7) security Services at Khyber College of Dentistry, Peshawar.
- 1.2 The Contractor shall ensure effective control against:
  - (a) Damage to property.
  - (b) Theft/ pilferage of the property.
  - (c) Injuries and accidents, any act of violation.
  - (d) Sabotage, Arson and undercover activities.
  - (e) Ensure that all security personnel are alert, punctual, physically fit without any physical or mental abnormalities, expertise and experience to satisfy requirements of security job.
  - (f) Be responsible to send replacement immediately if the assigned personnel do not report on time/ remain absent/leaves early (Jump Guard).
- 1.3 The Contractor commits that the staff on duty at the Premises will exhibit:
  - (a) Polite and amicable behavior.
  - (b) Helping attitude.
  - (c) Perform any other task assigned to them during the performance of their duties within the scope of this SBD's and Contract agreement.

## 2. General Conditions

- 2.1 The Service provider will provide weapons to the guards. No additional or separate charges will be paid by this institution in this respect.
- 2.2 The service provider will be responsible to get each guard medically examined and will provide medical certificate.
- 2.3 The service shall provide character certificate/police clearance certificate/verification to each security personnel.
- 2.4 Security personnel provided by the service provided should not be less than 23 years and not more than **53 years** of age. The guards should be well trained and capable enough to handle the situation.
- 2.5 During duty hours, the security personnel will be directly answerable to the Asstt Manager Admin KCD Peshawar.
- 2.6 Availability/ arrangement of additional guards (if so required) will be ensured within 24 hours.
- 2.7 The procuring entity i.e. MTI-KCD, Peshawar reserves the rights to disqualify a firm/agency if it finds, at any time, that the information provided/submitted were false and materially inaccurate.
- 2.8 In case the offer is withdrawn, amended or revised during the validity period of the offer, the earnest money is liable to be forfeited.
- 2.9 The participating bidders will have to submit an affidavit to the effect that they have carefully read all terms and conditions of the tender documents and they accept them as well.
- 2.10 The guard will perform their **security services duty twenty-four by seven (24/7)**. MTI-KCD, Peshawar may change shift timings as per requirements.
- 2.11 That MTI-KCD, Peshawar shall have full authority over the deployment of the Guards and shall be independent in working out a duty schedule and their working time. However, this work schedule shall have prior approval of MTI-KCD to meet its specific security requirements. Contractor shall depute active, trained and healthy personnel as Guards at the Premises. Contractor commits that they shall use the latest/modern and state of the art weaponry and security devices. Contractor shall also appoint a senior person within its organization for coordination with the concerned person at MTI-KCD to address day to day problems and emergent situations. Contractor commits that in case of absence of any Guard(s) deputed at the Premises, due to any reason, shall be replaced with the equal number of Guards without any extra charges.
- 2.12 Contractor shall ensure that all the staff deputed at the Premises meets the following criteria.
  - 2.6.1 **25 Security Guards** (24 Males & 01 Female) the number can be increased or decreased according to requirement of the Hospital.

- (a) **Not more than fifty-three (53) years of age.**
- (b) **60 % Male guards must retire from armed forces (Mandatory)**
- (c) Not less than 23 years of age.

Competencies:

- (a) The guards should be literate, can read & write and shall have fluency in speaking Pashto and Urdu Language.
- (b) Capable to carry out the security job.

**b.6.2.1 01 Security Guards (Female)**, the number can be increased or decreased according to requirement of KCD.

- (a). Not more than forty-five (45) years of age.
- (b). Not less than 23 years of age.

Competencies

- (a). Capable to carry out the security job related to female.

**a.6.2.2 02 Security Supervisors (Male)**, the number can be increased or decreased according to requirement of the Hospital.

- (a). **Not more than Fifty (58) years of age.**
- (b). Supervisor must be retired from armed forces (Mandatory)
- (c). Not less than 35 years of age. Competencies.
  - (a). The Supervisor should be literate, can read & write and shall have fluency in speaking Pashto and Urdu language.
  - (b). Capable to carry out the job of supervisor.

**b.6.3 Weapon:**

- (a) The successful firm shall provide weapons to all security guards and supervisors as per requirement of hospital.

**b.6.4 Uniforms:**

- (a) Every Guard shall be dressed in proper company's uniform with cap, belt and Military pattern long shoes.
- (b) Contractor takes responsibility to provide uniforms to the Guards deputed at the Premises.

**b.6.5 Miscellaneous:**

- (a). Guards to be employed by Contractor shall exclusively perform their duties at the Premises and shall not be employed anywhere else.
- (b). Guards shall be discouraged from developing friendly relations while on duty.

- (c) . The contractor shall be bound to provide personal file complete in all respect to the procuring entity before the deployment of security personnel at the premises of the MTI-KCD, Peshawar.

**a.6.6 Communication**

- (a). The agency will be responsible to provide UHF/VHF radio sets as worked out by the MTI-KCD authorities.

**a.6.6.1** . Contractor shall provide documentary proof to MTI-KCD on a quarterly basis, reflecting compliance of all commitments as stated under the provisions of SBD's and Agreement.

**a.6.7** Contractor shall ensure that the Guards deputed at the Premises are of unimpeachable character and possess requisite knowledge and experience. Contractor shall also be responsible for the performance of the Guards.

**a.6.8** The management/representative of the Contractor shall visit the Premises quarterly in order to monitor the performance of Guards as well as the operational capacity of the weapons.

**a.6.9** The contractor shall ensure training of the Security Guards in any aspect within the scope of their duty.

**a.6.10** The contractor shall ensure the duty shifts of maximum 08 Hours/day of every guard. Duty Rota shall be share with Asstt Manager Admin MTI-KCD on 20<sup>th</sup> of every month.

**3. Duration of Agreement**

3.1 This Agreement shall be valid for a period of two (03) Years with **initial 03 months as probation period**. However, with the mutual consent (in writing) of the Parties, the terms and conditions of this Agreement may survive for after the expiry of this period on mutual consent of both parties.

3.2 The contract can be terminated by procurement entity on the notice of 30 days in probation period.

3.3 The procuring entity shall have right to terminate this Agreement upon giving One (1) month written notice to the other Party and without assigning any reason thereof. In the event of termination, the Parties agree to promptly settle any outstanding billings and payments due under the Agreement.



**7. SPECIAL CONDITIONS OF THE CONTRACT: -**

1. If any of the given specifications/parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected.
2. In case of a successful bidder, who repudiates the contract or fails to furnish contract and as the case may be shall proceed for blacklisting and the work order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.
3. All bidders shall comply with code of ethics formulated by Government of Pakistan.

## 8. Evaluation Criteria for Security Services

**Total Marks (Technical Criteria): TM: 70**

No chance will be provided for re-submission of secondary documentation. The bidders must carefully read the instructions; Non-compliance to the stated instruction may lead to their technical disqualification.

**(Technical Evaluation Marks: 70)**

S.no	Criteria	Details	Marks
1	Experience	Years of relevant experiences: <ul style="list-style-type: none"> <li>• 20 marks for 10 years. (2 Mark per year)</li> <li>• Attached copies of agreements with present &amp; previous clients clearly mentioning the period of agreement and strength.</li> <li>• Agreement of minimum 10 &amp; above guards will be counted.</li> <li>• Overlapping period will be counted as one (greater period will be counted)</li> </ul>	20
2	Weapons & Equipment	Holding summary of weapons and Security Equipment's Offered (Weapons, Metal Detectors & UHF/VHF Radio Set)	10
3	Performance	Performance certificate from present and previous clients: - <ul style="list-style-type: none"> <li>• At least 05 certificate (2 Marks per Certificate)</li> <li>• Performance certificates of Firms, Organizations and Govt Bodies will be accounted.</li> <li>• Performance certificate of minimum 10 guards will be accounted (proof be attached like copy of agreement or certificate by the bidder)</li> <li>• Fake certificates will render the bidders as disqualified.</li> </ul>	10
5	Financial Certificate	Financial soundness certificate from a scheduled bank and last two years bank statements	05
6	Audit Report	<b>Audit report of last three Years (03 years)</b>	05
7	Letter of Commitment	Letter of Commitment on company letterhead for Replacement time of staff. If failed then penalty	03
8	List of Staff	List of staff: - <ul style="list-style-type: none"> <li>• No of employees work in the firm / company (Minimum 50)</li> <li>• Only list of Nucleus Staff/ Headquarters/ Permanent Staff.</li> </ul>	03
9	Affidavit of Retired Armed Forces Guards	An Affidavit on stamp paper <b>that 60% Male guard deployed should retire from armed forces.</b>	Mandatory
	Registration with Govt: Authorities	<ul style="list-style-type: none"> <li>• Registered with SECP/ Equivalent</li> <li>• Registered with Ministry of Interior/Home Department KPK</li> <li>• Certificate regarding police Verification/Clearance of the Security Guards (Male/Female) and Supervisors within 3 Months.</li> <li>• Income Tax/Sales Tax</li> <li>• KNTN</li> <li>• NTN</li> <li>• Professional Tax (Each have 2 Marks)</li> </ul>	14
<b>Total Marks</b>			<b>70</b>

**Dos and Don'ts**

- Do attach only authentic documents.
- Do attach only legible/readable documents.
- Do attach table of contents on top of the bid documents.
- Do attach documents in sequence as mentioned in the technical criteria table above.
- Do attach list of weapons along with license nos.
- Don't attach fake and forged documents (will lead to disqualification in Technical Evaluation Stage and if found during contract period the firm shall be blacklisted).
- Don't attach unreadable, misprint and dim/ dull documents.
- Don't attach copies of weapons license.
- Don't attach photocopies discharge books of security guards.

The bidders achieving a minimum of **49** marks out of 70 marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders.

**9. Financial Bid**

S.NO	CATEGORY	COST(PKR)
1.	Security Guards (Male/Female) for Provision of Security Services as mentioned in Scope of Services.	Per Head Charges in PKR
	Supervisor	Per Head Charges in PKR
	Total Amount per Month	

Note: -

- Total amount must be inclusive of all Gov. taxes applicable at the time of bid opening date.
- The firm shall fill the financial bid for the whole assignment and contract will be awarded on total lowest to the technically responsive bidder.

**The contractor shall comply with all applicable Laws, rules, regulations, Policies & Notification such as labor Law, Min. Wage Policy etc. Any violation thereof shall lead to disqualification.**

## **10. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR**

### **Conditions for Blacklisting of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014**

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently

### **Conditions for debarment of Defaulted Bidder/Contractor**

Failure or refusal to;

- Accept Purchases Order / Services order terms;
- Make supplies as per specifications agreed:
- Fulfill contractual obligations as per contract
- Non execution of work as per terms & condition of contract.
- Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Khyber College of Dentistry, Peshawar.

### **Procedure for blacklisting and debarment**

1. Competent authority of Khyber College of Dentistry, Peshawar may on information, or on its own motion, issue show cause notice to the bidder.
2. The Show Cause notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-party against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

## **11. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION**

1. The Competent Authority shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
2. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
3. The grievance redressal committee shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the competent authority within the prescribed period.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.  
**Note:** Grievance notified & designated who can invite appropriate official as co-opted member for grievance.
5. Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KPPRA whose decision will final and bidding on both the parties.

## **12. Award of Contract:**

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI-KCD, Peshawar duly attested by the Oath Commissioner/Notary Public within 15 days after the award of contract.

## **13. Payment:**

1. The bill shall be submitted 100% by the 10<sup>th</sup> of next month after the satisfactory service delivery report duly endorsed by Asstt Manager Admin, MTI-KCD, Peshawar.
2. The contractor should pay the security personnel in accordance to the rules & regulations of labor department.

## **14. Sub-Letting Contract:**

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Services provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to hire the services elsewhere on the successful firm account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such hiring.