



Government of Pakistan
PAKISTAN SCIENCE FOUNDATION
Ministry of Science & Technology



TENDER/BIDDING DOCUMENT

“HIRING OF GENERAL NON CORE SERVICES OF SECURITY GUARDS AND OFFICE BOYS”

ON ‘SINGLE STAGE SINGLE ENVELOPE PROCEDURE’ BASIS

**DEPUTY SECRETARY
PAKISTAN SCIENCE FOUNDATION,
ISLAMABAD
TEL : 051-9215067**

www.psf.gov.pk

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INVITATION TO BID

TENDER NOTICE

Pakistan Science Foundation (PSF), Islamabad, a funding organization for the development of Scientific and Technological Research for Socio-economic development and popularization of Scientific & Technological knowledge in the country invites to apply for Tender “Hiring of General Non-core services of Security Guards and office Boys” through EPADS in Single stage-single envelop from bidders/service providers registered with Income Tax and Sales Tax Departments, Government of Pakistan and having names in Active Tax Payers list of IT & GST and having registration with the relevant authority. (Security Agency or HR etc)

Bidding Documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification for rejection of bids, performance guarantee etc. are available on EPADS & PSF website www.psf.gov.pk for the interested bidders.

RFP documents are to be carefully prepared and subsequently applied on EPADS (Federal) as per provided instructions on or before the closing date (i.e. after 15 days of this advertisement/publication) by 12:00 PM. The Bids will be opened on the same day at 12:30 PM in the PSF Committee Room in the presence (physical/online) of the applied bidders. The advertisement is also available on PPRA website at www.ppra.gov.pk.

Only EPADS (Federal) registered bidders can apply for the tender. Application other than EPADS will not be considered and entertained. Unregistered bidders shall register at EPADS (Federal) first and then apply for the tender through EPADS. PSF reserve the right to accept or reject any or all bids at any time.

Dr. Muhammad Abbas
(Deputy Secretary, PSF)
1-Constitution Avenue, G 5/2, Islamabad.
Tel: 051-9215067
Fax: 051-9202468

ii. Introduction

1. Pakistan Science Foundation (PSF) is an autonomous body under the administrative control of the Ministry of Science and Technology (MoST).

The main objectives of the PSF are.

- Promotion and funding of scientific research and related activities having the socio-economic needs of the country.
- Establishment of Science Centers, Museums, Herbaria & Planetaria.
- Promotion and Popularization of science through Mobile Science Exhibition, Science Fairs, Science Essay, Poster and quiz competitions, Inquiry Based Science Education (IBSE), Popular Science Lectures and the Establishment of Science Clubs in High Schools.

iii. Instructions

1. Procedure for Proposal: Interested and well reputed firms, service providers and companies having names on the Active Taxpayers List (ATL) and GST for the subject tender and shall complete and carefully prepare the proposal documents and submit in accordance with instructions in RFP documents in all respects along-with relevant documents.

Procurement Process: Single Stage – Single Envelope Bidding Procedure will be adopted for selection of the firms/lowest bidder for the subject tender. Bidders should submit online via EPADS (Federal). The proposals shall be opened the proposal on the date and time mentioned in this tender document. All the received proposals will be evaluated, and no amendments or changes will be allowed in the proposals after opening. The contract would be awarded to the most advantageous (the lowest qualified) bidder.

Mode of submission of documents: The proposals should be submitted online through EPADS (Federal) within its stipulated closing date and time on or before 15 days of the advertisement of this tender. Phone: - (051) 9204549.

Opening of online submitted proposals: The received proposals through EPADS will be opened by the authorized committee on the same day in the PSF Committee Room, in the presence of the bidders who want to participate. Representatives present in the tender/bid opening meeting shall be marked on a physical/online attendance sheet evidencing of their presence. If any holiday is announced by the Government of “Force Major Situation”, the tender/bid will be opened on the next working day or as intimated by the PSF.

If a proposal is not substantially aligned to the terms & conditions/particulars of this document, it will be rejected by PSF and may not subsequently be made responsive by the firm by correction of the non-conformity. A proposal 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 issue of notice for invitation of proposals.

Bidders/Firms will be informed, in due course, of the result of the evaluation of bids.

Bid Evaluation Criteria: Tender would be awarded to the firm, which conforms and complies with all the terms and conditions, specifications and has quoted the lowest rate for aforementioned on aggregate basis excluding applicable government taxes.

iv. **COVERING LETTER FOR SUBMISSION OF PROPOSALS**

To:
Deputy Secretary,
Pakistan Science Foundation
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the services of our company/firm to Pakistan Science Foundation for **“Hiring of General Non-core services of Security Guards & Office Boys”** in accordance with your RFP documents.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:
Date:

v. **Mandatory documents**

(To be attached with the Proposal)

(Please attach and submit copy of this page with the Proposal after duly completing the “Response” Column along-with all the required documents)

#	Particulars	Remarks	Response Yes/No
1.	Covering Letter	Mandatory	
2.	Having offices in Islamabad/Rawalpindi with complete addresses & active landline and fax numbers	Mandatory	
3.	Able to provide Services in Islamabad, Quetta, Peshawar, Faisalabad, Multan, Lahore, Sukkur, Karachi and Muzafarabad.	Mandatory	
4.	Complete Company Profile / Introduction of bidder’s company/firm (including the name of Chief Executive, Partners, Director, and Professionals)	Mandatory	
5.	Copy of CNIC of CEO/Authorized person	Mandatory	
6.	Proof of having name in ATL of Income Tax & General Sales Tax (GST)	Mandatory	
7.	Affidavit declaring that the Bidder is not blacklisted by any Government department/agency and no inquiry is ongoing against the bidder in NAB (on Stamp paper worth Rs.50)	Mandatory	
8.	Experience of similar magnitude i.e. list of completed and ongoing contract/orders. Copies of Work orders/Job Completion certificate.	Mandatory	
9.	HR/Security agency etc license	Mandatory	

I / we hereby confirm that required documents are provided with the Proposal and information contained in this proposal is correct and true.

Company’s Stamp

Signature with date

vi. Financial Proposal (Separate Envelop/File)

Bidders are invited to submit their financial proposal for the specified “Hiring of General Non-core services of Security Guard & Office Boys” ensuring compliance with all codal formalities and regulations of PPRA/EPADS rules.

Sr. #	Description	Rate Per person	Rate (Excl. Tax)	Rate (Incl. Tax)	Total Rs.
1	Security Guard				
2	Office Boys				
	<u>Total</u>				

I / we hereby confirm that required documents are provided with the Proposal and information contained in this proposal is correct and true.

Company's Stamp

Signature with date

vii. Format for Brief Introduction of the Bidder/Service Provider

#	Particulars	Response
1	Name of the Bidder/Firm	
2	Date of Establishment	-
4	Owner / CEO /Director Name	
5	NTN No.	
6	Mailing Address:	
7	Contact (Landline & Cell NO.)	
8	Fax No(s).	
9	Email Address	
10	GST No.	
11	Bank Name & Account No along with title of Account.	
3	Corporate Status	
12	Attachments :	Attach list of all documents attached with the proposals
13.	Any other relevant documents	Please attach

Company's Stamp

Signature with date

xi. Terms & Conditions: -

1. This agreement shall take effect from the date of commencement of services (within one week of the signing of the contract) and will remain valid till for one year, but it will be extended by the client till another contractor takes over charge from the existing contractor.
2. The contractor shall inform in writing about the date of commencement of services after signing of the agreement.
3. The contractor shall be responsible for payment of wages fixed by the Federal Government, government dues, workman compensation/old age benefits, social security, group insurance or other benefits payable to their employees as per laws in vogue.
4. The contractor shall be an independent contractor and all services rendered under this contract are to be performed as such which shall form the basis for payment for such services by the client commensurate with the number of employees deputed for PSF/PASTIC/PMNH under the contract.
5. On the advice of PSF Management, Security staff, office boys not suitable for duty will be replaced immediately by the contractor.
6. Security staff, office boys, General Non-Core workers will be the employees of the contractor.
7. Security Staff, office boys, General Non-core workers will be directly under control of client during their duty.
8. The Contractor must pay salaries to all the Security staff, office boys (by 5th day of every month.
9. SOPs for deployment of Staff will be provided by the supervisor of Security staff, office boys.
10. The Security Staff, office boys, General Non-core workers if entitled to leave as per company policy then reliever will be provided by the contractor at no extra cost to the client.
11. PSF has the right to demand (increase/decrease) from time to time the Janitorial workers, Security staff, office boys & General non-core workers if required, on the same terms and conditions and the contractor shall be obliged to provide additional required staff in the given time. Where the client requires extra staff, one week notice will be given to the contractor.
12. All payment shall be subject to taxes as required under the law.
13. Office boy/Security Guard General Non-core worker on duty will remain in tidy uniform with name labels affixed on it.
14. The company will bound to pay minimum wages to their janitorial worker, Security staff, office boys, General Non-core workers as per direction of letter of Chief Commissioner Office, Directorate of Industrial & Labour, ICT, Islamabad/ Finance Division Government of Pakistan.
15. In case of a dispute arising in relation to the terms and conditions of this agreement, it shall be resolved through the provisions of Arbitrator Act 1940.

16. If any party wishes to terminate the contract, it shall give a notice in writing to that effect to the other party provided that the contractor shall continue to provide General non-core services as per the contract till another contractor takes over.
17. Firms should quote their rates including all taxes.
18. The General non-core services must be provided in Islamabad, Quetta, Peshawar, Faisalabad, Multan, Lahore, Sukkur, Karachi and Muzafarabad.
19. Procedure to be adopted: The tender will follow Single Stage Single Envelope Procedure. The details of the same may please be seen on PPRA Website. All the procedure of the Tender will be strictly adhered to PPRA Rules and through EPADS.
20. Earnest money in the shape of DD/Pay Order @ 2% of the bid in favor of Deputy Secretary, Pakistan Science Foundation, Islamabad is to be submitted.
21. The firm should not be blacklisted or involved in any litigation with any Govt. department. In this regard, affidavit of Stamp Paper may be furnished.
22. The PSF reserves the right to accept or reject all or any Tender before acceptance.
23. Performance Security from the successful bidder of 5% of bid/invoice value would be applied (wherever applicable), in the shape of bank guarantee.
24. The bid documents should be submitted online within 15 days of publication of this advertisement via EPADS. These bids will be opened on the same day at 12:30 pm, in PSF Committee Room in presence of the bidders/ their authorized representatives.
25. Incomplete proposals or those received after due date and time will not be entertained.
26. Payment would be released on monthly basis.

Dr. Muhammad Abbas
(Deputy Secretary, PSF)
1-Constitution Avenue, G 5/Islamabad.
Tel: **051-9204549**
Fax: 051-9202468

ACCEPTANCE CERTIFICATE

I _____
OWNER/LEGAL REPRESENTATIVE OF M/S.

Hereby, confirm that terms & conditions mentioned in this Tender document are acceptable to me (as a whole) and I shall abide by these terms and conditions.

2. The service provider will be best and as mentioned in the Tender Documents. I will be bound to replace any stage of , if found services are, unsatisfactory, without any extra claim to PSF, Islamabad. If failed to do so I agree that PSF has the right to confiscate/forfeit the earnest money and may likely blacklist our firm.

Signature with seal:

(Owner/representative) (Attested copy attached)

Dated

CNIC No. _____

Phone No. _____ **(Attested copy attached)**

Cell No. _____

xiii. PERFORMANCE SECURITY BOND (Bank Guarantee)

Guarantee No. _____

Executed On _____

Expiry Date _____

(Letter by the Guarantor to Pakistan Science Foundation, PSF)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ . Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the (hereinafter called PSF) _____ in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the PSF, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the PSF's above said Letter of Acceptance for (Name of Contract) _____ for
the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the PSF, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We _____, (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the PSF without delay upon the PSF's first written demand without cavil or arguments and without requiring the PSF to prove or

to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the PSF's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to PSF's designated Bank & Account Number.

PROVIDED ALSO THAT the PSF shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the PSF forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. Name _____ . Signature _____

(Title & Address)

Corporate Guarantor (Seal)

2. Name _____ Signature _____

(Title & Address)

Corporate Guarantor (Seal)