GOVERNMENT OF PAKISTAN

PRIME MINISTER’S OFFICE (PUBLIC)

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY

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**TENDER NOTICE FOR HIRING OF SECURITY SERVICES**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad intends to hire services of Security Guards from an approved under the relevant law Security Agencies for deployment /security of ERRA HQ, main Murree Road, Opposite Margala town, Islamabad. The Companies / Firms who registered with Income tax, Sale tax department & are an active tax payers list of FBR are eligible for provision of services to the ERRA HQ. TORs containing the details specifications / terms and conditions can be downloaded from websites of ERRA HQ ([www.erra.pk](http://www.erra.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

2. Last date for submission of sealed tender is **18th December,2018 upto 1030 hrs** **and will be opened on the same day at 1100hrs** in presence of bidders or their authorized representative at ERRA HQ, Islamabad.

3. ERRA reserves the right to accept or reject any or all of the bids at any time in public interest as per PPRA rules.

**(MUHAMMAD SAJJAD)**

**DEPUTY DIRECTOR (PROCUREMENT)**

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030929

BID DOCUMENT

**Hiring of firm to provide Security Services for ERRA HQ.**

**1 Invitation to bid**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad, intends to hire services of Security Guards from reputed and financially sound security firms for providing the services at ERRA, Head Office,Islamabad.

2 **Instructions to bidders**

**2.1 General**

1. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law.
2. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the ERRA Authority reserves the right to forfeit the earnest money.
3. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as “Private” and “Strictly Confidential”. The bidder shall not publish or disclose any information concerning the task without seeking special written permission of ERRA Authority.
4. Any bidder submitting incomplete information shall be disqualified from the bidding process.
5. Any bidder submitting false, incorrect or inaccurate information shall be automatically disqualified from the bidding process.

f. Any effort by the bidder to influence ERRA Authority, directly or indirectly may result in the rejection of the bidder's offer.

g. Pages of every section of the bid must be numbered and signed by the Bidders nominated authorized signatory. The representative of the bidding firm shall furnish a proof of authori-zation to sign the bids, in the form of a written Power-of-Attorney on a stamp paper of Rs.20/-, which shall accompany the Bid.

h. ERRA Authority reserves the right to reject any or all quotations, without assigning any reason thereof.

j. The ERRA Authority will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

k. The proposal without earnest money will not be entertained and rejected straightaway.

l. The Firm/Company ensured to provide the wages to its employees as per applicable wages by the Provincial/ federal Government.

3 **Requirements:**

1.The skills/experience/backgrounds of the Armed Security Guards required are as under:-

a. Retired Armed Forces Personnel.

b. Age below 50 years.

c. Healthy Medically Category “A”.

d. Able to read and write

e. Possessing security training certificate.

f. Security wise cleared by the police, Army record office, NADRA and previous employers.

g. Minimum height 5’.6”

h. Successful bidder will be bound to deploy the security guards within a week time once agreement is signed.

**2.** Providing Security Guards of following two categories:-

a. Security Guards

i. Armed Security Guard - 12 hours Shift( Type of Arm to be provided by the company to security Guard must be indicated.

ii. Unarmed Security Guard - 12 hours Shift

Any other information that firm wishes to furnish, monthly rate per security guard/ supervisor quoted must be for the entire period of agreement. No request will be entertained for any enhancement of the rate on any ground (Option to extend agreement for further period rate may also be quoted for the 2 years and 3rd years respectively).

**4 Language of the Bids**

The bids prepared by the Renderer and all correspondence and documents relating to the bids exchanged by the Tendered, shall be written in English language, provided that any printed literature furnished by the Renderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

**5 Bidders Experience**

The bidder must have the requisite experience and expertise in providing staff. The bidder must submit following information in the proposal:

a. Company Profile.

b. Company Incorporation Certificate.

c. Article/Memorandum of association/Partnership deed.

d. National Tax and Sales Tax Registration Certificates.

e. Resume of Chief Executive along with senior management. f. Details of Directors/Partners.

g. Clients’ reference letters.

h. Details of Branch offices along with mailing address, telephone numbers and branch resource persons details. Bidders must have branches in major cities of Pakistan.

j. Certificate of registration from Ministry of Interior and Government of Pakistan Home department of respective provinces.

k. Financial report for the last three years along with Bank statement.

l. Banker’s certificate /Statement indicating credit worthiness of the firm with bank.

**6 Bidder must submit an affidavit on stamp paper that the:**

i. Bidder/Company/Firm has never adjudged an insolvent services/advisory/consultancy.

ii. Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.

iii. Bidder/Firm has never been blacklisted or involved in litigation with any client/organization/government/semi-government/autonomous body.

iv. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.

v. Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.

vi. Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations.

**7 Earnest Money**

Earnest money of Rs.150,000/- shall be submitted by the bidders at the time of submission of the bids, in the shape of call deposit / demand draft / pay order in the name of Director (Procurement) ERRA. Earnest money of unsuccessful bidders shall be returned upon signing of the contract with the successful bidder. Earnest money of successful bidder shall be returned after signing of the agreement.

Prices / Quotes should have a validity of not less than 90 days.

**8 Payment**

Payment on monthly basis after receipt of invoice.

**9 Agreement Format**

n. The Bidder should provide Agreement format to be executed after final selection.

**10 Clarification for Tender**

In case of any clarification is needed to the meaning of any portion of the specification, vendor may contact **Mr. Muhammad Sajjad, Deputy Director (Procurement) at 051-9030929 during office hours.**

**11 Acceptance of Bids**

The bidder with the lowest evaluated bid good repute, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

**12 TAX**

Quoted rates must be inclusive of all acceptable taxes.

**13 Confidentiality**

All bids submitted to ERRA HQ and subsequent correspondence and discussion shall be kept confidential and will not be revealed directly or indirectly to any other party, except in the case of any government query by department/ organizations monitoring Banks and the Federal Government.

**14 Closing Date**

o. The last date for receipt of bids **is 18th December, 2018 by 10:30 AM. Bid will be opened on the same day at 11.00 AM at the ERRA HQ** in the presence of those bidders who may wish to attend.

**15 Bid Submission**

The Bid proposal should be submitted as follows:

p. One Outer sealed envelope, clearly marked as

**PROPOSAL FOR HIRING OF FIRM TO PROVIDE SECURITY SERVICES.**

DEPUTY DIRECTOR (PROCUREMENT)

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

Headquarter Office Building Complex, Murree Road,

P.O. 2688, Islamabad.

Ph: 051 – 9030929

Name of Bidder:

1. Bid Earnest money in the shape of a demand draft/pay order, in favour of Deputy Director(Procurement) ERRA, Islamabad should be attached with the Proposal.

We agree to abide by the terms and conditions of the Tender.

**Signature**: **in the capacity of duly authorized to sign the Tender for and on behalf of**

**(NAME OF FIRM IN BLOCK CAPITALS)**

**Complete Address:**

**Fax No:**

**Telephone No.: \_\_** **Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness:-**