**For websites**

GOVERNMENT OF PAKISTAN

PRIME MINISTER’S OFFICE (PUBLIC)

EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY(ERRA)

 Opposite Margalla Town, Murree Road, Islamabad.

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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 Margalla Town, Islamabad. The Companies / Firms who are registered with Income tax, Sales tax departments & are on active tax payers list of FBR are eligible for provision of services to the ERRA HQ. TORs containing the detailed 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 bids is **23rd December,2019 (Friday) upto 1000 hrs** **and will be opened on the same day at 1030 hrs** in presence of bidders 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.

**DIRECTOR (PROCUREMENT)**

ERRA HQ, Islamabad.

Ph: 051 – 9030933

BID DOCUMENT

**Tender Identification Number.** Tender No. 34 / 2019

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

**1 Invitation of bids.**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad, intends to hire services of Security Guards from reputed and financially sound security companies for providing services at ERRA, HQ, 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 Bids once submitted cannot be withdrawn.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 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 authorization to sign the bids, in form of a written Power-of-Attorney on 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 bid proposal without earnest money will not be entertained and rejected straightaway.

l. The Company will ensure to disburse 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, preferably from infantry. They should be recently retired.

b. The Security Guards should have sound character, vigilant, smart turnout.

c. Age below 45 years.

d. Healthy Medically Category “A”.

e. Able to read and write

f. Possessing security training certificate.

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

h. Minimum height 5’.6”

j. 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 2nd 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 Tenderer, shall be written in English language.

**5 Bidders Experience**

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

i. Company Profile.

ii. Company Incorporation Certificate.

iii. Article/Memorandum of association/Partnership deed.

iv. National Tax and Sales Tax Registration Certificates.

v. Resume of Chief Executive and senior management.

vi Details of Directors/Partners.

vii. Clients’ reference letters.

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

ix. Registration certificate from Ministry of Interior and Government of Pakistan’s Home Departments of respective provinces.

x. Financial report for the last three years alongwith Bank statement.

xi. 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 and its directors/partners or individuals always fulfilled/obeyed execution of degree or order of any court degree 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 after signing of the contract with the successful bidder. Prices / Quotes should have a validity of not less than 90 days.

**8 Payment**

Payment shall be on monthly basis after receipt of invoice.

**9 Agreement Format**

 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 N/Sub Israr Khan, Security Supervisor at 051-9030988during office hours.

**11 Acceptance of Bids**

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

**12 TAX**

Quoted rates must be inclusive of all applicable 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/ organization monitoring Banks and the Federal Government.

**14 Closing Date**

 The last date for receipt of bids **is 23rd December,2019 (Friday) by 10:00 AM. Bids will be opened on the same day at 10.30 AM at the ERRA HQ** in the presence of bidders.

**15 Bid Submission**

The Bid proposal should be submitted as follows:

 One Outer sealed envelope, clearly marked as

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

DIRECTOR (PROCUREMENT)

Earthquake Reconstruction & Rehabilitation Authority (ERRA)

HQ Office Building, Opposite Marglla Town, Murree Road,Islamabad.

Ph: 051 – 9030933

Name of Bidder: