

# **PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

## **TENDER NOTICE FOR HIRING OF SECURITY SERVICES**

1. Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids for FY 2021-22 from well-reputed, experienced and licence holder private security companies/firms registered with Income/ Sales Tax Department, stationed at Islamabad/Rawalpindi for provision of Security Services; six (6) armed guards on eight hour basis (age not above 50 years) two in morning, two in evening and two in night shift basis for 24 hours to PIPS Office near Kashmir House, Ataturk Avenue, F-5/2, Islamabad for one year, starting from the date of signing of the contract.
2. The firms participating in bidding must possess should have Government Licence and National Tax Number. The firms should have a minimum of five years' experience of similar assignment and should have a proper set up/office at Islamabad/Rawalpindi. The interested security firms/agencies may submit their offers along with following documents to the undersigned by **June 21, 2021 at 11:00 a.m.**
  - i. Profile of the Company
  - ii. Details of clients entertained during last three years including volume of business conducted with them.
  - iii. Bank Draft/Pay Order @ 2% as earnest money equal to one year's payment in favour of PIPS, Islamabad.
  - iv. Copy of NTN Certificate and GST Number.
  - v. Copy of fresh NOC from Ministry of Interior, Government of Pakistan.
  - vi. Draft Agreement containing terms and conditions (Specimen of agreement may be collected from the undersigned during office hours).
3. The bids will be received latest by **June 21, 2021** at 11:00 a.m. and opened on the same date at 11:30 a.m. in PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad.
4. Income/ Sales Tax will be charged from the firm/contractor as per Government rules and other Taxes (if any) will be the responsibility of the firm/contractor.
5. Bids against this tender are invited on **Single Stage-Two Envelope Bidding Procedure.**
6. The Security company will provide an affidavit along with tender documents that will follow all the procedures mentioned in the Policy on Establishment and Functioning of Private Security Companies-2018 issued by the Ministry of Interior.
7. This tender advertisement can be browsed at PIPS and PPRA websites i.e. [www.pips.gov.pk](http://www.pips.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).

**(Habib Khan)**  
*Assistant Director (Admin)*  
Phone: 051-9091360/111

## **Pakistan Institute for Parliamentary Services**

### **Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

You are hereby invited to submit the tender for the providing Security Services in PIPS Office, Ataturk Avenue, F-5/2, Islamabad.

#### **1. Prospective Bidders Should Particularly Note That:**

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The Institute does not take any responsibility for collecting the bids from any agency.
- c. Authorized representative may attend the tender opening, if desired.
- d. PIPS reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.
- e. Bids against this tender are invited on **Single Stage-Two Envelope Bidding Procedure.**
- f. Copy of the bidding documents signed on each page by the authorized representative must be submitted along with the Bid.

(Habib Khan)  
*Assistant Director (Admin)*

## **Part B:**

### **Instruction To Bidders (ITB):**

- 01. Delivery of Bids.** The Proposal is to be submitted as under:-
- a. The Proposal indicating the quoted price in figures as well as in words alongwith essential literature / brochure would be enclosed in an envelope.
  - b. The Bids duly sealed will be addressed to the  
**Assistant Director (Admin),  
Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, Sector F-5/2,  
Islamabad.**
- 02. Date and Time for Receipt of Bids.**
- The bid document must reach this office until **21<sup>st</sup> June, 2021 at 11:00 a.m.** at the address given above.
- 03. Tender Opening.**
- Tender will be opened **21<sup>st</sup> June, 2021 at 11:00 a.m.** am. Only legitimate / authorized representatives of suppliers will be allowed to attend. These reps should be fully aware of the details of their supplier's Proposal and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.
- 04. Validity of Proposal.**
- The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.
- 05. Price:**
- a. The price should be quoted for Islamabad only.
  - b. The price validity period must be at least 01 year from the date of signing of contract.
- 06. Taxes:**
- All prevalent Govt. Taxes will be applicable.
- 07. Language of Bidding Document:**
- The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**08. One Bid per Bidder**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**09. Cost of Bidding**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. Terms of Payment:**

The payment of the events arranged for PIPS will be made on monthly basis after submission of valid invoices by the vendor within 15 working days.

**11. Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

**12. Photocopies of relevant Documents:**

Photocopies of following documents will be provided / attached with Proposal:-

- i) Profile of the Company.
- ii. Details of clients entertained during last three years including volume of business conducted with them.
- iii. Bank Draft/Pay Order @ 2% as earnest money equal to one year's payment in favour of PIPS, Islamabad.
- iv. Copy of NTN Certificate and GST Number.

**13. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. Taxes and duties, freight/transportation and insurance charges are NOT indicated separately.
- e. There is any deviation from the General Instructions.
- f. Multiple rates are quoted against one item.
- g. If validity of Proposal is not quoted as required.
- h. Proposal made through Fax / E-mail / Cable / Telex.
- i. If the Proposal is found to be based on cartel action in connivance with other bidders.

**14. Earnest Money / Bid Security:**

Bank Draft/Pay Order @ 2% as earnest money equal to one year's payment in favour of PIPS, Islamabad.

**15. Return of Earnest Money:**

Earnest money to the unsuccessful bidders will be returned on acceptance of lowest acceptable bid.

**16. Extension in Contract:**

The contract period may be extended subject to the mutual consent of both the parties.

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

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**ASSESSMENT CRITERIA**

**Grading Scheme for Acquiring Security Services**

<b>Grading</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
Experience related to the similar assignments (02 marks for each year)	30	
Clientele of high repute (number of clients in 2020-21) (02 marks for each similar assignment)	20	
Annual Turnover supported by documents (2020-21) (04 marks for each one million)	20	
HR Strength (05 marks for each 50 skilled employees)	20	
Type of Ammunition (Auto, Semi & Others) Auto=10 Marks Semi & Others=05 marks	10	
<b>Total Marks</b>	<b>100</b>	

**Note:** Minimum score required to pass is 70%.