

## TENDER DOCUMENTS

### Prequalification of Security Firms for Provision of Security Services To Gwadar Port Authority

1. Gwadar Port Authority intends to hire the services of a well reputed security firms for provision of security services at Head Office Gwadar Port and Nucleus Office Karachi for a period of three (03) years renewable on yearly basis as per detail given below: -

| <b>S#</b> | <b>Place</b>                                  | <b>Total</b> |
|-----------|---|--------------|
| a         | GPA Head Office Gwadar                        | 02           |
| b         | Chairman House / GPA Complex Main Gate Gwadar | 05           |
| c         | Civic Center Gwadar                           | 02           |
| d         | GPA Nucleus Office Karachi                    | 02           |
| Total:    |   | 11           |

2. The services will be hired according to PPRA Single stage – two envelop procedure.

3. Salient of single stage – two envelop procedure are enumerated below: -

- a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- c. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- d. The envelope marked as “FINANCIAL, PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- e. GPA will evaluate the technical proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;
- f. Weightage of Technical and Financial proposals will be 80% and 20% respectively.
- g. During the technical evaluation no amendments in the technical proposal shall be permitted;
- h. The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.
- i. After the evaluation and approval of the technical proposal GPA, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- j. The bidder obtaining highest marks combining Technical and Financial proposals will be awarded the contract.

**4. Pre-Qualification - Mandatory: -**

Company must furnish following information;

- a. Valid license to operate in Balochistan Province and Sindh
- b. NOC issued by Balochistan and sindh Government
- c. Registration with SECP
- d. Registration with Social Security
- e. Copy of NTN certificate
- f. Registration with All Pakistan Security Agencies Association (APSAA) Affidavit that the firm has not been black listed by any Government / Semi Government organization.
- g. Proof of financial soundness from a scheduled bank accompanied with bank statement for the last one year.
- h. Pay order / bank draft of 2% of total quoted price for the first year shall accompany the financial proposal as Bid Security/ Earnest money. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid. Failing to do so may result into disqualification.
- i. The successful bidder will be required to deposit a “performance/ bank guarantee” equivalent to two (2) months remuneration of the first year, through a Pay Order/ bank draft in favor of GPA within one week of award of contract. If the bidder fails to deposit performance/ bank guarantee within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited. The bid security of the successful contractor will be adjusted against the performance guarantee
- j. Deployment of at least 11 security guards in GPA head office and Nucleus office karachi. A certificate to this effect will be furnished along with details of deployment. (Facts will be verified).
- k. A certificate to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Pakistan from time to time. Any violation at any stage in this regard will render the security company ineligible to work with GPA.

- l. The bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise GPA has the right to reject any such bid or bids.
  - m. The company should have the valid wireless license and should be able to provide walkie Talkie Sets on demand.
  - n. Performance certificates by the major clients where your security company has been providing security services in the last two years.
  - o. The company should have few licenses of automatic weapons and will provide at least 2 automatic weapons along with other weapons.
5. Weightage of Technical and Financial proposals will be 80% and 20% respectively. The bidder obtaining highest marks combining Technical and Financial proposals will be awarded the contract.
6. If two or more bidders obtain equal marks in Technical proposal, then the contract will be awarded to the one with lowest financial bid.
7. Salaries, perks, privileges and work hours of the guards will be governed strictly according to the government rules / regulations.
8. Compulsory remittance of EOBI, ESSI and insurance premium against each individual.
9. Evidence of remittance of insurance premium will be submitted on award of security contract.
10. Payment will be made on monthly basis by GPA through cheque after production of EOBI and ESSI receipts.
11. Security guards will be granted four days off per month.

12. The company will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate. Similarly, the company shall provide character certificates of each guard with verified antecedents.
13. Guards provided by the company should not be less than 25 years and not more than 40 years of age in case of guards. Bulky/overweight persons will not be accepted.
14. The guards should be trained and capable enough to handle the situation including but not limited to bomb blast, earthquakes and events of fire etc.
15. The company will provide a hand held metal detector and a vehicle search mirror at each location given at para-1 above.
16. Evaluation criteria is given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 60%.
17. Evaluation criteria of financial proposal is as under:  
  
$$\frac{\text{Lowest Quoted Bid}}{\text{Bid to be evaluated}} \times 30 = \text{Total Marks Obtained}$$
18. The successful bidder will have to provide either ex-servicemen or young energetic and trained civilian fully equipped and conversant with security performance and other requirements as mentioned in the security agreement.
19. During the contract, the firm will provide Security Services as per terms and conditions, to be settled later on in the shape of contract agreement, for GPA.
20. An agreement will be made between GPA and Security Firms on judicial paper of Rs. 100/-.
21. Availability of additional guards (if so required) will be ensured within 24 hours.

22. Interested Security Firms may forward their proposals as per above instructions to the undersigned within fifteen (15) days of publishing of advertisement.

23. GPA reserves the right to accept or reject the tender as per PPRA rules.

24. **Bid Validity.** Bids shall remain valid for 90 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.

## FINANCIAL PROPSAL

### Hiring of Security Services for Gwadar Port Authority Gwadar

25. The monthly rate / total amount for provision of 11 x Security Guards, on 24 hours' basis i.e. six (06) guards at first shift (12 hours) and two (05) guards at second shift (12 hours) for GPA Head Office Building Gwadar and GPA Nucleus Office Karachi inclusive of all payable taxes quoted below;

| S.#   | Place                      | No. of Guards | Amount for 1 <sup>st</sup> year of contract |        | Amount for 2 <sup>nd</sup> year of Contract |        | Amount for 3 <sup>rd</sup> Year of Contract |        |
|-------|----------------------------|---------------|---|--------|---|--------|---|--------|
|       |                            |               | Rate  | Amount | Rate  | Amount | Rate  | Amount |
| A     | GPA Head office Gwadar     | 09            |   |        |   |        |   |        |
| B     | GPA Nucleus office Karachi | 02            |   |        |   |        |   |        |
| Total |                            | 11            |   |        |   |        |   |        |

**Note:** Attach 2% earnest money of first year bid price along with this bid form in original. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid, failing to which may result in disqualification.

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Gwadar Port Authority  
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**TECHNICAL PROPOSAL**

Name of the Firm:

Weightage

1. List of major clients

**10 Max**

(Corporate bodies/Multinational/Embassies/5 Star Hotels=2 Marks each)

(Factories/Educational Institutions/Government offices= 1 Mark each)

(Residential Colonies/Commercial Centers/Hospitals =1/2 Mark each)

**Copies of valid agreements will be provided as evidence**

2. Experience of the Firm \_\_\_ years (1 mark for each year)

**15 Max**

3. What services are offered: - (1 Mark each)

**05 Max**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

4. What security equipment is available: - (1 Mark each)

**05Max**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_



e. \_\_\_\_\_

5. Firm has the license / permission to use following weapons: - **05 Max**

(1 Mark each)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

6. Monitoring control and supervision mechanism of the guards: - **05 Max**

(1 mark each)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

7. Training of guards on: - (1 mark each) **05 Max**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

8. Refresher Training: - (1 mark each) **05 Max**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

9. Guards selection criteria and verification procedure (2.5 marks) (2.5 marks) **05 Max**

10. Performance Certificates by Major Clients (1 Mark each) \_\_\_\_\_ **10 Max**

11. Gwadar based Security Agency or operational office in Gwadar **10 Max**

12. Please attach Firm history/Profile.

**Total :80**

13. Contact person name \_\_\_\_\_

14. Office Address \_\_\_\_\_

15. Contact Number \_\_\_\_\_

Note: Office premises will be visited / inspected to verify the above mentioned facts.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Name:** \_\_\_\_\_