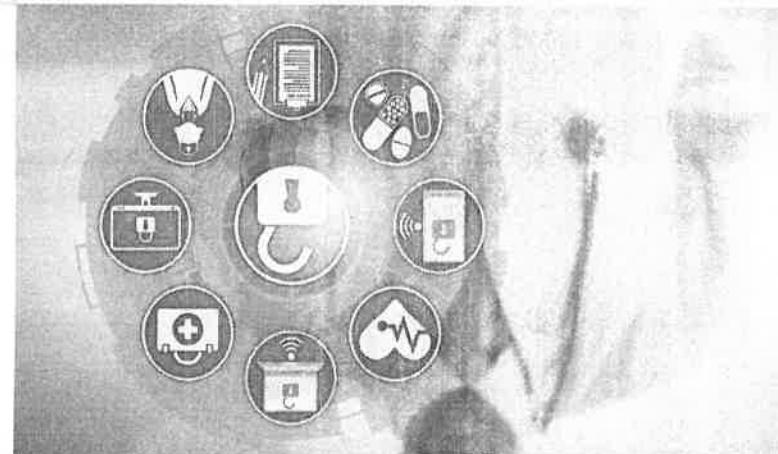


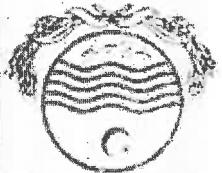
FAISALABAD
OF CARDIOLOGY,
FAISALABAD INSTITUTE



STANDARD BIDDING DOCUMENTS
[OUTSOURCING OF SECURITY SERVICES] (Ver-1)

FINANCIAL YEAR - 2023-24

GOVERNMENT OF THE PUNJAB
MEDICAL EDUCATION DEPARTMENT
SPECIALIZED HEALTHCARE &



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INSTITUTE OF CARDIOLOGY, FAISALABAD.

SUBMISSION OF PROVISION OF SECURITY SERVICES IN Faisalabad

SECTION I: INVITATION TO BIDS

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest if they: one or more parties in this bidding process, if they:

The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/provincial statutory body established for that particular trade or business.

Bidders shall not be under a declaration of blacklisting by any Government department/other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).
IV)

(iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the responsible/relevant competent forum/authorty.

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procurement Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this invitation to Bids.

The invitation to Bids is open to all Service Providers i.e. associations of firms/companies/sole proprietor, registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.

Introduction	Section-II: Instructions to Bidders (ITB)	2.1.1 Scope of Bid	(BDS) invites Bids from Bidders for Provision of Security Services in Faisalabad Institute of Cardiology, Faisalabad as specified in Section-IV, Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.	2.1.2 Source of Government of the Punjab.	Funds
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- (a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used under this invitation for Bids.
- (b) have controlling shareholders in common; or receive or have received any direct or indirect subsidy from any of them; or
- (c) have the same legal representative for purposes of this Bid; or
- (d) have the same legal representative for purposes of common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- (e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- (f) submit more than one Bid in this Bidding process.
- vii) A Bidder may be ineligible if -
- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
- (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
- (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
- (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PRA.

THE BIDDING DOCUMENTS	
2.2.1. Content of Bidding Documents	2.2.1.1. The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
2.1.5. One person	As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process per its requirement.
2.1.6. Work Plan	The Bidder shall be responsible for the provision of bids as per work plan/ deployment plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.
2.1.4. Cost of Bidding	<p>The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency", will conduct or outcome of the Bidding process.</p> <p>In no case be responsible or liable for those costs, regardless of the submittal of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency", will sub-contracting of any elements of sub-contracting wherever the conditions and modalities of sub-contracting whereby the Bidder shall submit proposals relating to the nature, to more than ten percent of the Bid price is envisaged.</p> <p>(x) Bidders shall provide such evidence of their continued eligibility satisfaction to the Procuring Agency, as the Procuring Agency shall reasonably request.</p> <p>(ix) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.</p> <p>viii. Bidders shall provide to the Procuring Agency evidence of any international organization.</p>
2014.	(g) The firm/Service Provider is blacklisted/ debarred by Schedule appended with, Punjab Procurement Rules, section 17A of PPR Act, 2009 and Rule-21, read with consistent performance failure in accordance with the to the extent of all public procurement) due to with, Punjab Procurement Rules, 2014.
Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.	(f) The Bidder is debarred and blacklisted in general (i.e. with, Punjab Procurement Rules, 2014.

- 2.2.2. Clarification of Bid Documents**
- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in invitation to Bid. The Procuring Agency will respond in writing to any request for clarification of the bidding documents by email at the Procuring Agency's address indicated in invitation to Bid. The Procuring Agency will respond in writing to any request for clarification of the bidding documents by email at the Procuring Agency's address indicated in invitation to Bid.
 - ii) The Bidder is required to examine all instructions, forms, terms and conditions, and scope of services in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
 - iii) In case of discrepancies between the invitation to Bid and the Bidding Documents listed in ITB 2.2.1 (i) above, the said PPR-14, will take precedence.
 - iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPR. Re-confirming Agency from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.
- (a) Invitation to Bids
 (b) Instructions to Bidders (ITB)
 (c) Scope of Services
 (d) Bid Data Sheet
 (e) General Conditions of Contract (GCC)
 (f) Special Conditions of Contract (SCC)
 (g) Schedule of Requirements
 (h) Bid Form
 (i) General Information Form
 (j) Bid Security Form
 (k) Bid Affidavit
 (l) Technical Bid Form
 (m) Contract Form
 (n) Financial Bid Form / Price Schedule
 (o) Performance Guarantee Form
 (p) Check List

2.2.3. Amendment i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification request clarification of Bids, may amend the Bidding Documents for the Procurement of Security Services.

If indicated in the BDS, the Bidder's designation do so following the procedure under TB 2.2.3. Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under TB 2.2.3. If representedative is invited at the Bidder's cost to attend a pre-bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirements, the evaluation criteria or any other aspects of the Bidding Documents.

Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under TB 2.2.3.

Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious written or in electronic form to any request for clarification received after receiving the request for clarification, respond in writing or in electronic form to any request for clarification, respond in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the BDS.

The Procuring Agency will within three (3) working days prescribe in TB 2.2.2 (i), above, all prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the query but without identifying the source will be sent to the Procuring Agency's response (including an explanation of the query but without identifying the source) will be sent to all prospective Bidders that have received the Bidding documents.

A prospective Bidder requiring any clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source) will be sent to all prospective Bidders that have received the Bidding documents.

Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source) will be sent to all prospective Bidders that have received the Bidding documents.

<p>2.3.1. Language of Bid</p> <p>The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid, shall be in the language furnished by the Bidder may be in same language.</p>	<p>2.3.2. Bid Form</p> <p>The Bidder shall complete the Bid Form and the appropriate Bid Data Sheet. Supporting documents and printed literature procuring Agency shall be written in the language specified in the Procuring Agency to the Submission of Bids, as per rule 29 of PPR-14, in the similar manner, so as to avoid any inconvenience to the Bidder.</p>
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PREPARATION OF BIDS

- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the similar manner, so as to avoid any inconvenience to the Bidder.
- vi) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.
- i) requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.

<p>(i) The Bidder shall indicate on form 8.7 the unit prices (where applicable) and total Bid Price of Security staff, the services of which it proposes to provide under the contract.</p>	<p>(ii) Prices indicated on the Price Schedule shall be as per prescribed format</p>
<p>(iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) below will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.</p>	<p>(iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.</p>
<p>(v) Prices shall be quoted in PKR unless otherwise specified in the Bid Data Sheet.</p>	<p>(vi) The Bidder must adhere to the minimum wage rate applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.</p>
<p>(vii) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.</p>	<p>(viii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.</p>
<p>(ix) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder has the financial, technical capability necessary to perform the contract;</p>	<p>(x) The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:</p>

- 2.3.6. Bid Security**
- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
 - ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
 - iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
 - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) valid for thirty (30) days beyond the bid validity period prescribed in BDS.
 - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
 - iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.
 - v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible, upon written request, after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualification or non-financial proposal is satisfied with the proceedings of the procurement of the contract, pursuant to ITB Clause 2.6.1, the Bidder shall furnish the Performance Guarantee, pursuant to ITB Clause 2.6.2, and furnish the Procuring Agency with an authorized representative, to the effect that he is satisfied with the proceedings of the procurement of the contract, pursuant to ITB Clause 2.6.1, the Bidder shall be returned on the expiry of the grace period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later;
 - vi) The successful Bidder's Bid security will be discharged upon that he is satisfied with the proceedings of the Procuring Agency
 - vii) The Bid security may be forfeited:
- ✓

The mode of procurement is Single Stage—Two Envelopes. Two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both



Marking of Bids

SUBMISSION OF BIDS

- (i) The mode of procurement is Single Stage—Two Envelopes. The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department), all applicable taxes imposed by FBR/PRA/GST/any other government organization) and contributions (PESI, EOB) while preparing financial bid.
- (ii) Any later lineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.
- (iii) The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
- (iv) The Bidder shall remain valid for the period specified in the Bid Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- (v) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email).
- (vi) The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.
- (vii) The Bidder shall submit typed Bid in original and shall also be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialed and stamped by the person signing the Bid.
- (viii) Any later lineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.
- (ix) The Bidder shall remain valid for the period specified in the Bid Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

2.3.9. Minimum Wage rates/all applicable taxes

- (i) The Bidders must adhere to the minimum wage rate (notified by the Procuring Agency) while preparing financial bid.
- (ii) Any later lineation, erasures, or overwriting shall not be valid and such Bid shall be rejected.

2.3.8. Format and Signing of Bid

- (i) The Bidder shall remain valid for the period specified in the Bid Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- (ii) The Bidder shall remain valid for the period specified in the Bid Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- (iii) The Bidder shall remain valid for the period specified in the Bid Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

2.3.7. Period of Validity of Bids

- a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or b. In the case of a successful Bidder, if the Bidder:
- i. fails to sign the contract in accordance with ITB Clause 2.6.3; or
 - ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. is blacklisted under relevant provisions of PPR Act, 2009 and PPR-14.

2.4.1 Sealing and Marking of Bids

- (i) The mode of procurement is Single Stage—Two Envelopes. The Bid shall be submitted in sealed envelope, comprising two envelopes submitted simultaneously, one called the

- 2.4.3. Late Bids**
- ii) Any Bid received by the Procuring Agency after the deadline specified in the BDS. Bids shall be received by the Procuring Agency at the address specified under BDS no later than the date and time specified in the BDS.
 - iii) Bids shall be received by the Procuring Agency at the address specified under BDS no later than the date and time specified in the BDS. Pursuant to ITB Clause 2.4.2 will be rejected and returned for submission of Bids prescribed by the Procuring Agency for submissio
 - iv) The Procuring Agency shall not consider for evaluation any bid that arrives after the deadline for submission of Bids.
- 2.4.2 Deadline for Submission of Bids**
- i) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
 - ii) The Procuring Agency must be received by the Procuring Agency at the address specified under BDS no later than the time and date specified in the Bid Data Sheet.
 - iii) Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred to in Rule-38 of PPR-2014, which shall have precedence.
 - iv) If all the envelopes are not sealed and marked as required by ITB Clause 2.4.1, the Procuring Agency will assume no responsibility for the Bid's misplacement or premature opening.
 - v) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
 - vi) NOT OPEN BEFORE [24.08.2023]
 - vii) Given in the Bid Data Sheet; and b. bear the title of procurement Activity indicated in the Bid Data Sheet, the invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: "DO
 - viii) a. be addressed to the Procuring Agency at the address envelope called the Bid.
 - ix) Bids shall:

- 2.5.1. Opening of Bids by the Procuring Agency**
- i) The Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders, designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring Agency until the time of their opening, as specified in BDS.
 - ii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) Any other details as the Procuring Agency may consider appropriate.
 - iii) Bids not opened and not read out at the Bid opening shall be considered further for evaluation, irrespective of the knowledge of the content of the Bid who shall verify the information by the sent Bidder's representative or to point out any unread failure to send a representative or to read the submitted documents.
 - iv) Bidders are advised to send in a representative with the indemnify the Procuring Agency against any claim or failure to considered further.



- 2.4.4. Modification and Withdrawal of Bids**
- i) Not allowed after deadline prescribed for submission of bids and Withdrawal of bids
 - ii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, rejected and returned unopened to the Bidder.
 - iii) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14).

OPENING AND EVALUATION OF BIDS

- 2.5.1. Opening of Bids by the Procuring Agency**
- i) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) Any other details as the Procuring Agency may consider appropriate.
 - ii) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) Any other details as the Procuring Agency may consider appropriate.
 - iii) Bids not opened and not read out at the Bid opening shall be considered further for evaluation, irrespective of the knowledge of the content of the Bid who shall verify the information by the sent Bidder's representative or to point out any unread failure to send a representative or to read the submitted documents.
 - iv) Bidders are advised to send in a representative with the indemnify the Procuring Agency against any claim or failure to considered further.

- 2.4.4. Modification and Withdrawal of Bids**
- i) Not allowed after deadline prescribed for submission of bids and Withdrawal of bids
 - ii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, rejected and returned unopened to the Bidder.
 - iii) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14).

- to read out the correct information contained in the Bidder's Bid.
- No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to 2.4.3 (i).
- The Procuring Agency shall prepare minutes of the Bid opening. The name of the Bid opening shall include, as a minimum: the name of the Bidder and the Bidder's representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders upon request.
- A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
- Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.
- Any effort by a Bidder to influence the Procuring Agency procressing of Bids or award decisions may result in the rejection of its Bid.
- (iii) Notwithstanding Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
- (i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-auction clarification of Bids
- 2.5.3. Clarification of Bids
- be considered.

Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the bidding documents. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without

a. If there is a discrepancy between the unit price and metricial errors will be rectified on the following basis:-

the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.

If there is a discrepancy between words and figures, the amount in words will prevail.

From the time of bid opening to the time of contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted. The alteration or modification in the Bid which in any way affects the following parameters will be considered as a change in the substance of a bid:

III) The alteration or modification in the Bid which in any way affects the following parameters will be considered as a change in the substance of a bid:

a) evaluation & qualification criteria;

b) required scope of security services and related materials.

c) all securities requirements;

d) tax requirements;

e) Terms and conditions of bidding documents.

f) change in the ranking of the Bidder

2.5.4. Preliminary Examination

- 2.5.5. Examination**
- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
 - ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDs, have been met without material deviation or reservation.
 - iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.
 - iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
 - v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
 - a) meets the eligibility criteria defined in TB 2.1.3;
 - b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
 - c) has been properly signed;
 - d) is accompanied by the required securities; and
 - e) is substantially responsive to the requirements of the Bidding Documents.
- 2.5.6. Correction of Errors**
- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

Procuring Agency deems necessary and appropriate.

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It will be based upon an examination of the documentation submitted by the Bidder, as well as such other information required for evaluation of the Bidder's qualifications submitted by the evidence of the Bidder's qualifications.

The determination will take into account the Bidder's financial, technical, and production/supplying capabilities.

Clause 2.1.3.

In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB

Evaluation of Bids
Qualification &
to Single Currency

Not applicable

ITB 2.3.7.

Procuring Agency in accordance with the above procedure shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid rejected, and the Bid Security may be executed in accordance with Procuring Agency Declaration may be executed in accordance with the above correction of errors. The concurrence of the Bidder for the correction of errors. The Procuring Agency in accordance with the above correction of errors. The Procuring Agency in accordance with the above correction of errors.

ITB 2.3.7.

- ii) The amount stated in the Bid will, be adjusted by the correct subject to elimination of other errors.
- d) Where there is discrepancy between grand total of price amount referred in Price Schedule shall be treated as schedule and amount mentioned on the Form of Bid, the figures and in words, the amount in words will govern.
- c) Where there is a discrepancy between the amounts in prevail and the total shall be corrected; and addition or subtraction of sub-totals, the sub-totals shall be corrected;
- b) if there is an error in a total corresponding to the price as quoted shall govern and the unit price shall be decimal point in the unit price, in which the total Procuring Agency there is an obvious misplacement of price shall be corrected, unless in the opinion of the total quantity, the unit price shall prevail, and the total total price that is obtained by multiplying the unit price and total price is a discrepancy between unit prices and the

2.5.9. Contracting Agency	<p>i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e., 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has any grievance, they will do so in writing.</p>
2.5.10. Grievance Redressal	<p>ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.</p>
As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee may preferably have one subject specialist to one person with legal background as per their availability to the Procuring Agency.	<p>iii) Any Bidder aggrieved can file its written complaint against the procuring parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provisions of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.</p>
Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provisions of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.	<p>iv) Any Bidder aggrieved can file its written complaint against the procuring parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provisions of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.</p>

- 2.6. AWARD OF CONTRACT**
- 2.6.1. Notification of Award**
- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by the successful Bidder, that its Bid has been accepted.
 - ii) The notification of award will constitute the formation of the Contract.
 - iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents.
 - iv) Within Ten (10) Days of the receipt of notification of award will discharge its Bid security.
- 2.6.2. Performance Guarantees**
- i) Within Ten (10) Days of the receipt of notification of award the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents.

2.6.3. Signing of Contract /	i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
2.6.3. Significance of Work Order	ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.
2.6.4. Award Criteria	i) Under rule-63 of PPR-14, within Three Days (03) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
2.6.4. Award Criteria	ii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.
2.6.5. Procuring	iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.
2.6.5. Procuring	Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily. The Lowest shall be determined on the basis of Lowest Management Charges/ month.
2.6.6. Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of Security services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).

1. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

include any of the following:

(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or contractor in the procurement process or in contract execution to the detriment of a procurement agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPR, Act, 2009, which is as follows:

i) The Procuring Agency requires that Bidders observe the highest standard of ethics during the procurement and execution of contracts.

ii) If the Procuring Agency rejects all the Bids under rule 35, it other condition for Bidders.

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds. if necessary, revise specifications, evaluation criteria or any doing that it shall assess the reasons for rejection and may, may proceed with the process of fresh Bidding but before

iv) If the Procuring Agency rejects all the Bids under rule 35, it other condition for Bidders.

v) The Bidders shall be promptly informed about the rejection of the Bids, if any towards the Bidders.

vi) As per rule 35 of PPR-LA, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

2.6.6. Procuring All Bids

2.6.7. Re-Bidding

2.6.8. Corrupt or Fraudulent Practices

another party;

include any of the following:

(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or contractor in the procurement process or in contract execution to the detriment of a procurement agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

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vi) As per rule 35 of PPR-LA, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

- are not allowed to participate in bidding.
- Blacklisted Firms and those found involved in "Corrupt Practices"
- iii) Blacklisting & Debarment:
- exercise of inspection and audit process."
- investigation, or acts intended to materially impede the investigation, or from pursuing the matters relevant to the investigation or disclosure of its knowledge of any party to prevent it from disclosing its knowledge of collusive practice; or threatening, harassing or intimidating investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or investigative or making false statements before investigating or concealing of evidence material to the allegation or cancellation of a contract or deliberately destroying, falsifying, execution of a contract or deliberately destroying, falsifying, their participation in a procurement process, or affect the directly or indirectly, persons or their property to influence obstructive practice by harming or threatening to harm, directly or indirectly or misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- v.
- any act or omission, including a misrepresentation, for wrongful gain;
- offering, giving, receiving or soliciting, directly or indirectly, noncompetitive levels for any wrongful gain;
- procuring agency to establish prices at artificial, designed to achieve with or without the knowledge of the parties to the procurement process or contract execution,
- collusive practice by arrangement between two or more knowing or recklessly misleading a bidder,
- any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

The service provider shall provide two uniform forms and one pair of shoes every six months, identification cards (ID), Personnel Protective Equipment (PPE) etc. Its entire security staff deployed at the hospital and ensure its proper usage by the security staff. Each uniform will comprise of trousers, shirt, pair of socks, pair of shoes, disposable face masks etc. Supervisors shall ensure that

Firm shall have to make all this security equipment physically available and in 100% working condition in the hospital before starting the work and these should always remain in working condition during the period of contract.

Provide the Security equipment mentioned in this document. The successful firm shall have to make all this security equipment physically available and in 100% working condition in the hospital before starting the work and these should always remain in working condition during the period of contract.

The service provider must abide by prevailing labour laws including but not limited to payment of Minimum wages, Social Security and EOB to its employees concerning security services. The Purchasing Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the termination of the Contract and/or forfeiture of

Performance Guarantee as per PPR Rules.

Scope of Services
 [Brief introduction of Hospital]
 [Insert details here]
 Contextual Information
 Background
 [Brief introduction of Hospital]
 Scope of Services
 Faisalabad Institute of Cardiology, Faisalabad requires firms to provide Security Services round the clock (365 days a year, 24 hours a day including Sundays & Holidays) in shift i.e. Morning, Evening and Night) round the clock (365 days a year / 24 hours a day including Sundays & Holidays), for the contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that security services should not be compromised / interrupted under any case / circumstances.

3.1 Scope of Services

Section-III. SCOPE OF SERVICES

The service provider shall control unauthorized access to Hospital territory.

The Service Provider is required to arrange for the relieves to ensure the services for 365 days/24 hours. The cost of these relieves shall be included in the Management Cost while preparing the Financial Bid.

The security staff shall be allowed leaves as per relevant labour laws. However,

the service provider shall ensure 100% availability of security staff for duty round the clock.

The security staff shall be allowed leaves as per relevant labour laws. However,

the service provider shall ensure 100% availability of security staff for duty round

hospital.

The contact details of every deployed staff member to be provided by the firm / company in first month of the contract execution to procuring agency /

The firm / company have to deploy Staff (HR) at site as per Schedule of Requirements.

Security Clearance of the staff from the concerned Law Enforcement Agencies (LEAs) provided to procuring agency / hospital will be the responsibility of Service Provider.

Sr.#	Specification	Description	Requirements	Identification
1.	Type	Security Suit (Shirt (full sleeves) & Trouser) with long vest, shoes, sweater and jacket with reflectors), identification cards, personal protective equipment etc. to its entire staff deployed at the hospital and ensure proper maintenance of it. Further, the staff would be in clean uniform at all the times.	Security Shoes (black)	
2.	Color	Navy Blue		
3.	Logo / Tag	"Security Staff" as Tag Line must be mentioned on the back of the Shirt		
4.	Line			Identifications card containing name and picture of the person, at all times while in the hospital as part of their uniform

Dress code of Security Staff must be as per below mentioned descriptions:

Uniforms are made available to the security staff as per weather requirements (vest, shoes, sweater and jacket with reflectors), identification cards, personal protective equipment etc. to its entire staff deployed at the hospital and ensure proper maintenance of it. Further, the staff would be in clean uniform at all the times.

The service provider shall be bound to deploy at least one designated security guard / lady searcher in front of Nursery Ward, Pediatric Ward, CCU, ICU and other restricted areas i.e. Operation Theater etc. as desired by the hospital, to permit only authorized persons or visitors to these areas. The Service Provider is required to maintain an updated record of all entering & exiting persons at specific point(s) (if required) and provide support to hospital staff in monitoring the infants in/out movement in Nursery Ward / Pediatric Ward as per provided SOPs. The service provider shall ensure the availability of a guard in the service provider's setting up of banners, posters, advertisements, property / assets of the staff and hospitals against theft and damage. The service provider shall ensure protection of the all the hospital staff & property / premises.

The service provider shall prevent trespass as well as the entry of unauthorized persons and unauthorized vehicle inside the premises of hospital.

There must be proper mechanism for entry & exit of any Equipment/ Medicines/ Supplies etc. that must be done through authorized signature preferably after issuance of an INWARD or OUTWARD GATE PASS by hospital administration. The detailed mechanism regarding the Gate Pass shall be dictated by the Hospital Administration. The Service Provider is required to maintain an updated record for this entry & exit of any equipment/ Medicines/ Supplies etc. Record Keeping of entry and exist is the responsibility of the service provider at the designated entry/ exit points.

The service provider shall prevent graffiti in the hospital territory etc. without Hospital Administration's permission in the hospital territory / premises. There must be proper mechanism for entry & exit of any Equipment/ Medicines/ Supplies etc. that must be done through authorized signature preferably after issuance of an INWARD or OUTWARD GATE PASS by hospital administration. The detailed mechanism regarding the Gate Pass shall be dictated by the Hospital Administration. The Service Provider is required to maintain an updated record for this entry & exit of any equipment/ Medicines/ Supplies etc. Record Keeping of entry and exist is the responsibility of the service provider at the designated entry/ exit points.

Security Cameras Control Room of the hospital (if available) shall be bound to deploy at least one designated security guard / lady searcher in front of Nursery Ward, Pediatric Ward, CCU, ICU and other restricted areas i.e. Operation Theater etc. as desired by the hospital, to permit only authorized persons or visitors to these areas. The Service Provider is required to maintain an updated record of all entering & exiting persons at specific point(s) (if required) and provide support to hospital staff in monitoring the infants in/out movement in Nursery Ward / Pediatric Ward as per provided SOPs. The service provider shall ensure the availability of a guard in the service provider's setting up of banners, posters, advertisements, property / assets of the staff and hospitals against theft and damage. The service provider shall ensure protection of the all the hospital staff & property / premises.

The service provider shall control and restrict the unnecessary movement of traffic in Hospital premises. Prevent the entry and parking of vehicles at unauthorized areas. Security staff shall ensure that all the vehicles of public/ unauthorized areas. Hospital staff are being parked at designated area notified by the Hospital Administration in an arranged manner. The entrance and exit gates of the Hospital shall be made clear from any encroachment for smooth traffic/ patient transfer.

The Service Provider shall patrol the Hospital area (outside surroundings and inside corridors) as required or as directed by the Office/Hospital Administration to prevent trespassing, vandalism, sabotage, theft etc.

4. Crowd Management
3. Parking Management
2. Anti-Terrorism
1. Fire Fighting

The Service Provider shall be bound to provide mock drills/exercises to its staff before joining the hospital in following areas and issue orientation certificate;

The Security Staff should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities. The Service Provider shall be bound to provide certified training to its staff within one month of commencement of services.

The service provider shall recognize and respond to security threats or breaches. In addition to that, the service provider shall, recognize and respond to emergency situations and safety hazards such as fire, power outages, terrorist attacks, accidents, short circuits. The service provider shall have all emergency help lines numbers for early response in case of emergency.

In case of any untoward situation, the service provider shall ensure safety of healthcare personnel within the hospital including doctors, nurses, paramedical staff and other hospital staff.

The service provider shall check entry and exit of the personnel, if required perform suppression and removal of invaders, demonstrators and unauthorized entrants.

In case of any incident such as theft, robbery, fight, accident inside the hospital, it is the responsibility of the service provider to coordinate/assist with designated hospital focal person in lodging of FIR, legal proceeding etc.

The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency/Hospital or its staff by the Service Provider or its workers. The Service Provider can also partner with an Insurance Company that will pay for the damage on behalf on the Service Provider.



written approval from the Hospital Administration.

Security operations with any uninvolved persons or agencies without prior disclosure verbally or in writing any information regarding any of the internal security plans, nor any of the employees/agents shall discuss nor disclose any information to the Security Services. Neither the Service Provider nor any party in relation to this Agreement shall furnish to the Security Services, in relation to this Agreement, any confidential information pertaining to the confidentiality of all data and confidential information pertaining to the security plans to ensure adequate precautions to protect the privacy and means to ensure adequate measures to ensure the confidentiality of the information. The Service Provider shall take and must have mechanisms and information. The Service Provider shall be responsible for the confidentiality of the

concerned LEAs beforehand for their role in such situations.

Security personnel should be sensitized by the hospital administration or participate as per their role defined in the Security plan of the Hospital. In emergency situations, security staff/supervisor deployed shall also

lawns by the staff, outsiders or stray animals (i.e. dogs, rats, cattle, etc.). The service provider shall ensure the safety of flower, plants, trees and grassy water hydrants, etc. installed in the premises and report in case of such event. The Security Staff on patrol duty should take care of all the water taps, valves, Hospital Administration as quickly as possible.

The service provider shall report any occurrence of security violations to the administration in monitoring and provision of information about public events or other activities in the geographic area that may impact Hospital Operations. The service provider while remaining vigilant will assist the hospital monitor the same.

The Service Provider shall be responsible to ensure the safety and security of Hospital's assets (movable and immovable) including any items stored in Hospital's warehouse. An independent Security Guard will be deputed to monitor the same.

- Conduct periodic outside patrols and periodically room floors. Inspect packages, briefcases, purses, duffel bags, and other items being brought into or being removed from premises of the building.
 - Endeavor to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such event, Contractor will summon appropriate response agencies and then notify to the concerned authorities in accordance with applicable orders and policies; assist in minimizing the effects thereof; and assist in restoring the area to a safe condition.
 - Provide escorts for dignitaries, as required.
 - Provide key and lock support to include unlociking and locking services.
 - Prevent unauthorized access to High Risk areas (Labor Rooms/Wards/OTs/Doctor Examination Room etc).
 - Check all floors as personnel leave for the day to ensure that lights and any other electrical units are turned off.

The Service Contract include, but are not limited to, the following:

Service Provider.

Any other duties/responsibilities assigned by the Hospital Administration may be incorporated in the agreement. The same shall also be binding on the

In case, a security guard is not performing his/her duties well, he/she shall be served a warning letter by Hospital administration and if, after one week, he/she is still not able to perform his/her duty, service provider will replace him/her with another staff. However, hospital administration reserves the right to ask the said staff, without any security personnel without any reason.

The Service Provider shall be entirely responsible for the conduct of its staff and in case of any strikes by its personnel or any complaint against any staff, Service Provider will be under obligation to take necessary action including but not limited to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of labour laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.

However, in case of non-availability / non-functionality of Bio-Metric Machine, the service provider is bound to ensure availability / functionality within 03 Days. Subject to clause 2.3.1.39 procuring agency shall only consider manual attendance sheet for maximum of 05 Days for a given month.

[Handwritten signature]

All security staff will be enrolled on the bio-metric devices installed at the hospital. Service provider shall ensure that its security staff uses these devices for attendance marking. Their attendance will be monitored duly by the hospital administration through the biometric devices. Bio-Metric Attendance sheet shall be a mandatory part of monthly invoice from the second month of commencement of services.

Sr. #	Specification	Description
1.	Face Capacity	Minimum 300
2.	Identify mode	Face, Fingerprint and password
3.	Maximum Attendance Log	100,000
4.	Display Language	English
5.	Battery	Built in Battery Backup
6.	U-disk	Supported
7.	Communication	TCP/IP, 4G (Operational)
8.	Attendance Software	Centre cloud based attendance software

*The procuring agency reserves the right to require the sample of biometric attendance machine.

The Service Provider shall install its own Bio-Metric Machine(s) (as per requirement of the hospital) (installed & maintained by Service Provider) under the supervision of hospital administration having the dual Biometric measurements: Face & Fingerprint. Provision of internet and integration with central dashboard of the hospital / any other will be provided by Procuring Agency / Hospital. The Hospital Administration on daily basis will verify the record of the same. The specification of bio-metric machine is tabulated below:

admittances to parking areas.

- Traffic Control: Serve as required in traffic direction; control and monitor

The service provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Security Personnel to procuring agency / respective hospital. The service provider shall provide the discharge book by concerned competent authority of the security personnel hired against Ex-Army / Law Enforcement Agencies category. File of Security

service provider on account of EOB and PESSI will only be reimbursed by the procuring agency on submission of the deposit slips pertaining to the deployed personnel employed against the instant contract. The cost incurred by the service provider is liable to pay contributions of EOB and PESSI of Security staff in this hospital.

However, E-channel receipt is exempted for first month of the contract only. Easy Paisa / Jazz Cash etc. and attach E-channel Receipt with the same month invoice. Service Provider shall disburse salaries through E-Channel i.e. Bank Account /

including other benefits mandated by the law. Service Provider shall pay its personnel not less than the minimum wages as notified by Government of Punjab and any other Labor Laws of Pakistan

The service provider shall have sufficient amount/bank balance to pay the salaries of its staff for a period of three months at least.

Service provider shall be bound to pay its staff before 10th day of each month as per minimum wage notified by the Government and salaries shall not be linked to any other payment which Service Provider is entitled to receive from the Procuring Agency.

In special circumstances and for reasons to be recorded in writing by Hospital Administration requirement of biometric attendance for a hospital for a specific month / time period can be dispense with.

The service provider will perform Security duties in both the covered and uncovered areas including lawns, open spaces, walkways, roads, roofs and up

administration will help for their immunization.

from any Public sector tertiary care hospital in Punjab. The hospital medical fitness certificates of all the security staff on quarterly basis, issued Agency / Hospital in this regard. Further, the service provider shall submit the check-ups. The Service Provider will submit screening reports to the Procuring diseases (Hepatitis B&C, HIV etc.) and preventively monitored through health hospital is adequately immunized against all types of communicable

The service provider will ensure that all security staff deputed at the Agency.

will be brought to bear upon the hospital management or the Procuring responsibility of the service provider and in this regard no extraneous influence The security staff and their affairs relating to their employment will be the sole

interruption in the provision of security services to the hospitals.

In case of any disputes among the Security Staff, the service provider shall resolve the same at the earliest to ensure that there is no

it.

expenses incurred for the same without making Procuring Agency a party to necessary compensation towards medical care and meeting all medical the service provider shall take all responsibility for the same and provide In the event of any illness/ injuries resulting from any accident to their staff,

Provider.

the same. Non-compliance may result in punitive action against the Service replacement of Security Staff and the service provider shall be bound to do The Procuring Agency reserves the right to direct the service provider for

of the workers to be deployed at the Hospital well in advance. provider shall provide the names, address, age and a fresh medical certificate



Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the hospital.

Verifications of the particulars, reference check and criminal record check, of the workers, shall be the responsibility of the Service Provider.

Daily duty hours of every worker shall be 8 hours for (03 shifts) morning, evening and night shift respectively, provided that if any worker is arriving late, up to fifteen minutes and leaving early up to fifteen minutes, shall not be considered as deductible and early and late working, up to fifteen minutes, shall not be considered as deductible / deductible.

Any leave by any worker violating the SOPs notified by the Procuring agency shall also constitute as breach of the contractual provision.

During the term of this Agreement, Hospital Administration shall process the monthly invoice after Salary Disbursement Verification (E-Channel) to each security guard.

The Service Provider shall ensure that female security staff hired for female and children wards/departments or other place required by the hospital.

Supervisors shall also be employed by the service provider for 24 hours in the hospital.

The Service Provider shall be bound to engage and include, after due diligence, the workers, utilities and equipment which are recommended by the hospital/ the Service Provider shall ensure that female security staff hired for female and children wards/departments or other place required by the hospital.

The Service Provider shall immediately upon receipt of request replace any service personnel who may be considered undesirable and incompetent by the procuring agency / hospital administration.

Service Provider will be responsible to provide quality human resource with demonstrable experience in each hospital as per Qualification & Experience of human resource in first month.

- The Human Resource (HR) may increase or decrease as per the requirement of the hospital.

After joining, the security staff will be on probation of seven (7) days, who upon the recommendation of the hospital may continue his/ her services for a period as per contract agreement.

Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security Personnel's necessary to complete the duties as mentioned in this document. (Security Personnel's i.e. Ex-Army / Ex-Law Enforcement Agencies Personnel). Civilian and Lady Seacher & Supervisors Personnel's (Ex-LEA-Personnel'), Civilian and Lady Seacher & Supervisors etc.). Seventy percent (70%) of the deployed staff shall be Ex-Army / Ex-Law Enforcement Agencies Personnel's (Ex-LEA-Personnel').

The Service Provider shall be responsible for furnishing all ammunitions, uniforms, detectors and other related equipment at the hospital as mentioned in the documents.

Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

All arms wielded by personnel of the Service Provider must be licensed in the name of the company and a copy of each armed license/ Equipment/ Authority letter to relevant guard, where applicable shall be submitted to the Hospital Administration for verification and record purpose.

The Security Guard on duty shall not leave the premises during duty hours.

Security Staff Requirements

- The Human Resource (HR) may increase or decrease as per the requirement of the hospital.
- After joining, the security staff will be on probation of seven (7) days, who upon the recommendation of the hospital may continue his/ her services for a period as per contract agreement.
- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security Personnel's necessary to complete the duties as mentioned in this document. (Security Personnel's i.e. Ex-Army / Ex-Law Enforcement Agencies Personnel). Civilian and Lady Seacher & Supervisors Personnel's (Ex-LEA-Personnel'), Civilian and Lady Seacher & Supervisors etc.). Seventy percent (70%) of the deployed staff shall be Ex-Army / Ex-Law Enforcement Agencies Personnel's (Ex-LEA-Personnel').
- The Service Provider shall be responsible for furnishing all ammunitions, uniforms, detectors and other related equipment at the hospital as mentioned in the documents.
- Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.
- All arms wielded by personnel of the Service Provider must be licensed in the name of the company and a copy of each armed license/ Equipment/ Authority letter to relevant guard, where applicable shall be submitted to the Hospital Administration for verification and record purpose.
- The Security Guard on duty shall not leave the premises during duty hours.

The Service Provider's staff appearance will be influential in creating a good image of Hospital. Their appearance shall set a good example. The Service Provider shall ensure that guard personnel at all times present a neat and clean appearance, paying particular attention to their personal hygiene, bearing, uniform, and equipment.

All Security Guards assigned must be alert, punctual, physically fit, in good health, without physical/mental abnormalities/defects which could interfere with the performance of his/her duties including good vision without color blindness. They should possess good physique, necessary skills, knowledge, experience and confidence to satisfy the requirements of the security & safety work involved. They should not be suffering from any contagious/major diseases.

b) Psychological Fitness Certificate from any Government Teaching Hospital

a) Physical Fitness Certificate (Clear of Morbidity) from any Government below:

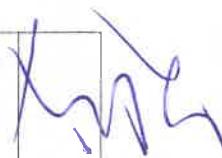
The Service Provider shall ensure that it does not engage or continue to engage any personnel with criminal record/ conviction/ drug addiction or otherwise, undesirable persons and shall bar such person from participating directly or indirectly in the provision of Security Services.

The Service Provider shall be responsible for all acts done by the personnel including the Security Services.

The Service Provider shall provide staffing outside of our normal working hours.

Service Provider will provide additional staffing, as requested by the Hospital, for special events. These special events can require the Service Provider to

An authorized representative of the Service Provider shall ensure his/her presence at short notice when required by the administration.

Sr. #	Description	Qualifications & experience	Minimum Qualification: Matrix
1	Supervisor		<ul style="list-style-type: none"> • Maintain daily signed audit sheets and complaint registers. • Act as an interface between the Hospital and the Service Provider's staff. • Record requests and feedback from the Hospital Administration from time to time and appropriate actions taken. • Coordinate any kind of shifting/ relocation of the staff and the same shall also be reported to the Hospital Administration. • Responsible for the turnout / grooming of the entire facility staff. • Decide on the work and staff deployment on a daily basis. • Maintain attendance for all the staff at their respective stations and the completion/ compliance of the various duties assigned to the staff. 

Qualification of Security Personnel

The Service Provider shall nominate a focal person, to engage regularly with the Procuring Agency. Procuring Agency will engage this focal person to resolve day-to-day queries/issues/problems. The Service Provider shall also nominate a focal person, to engage regularly with the Hospital administration. The Service Provider shall ensure engagement of such focal person to resolve day-to-day queries/issues/problems. The Service Provider shall nominate a focal person (Supervisor), to engage regularly with the Hospital administration. The Service Provider shall ensure engagement of such focal person to resolve day-to-day queries/issues/problems. The Service Provider shall comply with inspection rounds requirement. They shall maintain all records in connection with the duties and responsibilities of the security force. The Security personnel shall take appropriate action to preclude or minimize loss and render reports of all incidents, accidents, property damage, and number of lights, check for open windows, running or dripping water. During non-operational hours, the Security supervisor will check all doors to ensure that they are locked, inspect all areas by turning on a minimum number of lights, jeopardizing the security.

If the assigned Security Personnel does not report on duty on time, the Service Provider is required to send a replacement personnel immediately, without jeopardizing the security.

<ul style="list-style-type: none"> • Help induce a sense of responsibility, discipline and hygiene in them. • Maintain log of all equipment and utilities, allocation and utilization. • Submit the required reporting forms. • Should be medically fit (No category-C serviceman is allowed) <p>Minimum experience: Ex/Rtd - NCO / JCO from Army</p> <p>Age: 40-50 years</p> <p>Gender: Male</p> <p>Service man</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- Army)</p> <p>Age: 25-45 years</p> <p>Gender: Male</p> <p>Civilian & Ex-Army / Ex-LEAs)</p> <p>Job Description: (As listed in scope of services)</p> <p>Minimum Qualification: Middle Pass</p> <p>Job Description: (As listed in scope of services)</p> <p>Minimum Qualification: Middle Pass</p> <p>Height: Not less than 5'6"</p> <p>Age: 25-40 years</p> <p>Gender: Female</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- LEA)</p> <p>Height: Not less than 5'3"</p> <p>Age: 25-40 years</p> <p>Gender: Female</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- LEA)</p>	<p>Security Personnel (Civilian & Ex-Army / Ex-LEAs)</p> <p>Job Description: (As listed in scope of services)</p> <p>Minimum Qualification: Middle Pass</p> <p>Height: Not less than 5'6"</p> <p>Age: 25-45 years</p> <p>Gender: Male</p> <p>Service man</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- Army)</p> <p>Height: Not less than 5'6"</p> <p>Age: 25-40 years</p> <p>Gender: Male</p> <p>Civilian & Ex-Army / Ex-LEAs)</p> <p>Job Description: (As listed in scope of services)</p> <p>Minimum Qualification: Middle Pass</p> <p>Height: Not less than 5'6"</p> <p>Age: 25-40 years</p> <p>Gender: Female</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- LEA)</p> <p>Height: Not less than 5'3"</p> <p>Age: 25-40 years</p> <p>Gender: Female</p> <p>Minimum experience: At least 3 years (as Security Guard or ex- LEA)</p>	
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A. INTRODUCTION		BDS Clause Number	
2.1.1	NAME OF PROCURING AGENCY:	Faisalabad Institute of Cardiology, Faisalabad	PROVISION OF SECURITY SERVICES IN Faisalabad Institute of Cardiology, Faisalabad
2.1.2	Financial Year 2023-24	The Contract shall be valid for One Year from the date of signing of the contract, which may be further extended for the term as decided by mutual consent upto maximum of One Year.	SUBJECT OF PROCUREMENT:
2.	NAME OF FINANCING INSTITUTION:	Govt. of the Punjab.	NAME AND IDENTIFICATION NUMBER OF THE CONTRACT:
6.	2.2.2 The address for clarification of Bidding Documents is [Medical Superintendent Faisalabad Institute of Cardiology, Faisalabad]	PROVISION OF SECURITY SERVICES IN FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABA	B. BIDDING DOCUMENTS
8.	2.3.8 The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialled and stamped by the person signing the Bid.	The Bidder shall submit typed Bid in original and shall be signed by the Bidder to bind the Bidder to the contract. All pages of the Bid, shall be initialled and stamped by the person signing the Bid.	C. BID PRICE, CURRENCY, LANGUAGE & COUNTRY OF ORIGIN
9	2.3.1 English		

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the instructions to Bidders (ITB) Section-ll.

4.1. BID DATA SHEET (BDS)

SECTION-IV: BID DATA SHEET

10	2.3.4	The price quoted shall be in PKR.	11.	2.3.4.8	In case of change in Minimum Wage Rate through official notification; the contract price based on minimum wage rates shall be adjusted on pro rata basis by the procuring agency.	D.	PREPARATION AND SUBMISSION OF BIDS	In case of increase or decrease of taxation by the Government at any stage during the execution of the contract; the same shall also be adjusted accordingly by the procuring agency/hospital.
13.	2.1.3.8	Technical Evaluation Criteria	i.	2.5.8	The bidder must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive.	i.	(Knockdown Criteria)	The bidder must enter into an agreement with the formal internet to register with the three years experience as a legally approved security services provider.
			b)		The bidder must have at least three years experience as a legally approved security services provider.	b)		c) The Bidder must be an active income tax payer.
			c)		The Bidder must have a valid registration/license issued by the Home Department, Government of Punjab as a Security Service Provider.	c)		d) The Bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number with documentary proof.
			d)		The Bidder shall have a valid registration with EOB and PESSI / IESSI.	d)		e) The Bidder shall have a valid registration with EOB and Punjab Sales Tax (PST) Number with documentary proof.
			e)		The Bidder must have a valid registration with EOB and a Security Service Provider.	e)		f) The Bidder must have a valid registration/license issued by the Home Department, Government of Punjab as a Security Service Provider.
			f)		g) License of Walkie Talkie from PTA/ relevant authority / a Security Service Provider.	g)		h) Bidder who is barred / blacklisted or disqualifed either by any Government Ministry / Division/ Department / Agency / Authority / Organization would not be eligible undertaking in this regard.
			h)		to submit the bid. The Bidder shall submit an undertraking in this regard.	h)		i) The copy of the Bidding Document shall be duly signed, stamped on each page and submitted by the bidder.
			i)		It is mandatory for the Service providers to get at least 65 marks in the marking criteria to qualify for further procurement process; the financial proposal opening. Copies of all the required documents shall be attached;	i.	(Marking Criteria)	ii. (Marking Criteria)

Max Marks	Sr.#	Description	Max Marks
30	EXPERIENCE RECORD	Three projects of similar nature (Similar services offered in hospitals / public access buildings (public or private sector) with minimum deployment of 50 or more security staff/project.	10 marks for each project (Purchase orders / supply orders / completion certificates must be attached)
20	FINANCIAL CAPABILITIES	• 20 Marks will be given in case average annual turnover for the last three years is Rs. 30 Million or more. • For Average Annual Turnover for the last 03 years of less than Rs. 30 Million, but not less than Rs. 15 Million, 10 marks will be given. • For Average Annual Turnover for the last 03 years of less than Rs. 15 Million, 05 marks will be given.	2
10	PAST PERFORMANCE	For Average Annual Turnover for the last 03 years of less than Rs. 15 Million, but not less than Rs. 10 Million, 05 marks will be given. • Audit statement of last three financial years (Audit statement of last three financial years must be attached/ Bank Statement must be attached)	3
10	HUMAN RESOURCE MANAGEMENT	Satisfactory past performance certificate from head of the organization = 02 marks One certificate = 02 marks	3
30	SSG Personnel	Individual Certified Training of Security Guard by APSA or Government Agency • More than 100= 05 marks Individual Fire Fighting Training • More than 100= 05 marks	10
10	No. of Weapon Licenses	10 - 50 licenses = 05 marks 51 - 100 licenses = 10 marks More than 100 licenses= 15 marks	15
10	Methodology / Management Plan	4.	10

14.	2.1.1	Bids shall be submitted to Faisalabad Institute of Cardiology, Faisalabad		Total Marks 100
15.	2.4.2	The deadline for Bid submission is as mentioned in advertisement.		
16.	2.5.1	Date and time for Bid submission is as mentioned in advertisement. of Faisalabad Institute of Cardiology, Faisalabad		
17.	2.6.2	Amount of Performance Guarantee is 05% of the contract amount.		
18.	2.3.6	Estimate Contract Price is Rs. 18,654,000/- Amount of Bid security is 2% of the estimated price		
19.	2.3.7	Bid validity period after opening of the Bid is: 180 Days		
20.	2.3.8	Not Applicable		
21.	2.5.1	The Bid opening shall take place at: Date and time for submission of tender as mentioned in advertisement and tender will be opened in conference room of Faisalabad Institute of Cardiology, Faisalabad.		
E. OPENING AND EVALUATION OF BIDS				
22.	2.3.4	Award of Contract Not Applicable		
24.	2.6.5	Percentage for quantity increase or decrease is: 15% The Performance Guarantee shall be: 05% of the Contract		
25.	2.6.2	Amount The Performance Guarantee shall be: 05% of the Contract		
26.	2.6.2	The Performance Security (or guarantee) shall be in the form provided in the Bidding documents		

- Section-V: General Conditions of Contract**
- 1. Definitions** In this Contract, the following terms shall be interpreted as indicated:
- (a) "The Contract" means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - (b) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.
 - (c) "The Goods" means all of the equipment, machinery, and/or other materials which the Service Provider is required to perform security services under the Contract.
 - (d) "The Services" means those services [as provided in Scope of Services by the Procuring Agency as per its requirements] and other such obligations of the Service Provider covered under the Contract.
 - (e) "GCC" means the General Conditions of Contract contained in this section.
 - (f) "SCC" means the Special Conditions of Contract.
 - (g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC
 - (h) "The Procuring Agency's Country" is the country named in SCC.
 - (i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.
 - (j) "The Project Site" where applicable, means the place or places named in SCC.
 - (k) "Day" means calendar day.
- 2. Application** 2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Country of Origin** 3.1. All Services supplied under the Contract shall have their origin in Pakistan.

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acceptable to the Procuring Agency;

the form provided in the Bidding documents or another form
reputable bank located in the Procuring Agency's country, in
(a) a bank guarantee or an irrevocable letter of credit issued by a
Procuring Agency and shall be in one of the following forms:
denominated in the currency of the Contract acceptable to the
As per Rule-56 of PPR-1A, the performance guarantee shall be
Contract.

The Service Provider's failure to complete its obligations under the
the Procuring Agency as compensation for any loss resulting from
the Service Provider shall be payable to the Procuring Agency under the
Sheet & ITB.

Performance Guarantee in the amount specified in SCC/Bid Data
award, the successful Bidder shall furnish to the Procuring Agency the
Within Seven (07) days of receipt of the notification of Contract
auditors appointed by the Procuring Agency.

The Service Provider shall permit the Procuring Agency to inspect
the Service Provider's accounts and records relating to the
performance of the Procuring Agency and to have them audited by
auditors appointed by the Procuring Agency.

Any document, other than the Contract itself, enumerated in GCC
shall remain the property of the Procuring Agency and shall be
returned (all copies) to the Procuring Agency on completion of the
Service Provider's performance under the Contract if so required by
the Procuring Agency.

The Service Provider shall not, without the Procuring Agency's
prior written consent, make use of any document or information
enumerated in GCC except for purposes of executing the Contract.

The Service Provider shall not, without the Procuring Agency's
performance.

The Service Provider shall not, without the Procuring Agency's
prior written consent, disclose the Contract, or any provision thereof,
or information furnished by or on behalf of the Procuring Agency in
connection therewith, to any person other than a person employed by
the Service Provider in the performance of the Contract. Disclosure
to any such employed person shall be made in confidence and shall
extend only so far as may be necessary for purposes of such
procuring agency.

4.1. The services supplied under this Contract shall conform to the
standards mentioned in the Scope of Services.

- | | |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p>4. Standards</p> <p>5. Use of Contract</p> <p>6. Performance Guarantees</p> | <p>Audit by the
Procurement and
Information;</p> <p>Documents and
Standards.</p> <p>Contract.</p> |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

If any such change causes an increase or decrease in the cost of the Agency's change order. But, in no case, the overall impact of the Service Provider's receipt of the Procuring this clause must be assessed within thirty (30) days from the date of amended. Any claims by the Service Provider for adjustment under in the Contract Price, or both, and the Contract shall accordingly be provisions under the Contract, an equitable adjustment shall be made or the time required for, the Service Provider's performance of any if any such change causes an increase or decrease in the cost of the

[Signature]

10. Change Orders
The Procuring Agency may at any time, by a written order given to the Service Provider, make changes within the general scope of the Contract, only if required for the successful completion of the job.

9.1. Prices charged by the Service Provider and Services adjustments authorized in SCC / BDS.

The currency of payment is as specified in BDS/SCC
As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the Procuring Agency in writing, accompanied by an invoice the work is satisfactory.

The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8. Payment
The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

7.1. The Service Provider may be required to provide any of the material incidental if any, specified in SCC.

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations, unless otherwise specified in SCC. Any warranty obligations, unless otherwise specified in SCC.

15.1. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the 05% of the contract price. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.
15.2. Subject to GCC Clause 17, if the Service Provider fails to start providing the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without fines and penalties, render the Service Provider liable to the imposition of fines shall render the Service Provider liable to the imposition of fines and penalties.
15.3. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.
15.4. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.
15.5. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.
15.6. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.
15.7. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.
15.8. Subject to GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its obligations under the Contract, shall render the Service Provider liable to the imposition of fines and penalties.

III. collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the

“corrupt practice”, means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or contractor in the procurement process or in contract execution to the detriment of the process or in contract execution to the detriment of the agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

1. coercive practice by impairing or harming, threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party or another party in order to cause a wrongful loss to another party;

(d) "Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPA, Act, 2009:

(c) if the Service Provider, in the judgment of the Procuring
Agency has engaged in corrupt practices in competing for
or in executing the Contract. For the purpose of this clause,
corrupt practices will be defined as per Section-2 (d) of The
PPRA Act, 2009.

The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

(a) if the Service Provider fails to deliver any or all of the services within the period(s) specified in the Contract, or

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

AGENCY PURSUANT TO GCC Clause 14;

within any extension thereto granted by the Procuring

within any extension thereto granted by the Procuring

if the Service Provider fails to deliver any or all of the

services within the period(s) specified in the Contract, or

within any extension thereto granted by the Procuring

AGENCY PURSUANT TO GCC Clause 14;

if the Service Provider fails to perform any other

16. Termination for Default

[Handwritten signature]

17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other

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Force

Contract to the extent not terminated.

However, the Service Provider shall continue performance of the Procuring Agency for any excess costs for such similar Services. To those undelivered, and the Service Provider shall be liable to the terms and in such manner as it deems appropriate, Services similar whole or in part, the Procuring Agency may procure, upon such

16.2. In the event, the Procuring Agency terminates the Contract in

inspec~~tion~~ and audit process.

acts intended to materially impede the exercise of investigation or from pursuing the investigation, or its knowledge of matters relevant to the intimidation any party to prevent it from disclosing or collusive practice; or threatening, harassing or allegations of a corrupt, fraudulent, coercive or order to materially impede an investigation into or making false statements before investigators in concealing of evidence material to the investigation deliberately destroying, falsifying, altering or processes, or affect the execution of a Contract or to influence their participation in a procurement to obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

iv. any act or omission, including a misrepresentation, indirectly, of anything of value to influence the acts of another party for wrongful gain;

v. offering, giving, receiving or soliciting, directly or indirectly, or anything of value to influence the acts of another party for wrongful gain;

knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any

The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices.

Convenience

If a Force Majeur situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance notwithstanding all reasonable alternative means for performance not prevented by the Force Majeur event. Any difference of opinion concerning "Force Majeur" may be decided through means given by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.

Insolvency

Failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and flight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g.: epidemics, pandemics,

quarantine restrictions etc. from the purview of "Force Majeure".

20. Resolution of Disputes	After signing the contract, the Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
21. Governing Language	If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.
22. Applicable Law	21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
23. Notices	Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in ordinary course of business to the time being in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.
24. Taxes and Duties	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
25. Change in minimum wage rate	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted services to the Procuring Agency.
26. Extension of Contract period	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authority, then the ongoing contract shall be revised as per percentage increased in minimum wage declared for such category.
	Extension in the contact period shall be as specified in SCC.

Sr.	Description	Annexure	Attached	Note:
1.	Request of the Service Provider on Covering Letter	A.	Separate Corrected Invoice, if required.	C.
2.	Original Invoice/Bill(s)	B.	Penalties Calculation Sheet signed by Hospital and must be shared with the Service Provider for their record.	D.
3.	Separate Corrected Invoice, if required.	C.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	E.
4.	Penalties Calculation Sheet signed by Hospital and must be shared with the Service Provider for their record.	D.	Bio Metric Attendance as mentioned in Scope of Services	F.
5.	Salary Verification and E-channel Receipt signed & stamped by Service Provider	E.	Any other document if required for processing of payments.	G.

Invoice Checklist (to be attached with Invoice)

iii. The invoice of the Service Provider shall be submitted as follows;

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:
Payment for Services provided: Payment will be made in Pak. Rupees.

4. Payment (GCC Clause 8) GCC 7.1—Incidental materials to be provided as in Scope of Services

3. Incidental Materials (GCC Clause 7) Percentage of the Contract Price, shall be: 05% of the Contract Amount.

GCC 7.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: 05% of the Contract Amount.

2. Performance Guarantee (GCC Clause 6) GCC 1.1 (i)—The Service Provider is:

GCC 1.1 (h)—The Procuring Agency's country is: Pakistan

GCC 1.1 (g)—The Procuring Agency is: Faisalabad Institute of Cardiology, Faisalabad

1. Definitions (GCC Clause 1)

Section-VI. Special Conditions of Contract

in the contract.

agency and the contractor has no right to claim further extension as a matter of right rate & TORs. Extension in the contract agreement shall be the discretion of the procuring authority to further extend by the contractor for a period of one year on the same satisfactory performance by the contractor for the competent authority, on the (1) year. However, the same would be extended by the competent authority, for one of commencement of services whichever is earlier. Initially the contract will be for one

GCC 26. The contract shall come in to force from the date of signing of contract or date

11. Duration of Contract (GCC Clause 26)

Service Provider's address for notice purposes: [Insert Address of Service Provider]

GCC 23.1—Procuring Agency's address for notice purposes: opposite Chenab club serene road, Faisalabad.

10. Notices (GCC Clause 23)

the jurisdiction of the province of Punjab (Pakistan):

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in

9. Applicable Law (GCC Clause 22)

GCC 21.1-The Governing Language shall be English

8. Governing Language (GCC Clause 21)

Arbitration Act 1940.

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and

20.2 shall be as follows:

GCC 20.2-The dispute resolution mechanism to be applied pursuant to GCC Clause

7. Resolution of Disputes (GCC Clause 20)

In addition to that, details of Fines and Penalties are attached as per Annex-A

6. Liquidated Damages (GCC Clause 15)

Procuring Agency.

minimum wage rates and taxes shall be adjusted on pro rata basis, as decided by the

GCC 9.1—Prices shall be fixed and shall not be adjusted. However, in case of change in

5. Prices (GCC Clause 9)

be attached in the same sequence / order as mentioned in the table.

c) The page numbering of the whole invoice must be done adequately and documents must

b) Bigrmetric Attendance signed by hospital.

a) The Service Provider must submit the invoice in proper File Cover so that the documents

- Service Provider is required to deploy 100% Human Resource as per above table at Faisalabad Institute of Cardiology, Faisalabad round the clock (365 days/ 24 Hours a Day including Sundays & Holidays).
- The Service Provider shall deploy the Security Staff as per above table for commencement of the services within one week after signing of contract.
- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security Agencies Personnel (Ex-ARMY / Ex-LAW Enforcement Agencies Personnel etc.).
- Service Provider will supply all the staff necessary to complete the duties as mentioned in the documents. Service Provider will supply all the staff / Security LEA-Personnel), Civilian and Lady Seacher & Supervisors etc.).
- The Service Provider is required to deploy 100% Human Resource as per above table a Day including Sundays & Holidays).
- The service provider shall deploy the Security Staff as per above table for a Day including Sundays & Holidays).

Bid Ref No.	Supervisor Nos.	Security Personnel Nos.	Lady Seacher Nos.	Total Human Resource
DETAILS OF SECURITY SERVICES/HUMAN RESOURCE REQUIRED				
		01	38	45

**PROVISION OF 365 DAYS / 24 HOURS SECURITY SERVICES
IN FAISALABAD INSTITUTE OF CARDIOLOGY,
FAISALABAD]**

Section-VIII. Schedule of Requirements/ Deployment Plan

Sr.#	Description	Minimum Number Required (Mandatory)
1	Weapons (0.223 Rifle, 30 Bore / 9MM armed. However, in Entry / Exit Point, along with ammunition)	For every shift 20% of guards shall be armed. Emergency and Nurses, the availability of armed guards is mandatory.
2	Supervisor to carry either 30 Bore or 9MM Pistol	III. Security Guards deployed at critical areas like emergency block to carry either 30 Bore or 9MM Pistol
3	Navy Blue Uniform with company including Shirt & Trouser, Cap Shoes Belt, Name Tag and same colored jackets in winter season etc.	For all Security Staff
4	Whistles	For all Security Staff
5	Torch Light (Good Quality and Range) For all security staff on duty during Evening and Night Shifts	For all security staff on duty during Evening and Night Shifts
6	Walkthrough Gates (if required)	4 Nos.
7	Walkie Talkie sets only on duty locations	8 Nos.

LIST OF SECURITY EQUIPMENT

firm, duly signed and stamped.

a) Original Bid form (as per form 8.1 of Bidding documents) on letter head of the Financial bid includes the following:-

All documents required in the Bidding Documents

Technical bid includes the following:-

which is as follows:

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:-

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We agree that our Bid will be valid for a period of 180 Days from the date fixed to Bid opening under Clause 2.3.7 of the instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we will obtain the guarantee of the Contract, in the form prescribed by the Contract Price for the due performance of the Contract, in a sum equivalent to 05% of the Contract Price for the due performance of the Contract, in the form prescribed by the Contract.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

Having examined the Bidding documents including Addenda Nos. [Insert Numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of [Total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

FAISALABAD
FAISALABAD INSTITUTE OF CARDIOLOGY,
Medical Superintendent

To

Date:

[To be signed & stamped by the Service Provider and reproduced on the letter head.]
[To be attached with the Financial Bid]

8.1 Bid Form

Section-VIII: Forms

Kiran

[Signature] _____
Duly authorized to sign Bid for and on behalf of
[In the capacity of]

Dated this _____ day of _____ 20 _____.
PPR-14.

We understand that you are not bound to accept the lowest or any Bid you may receive.

- b) Price schedule / financial form (as per form 8.7) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid Security Form (as per form attached) along with Original Bid Security (Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO)] valid for 180 Days.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

Website Address		Email Address
Fax		Phone
Postal Code		City/Town
State/Province		Registered Office Address

*Please attach copies of NTN, PST Registration & Professional Tax Certificate

Company Name	Sales Tax Registration No. (if applicable)	National Tax No.	PRA Tax No.	No. of Employees	Company's Date of Formation
PARTICULARS					

[To be signed & stamped by the Bidder and reproduced on the letter head.]

[To be attached with Technical Bid]

General Information Form

~~Date:~~

Name of Company:

Title of Officer:

Signed by an authorized Officer of the company

confidential.

[Name of the Bidder/ Service Provider] undertakes to treat all information provided as

(vi)

(v) We shall have sufficient amount/bank balance to pay the salaries of our staff for a period of three months at least in case of delay of payment from the hospital.

(iv) We are not blacklisted from any government department or subject to any pending litigation with any Government or Public Department.

(iii) We declare that information contained in our bid is correct.

(ii) We have provided authentic documents/photocopies with our Bid. In case, any fake/fogus document is found at any stage, the firm shall be blacklisted as per Law/Rules.

(i) We have not been blacklisted by any Department.

firm that:

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABAD. The undersigned further affirms on behalf of the

Notification of the Government of the Punjab and shall pay the personnel accordingly. The undersigned understands that we have to comply with the Minimum Wage Rate

The undersigned hereby authorizes the bank, person, company or corporation to furnish any additional information requested by the FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABAD deemed necessary to verify this statement regarding my (our) competence and general reputation.

I, the undersigned hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by the procuring agency, at any time, deems it necessary.

(Bidder)

Name:

[To be attached with Technical Bid]

[To be printed on PKR 100 Stamp Paper, duly attested by Oath Commissioner.]

Affidavit

Date
Seal
Address
Title
Name
Signature

[NAME OF GUARANTOR]

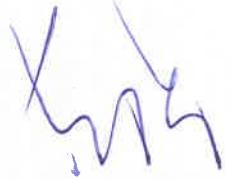
WHEREAS (Name of the Service Provider) hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF SECURITY SERVICES IN [Medical Superintendent FAISALABAAD INSTITUTE OF CARDIOLOGY, FAISALABAAD, OPPPOSITE CHENAB CLUB SERENA ROAD, FAISALABAAD" for procurement of Security Services.

AND WHEREAS, it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Contractor a Guarantee;

THEREFORE, WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of (Amount of the Guarantee), and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums as specified by you, within the limits of (Amount of the Guarantee), and we undertake to pay you, upon your first written demand, and without words and figures), and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums as specified by you, within the limits of (Amount of the Guarantee) or to show grounds or reasons for your demand or the sum specified therein.

Performance Guarantee Form



Stamp & Signature of Bidder

Insert Details Of Technical Offer Here

[To be attached with Technical Bid]

[To be signed & stamped by the Bidder and reproduced on the letter head]

Technical Bid Form

(a) the Bid Form and the Price Schedule submitted by the Bidder;

(b) the Schedule of Requirements;

(c) the Scope of Services;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Procuring Agency's Notification of Award.

(g) the Performance Bank Guarantee

(h) Complete Bidding document

(i) Any other document deemed necessary by the Procuring Agency.

3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/ Deployment Plan.

4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Service Provider)

Signed, sealed, delivered by _____ the _____ (for the Provider)

2. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part
of this Agreement, viz.:

NOW THIS AGREEMENT WILL BE SEEN AS FOLLOWS:

WHEREAS the Procuring Agency invited Bids for Security Services at FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABAD and has accepted a Bid by the Service Provider for the Supply of those services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

THIS AGREEMENT made on the _____ day of _____ 20_____, between [FAISALABAD INSTITUTE OF CARDIOLOGY], FAISALABAD, (hereinafter called "the Procuring Agency") on the one part and [name of Service Provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") on

Contract Form

E-mail:

Address:

In the capacity of:

Name and Title of Signatory:

Authorized Signature (in full and initials):

Yours sincerely,

We remain,

We understand you are not bound to accept any Bid you receive.

party relating to this Bid and Contract execution.

No commissions or gratuities have been paid or are to be paid by us to agents or any third

validity period of the Bid.

Our attached Financial Bid(s) are hereby submitted as per bid form for the accumulative amount in Words and Figures]. Our Bid shall be binding upon us up to expiration of the amount [Indicate the corresponding amount(s) currency (ies)] [Insert Amount(s)] in Words and Figures], inclusive of all taxes. The estimated amount of taxes is [Insert Currency] [Insert

your Bidding Document dated [Insert Date] and our Technical Bid.

We, the undersigned, offer to provide the services for tender of Procurement of Security Services for FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABAD in accordance with

Opposite Chennab club serena road, Faisalabad

Faisalabad Institute of Cardiology, Faisalabad,

Medical Superintendent

To

{Location, Date}

prevailing rates in addition to Management Charges]

[Please follow the minimum wage rate, which should be strictly adhered to as per

[To be attached with Financial Bid]

[To be signed & stamped by the Bidder and reproduced on the letter head]

Financial Bid Form/Price Schedule



Management Cost as described in Financial Bid Form 8.7.3
Lowest Determination Factor

Stamp:

Signature:

Sign:

Total Amount on annual basis (PKR) as per Financial Bid Form 8.7.3:

Total Amount on monthly basis (PKR) as per Financial Bid Form 8.7.3:

EOBI Registration No.

PESSI / ESSI Registration No.

GST Registration No (if applicable).

PRA Registration No.

Income Tax Registration No.

Mailing Address:

Name of Bidder:

SECURITY SERVICES FOR FAISALABAD INSTITUTE OF CARDIOLOGY, FAISALABAD,

[To be attached with Financial Bid]

[To be signed & stamped by the Bidder and reproduced on the letter head]

Financial Bid Form 8.7.2

As per aforementioned PPR A circular and clarification letter of PPR A regarding Rules & Regulations of Labor Law vide No. L&M(PRA) I-15(SOC)(AB)(LHR)(5)/2014/Com/P4 dated 17-08-2021, the Financial Bid(s) of the Bidder are not justified or do not include minimum applicable prevalent wage rate, applicable taxes, contributions to EOBI and PESSI.

The bidder shall have to abide by the circular / instructions issued by Punjab Procurement Regulatory Authority from time to time. Failing to comply with the said instructions will result in non-responsiveness of the bidder.

The quantity mentioned in the Schedule of Requirements will be used for evaluation purpose.

Number of SECURITY Personnel & Supervisor may be increased or decreased as per requirement of the procuring agency. However, the approved prices shall remain the same.

v. The offer showing unrealistic Management Charges/Cost will be rejected.

iv. The management cost will also be subject to income tax and PST etc.

iii. The Management Cost will include but not limited to the additional amount being paid to security staff over and above the minimum wage, cost on account of relieves, cost of security equipment, costs are fixed for all the bidders.

ii. The lowest evaluated bidder will be determined on the basis of Management Cost as the other based on minimum wage rates shall be adjusted on pro-rata basis by the procuring agency.

i. The cost incurred on account of minimum wage will remain same for all bidders and will only change in case of change in Minimum Wage Rate through official notification; the contract price

NOTE:

Description	Number of Personnel	Minimum Wage (PKR)	PESI / IESSI (PKR)	EOBI 05%	Income Tax 03%	PST 16%	Rate (PKR) per worker per month (in PKR) for one Month	Total Cost	SPECIMEN/ EXAMPLE			
Security Supervisors	A	30,089	1,585	1,321	1,190	5,470	39,654	A*39,115=B				
Security Personnel	C	26,411	1,585	1,321	1057	4,860	35,234	C*35,234=D				
Security Personnel (Lady Searcher)	E	26,411	1,585	1,321	1057	4,860	34,335	E*35,234=F				
*Management Charges /Month	G	(fixed)	(fixed)	(fixed)	(fixed)	(fixed)	(fixed)	G	K	L	G+K+L=M	
Total Price per month (PKR)												

BREAKDOWN OF COST

[To be attached with Financial Bid]

[To be signed & stamped by the Bidder and reproduced on the letter head]

Financial Bid Form 8.7.3

[Signature of the bank]



This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the Performance Guarantee, in accordance with the instructions to Bidders;

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

THE CONDITIONS of this obligation are:

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the supply of [name and/or description of the services] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that we [name of bank] of [name of country], having registered office at [address of bank] (hereinafter called "the Bank"), are bound to our registered office at [address of bank] (hereinafter called "the Bank") for the supply of [name and/or description of the services] (hereinafter called "the Bid").

FAISLABAD INSTITUTE OF CARDIOLOGY, FAISLABAD, (hereinafter called "the Procuring Agency") in the sum of Rs. _____ day of _____ 20 _____.
 said Bank this _____ day of _____ 20 _____.
 for which payment well and truly to be made to the said Procuring Agency. The Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the Bank and countersigned by the Manager and _____ day of _____ 20 _____.
 Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the supply of [name and/or description of the services] (hereinafter called "the Bid").

[To be signed & stamped by the Bidder and reproduced on the letter head]

Bid Security Form

Sr.#	FINES & PENALTIES	SUMMARY OF PENALTIES	PENALTIES IN PKR
1.	Rs. 1,000 as penalty in addition to deduction amount of quoted maintenance 100% attendance (It should be the responsibility of Service Provider to maintain 100% attendance each day) of HR as mentioned in the Contract. In case any of service provider's personnel(s) as mentioned under the contract is (are) absent / Vacant / Not-deployed, for every missing personnel that was required to stay on duty for that particular day, a penalty as mentioned in column 03 shall be charged (Amount of quoted daily wage per day per provider's personnel as per contract basis of 30 days per month)	Attendance less than 100% (Absent / Vacant / Not Deployed)	Rs. 1,000 as penalty in addition to deduction amount of quoted public/local holidays or any other special occasions to deduction amount of quoted daily wage per day per particular day)
2.	Rs. 1,500 as penalty during public/local holidays or any other special occasions to deduction amount of quoted daily wage per day per personnel as per contract (penalty at Sr # 01 will not implement for that particular day)	In case of Absent / Vacant / Not Deployed during public/local holidays or any other special occasions to deduction amount of quoted daily wage per day per personnel as per contract	In case of Absent / Vacant / Not Deployed during public/local holidays or any other special occasions to deduction amount of quoted daily wage per day per personnel as per contract
3.	Rs. 500 will be charged for each staff is found without uniform that includes Shirt & Trouser, Shoes, Belt and Cap etc.	Staff is found without uniform that includes Shirt & Trouser, Shoes, Belt and Cap etc.	Rs. 500 will be charged for each such staff for that particular day.
4.	Penalty of Rs. 500/- per vacant point / late arrival / early leaving per shift will be imposed.	In case any of service provider's personnel deployed under this contract is not present at his assigned place of duty during inspection or is a habitual late comer or leaves early.	In case any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.
5.	Rs. 5,000 + (Difference of amount between paid salary and notified minimum wage rate) shall be imposed as penalty per person per month.	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	Procuring agency may desire to replace any personnel with justifiable reason and failure to do so will be imposed for non-
6.	Rs. 2,000 per Day per Personnel personnel with justifiable reason and failure to do so will be imposed for non-		

ANNEXURE - A

FINES & PENALTIES

Head of the Institution

- c) The amount of the penalty will be imposed / approved / recommended by Administrative then penalty should be charged for missing 1 personnel.
- person enrolled on each day. If on any day the enrolled personnel are supposed to be 99 agreed in the contract. For example if 100 personnel are agreed then there must be 100 b) Penalty should be charged in case the contractor fails to enroll 100% HR on any day as not be attributed to the procuring agency.
- strike will be documented by the hospital administration and the reasons of strikes shall procuring agency may initiate blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency. An occurrence of notices / explanations may lead to termination of contract. In addition to that notice / explanation letter in addition to the penalty mentioned. Three show cause etc. will be considered a breach of contract and may lead to issuance of show cause notice i.e. Late / Non disbursement of salary, Non-compliance of Minimum Wage Rate Provider. a) Any protest or strike observed by the security staff due to any action of the Service from the staff takes financial compensation or benefit shall be levied for every instance of a proven or reportedly correct complaint of the same.

IMPORTANT POINTS:

<p>Security Service provider will ensure the disbursement of salaries within 10 days of each month. However, in special / unavoidable circumstances, if the service provider will be responsible for paying his employees in the institution in the first 10 days of every month. Such payment will not depend on the service provider by the Procuring Agency to the payments made by the service provider will pay his employees from his own resources. Partial Payment will not be considered paid.</p> <p>*The service provider will be responsible for paying his employees in the institution in the first 10 days of every month. Such payment will not depend on the service provider by the Procuring Agency to the payments made by the service provider will pay his employees from his own resources. Partial Payment will not be considered paid.</p>	<p>The service provider shall ensure that no member of the staff takes financial compensation or benefit shall be levied for every instance of a proven or reportedly correct complaint of the same.</p> <p>14. The service provider shall ensure that no member of the staff takes financial compensation or benefit shall be levied for every instance of a proven or reportedly correct complaint of the same.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Handwritten signature]

Note: The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management from time to time to the Service Provider. Correspondence shall be made as per Govt. norms. The respective hospital will share the details of the performance penalties from time to time to the Service Provider.

Note: The Service provider shall be bound to pay its staff before 10th of each month through E-channel only, and the E-channel Receipt (signed & stamped by Service Provider) must be attached with the Monthly Invoice of the same month for processing. However, E-channel receipt shall be a mandatory part of monthly invoice from the second month of commencement of services. It is further clarified that above Salary Verification Certificate for a particular month should be part of monthly invoice from the day first.

Signature & Stamp of Authorized Person

Sr.	Name of Security Staff	CNIC	No. of Days Worked	Amount Paid (Verified / Not Verified)
1				
2				
3				
4				

(As per Prevailing Labour Laws, Minimum Wage Rate and any other)
For the Month of _____

SALARY VERIFICATION CERTIFICATE

SALARY VERIFICATION CERTIFICATE BY HOSPITAL ADMINISTRATION

ANNEXURE - B

*Daily Wage Rate = Quoted Rate (Category Wise) / 30

MONTHLY ATTENDANCE PRO-FORMA AND PENALTY CALCULATION SHEET

ANNEXURE - C

Sr.#	Date	Description	Detail as per Appendix I	Penalty (As per Contract)	Total Penalty per Day
			Available / Required	Functional	Weapons (with ammunition)
1					Walk through Rate Name Tag, jacket in winter etc. Uniform including Shirt & Trouser, Cap Shoes Belt, Name Tag, jacket in winter etc. Torch Light (Good Quality and Range) Walk like Talkie
2					Weapons (with ammunition) Hand Metal Detectors Uniform including Shirt & Trouser, Cap Shoes Belt, Name Tag, etc. Torch Light (Good Quality and Range) Walk through Rate Name Tag, etc. Uniform including Shirt & Trouser, Cap Shoes Belt, Name Tag, etc. Torch Light (Good Quality and Range) Weapons (with ammunition)
3					Weapons (with ammunition) Hand Metal Detectors Uniform including Shirt & Trouser, Cap Shoes Belt, Name Tag, etc. Torch Light (Good Quality and Range) Hand Metal Detectors Weapons (with ammunition)
30					Torch Light (Good Quality and Range) Name Tag, etc. Uniform including Shirt & Trouser, Cap Shoes Belt, Name Tag, etc. Torch Light (Good Quality and Range)

EQUIPMENT PENALTY CALCULATION SHEET OF CARIOLOGY, FAISALABAD

Equipment Penalty Calculation Sheet for Security Services (_____) for the Month of (_____)

ANNEXURE - D

MANDATORY REQUIREMENTS	
1.	Bid Security of estimated cost of articles / items given by the department. The copy of Bid Security must be submitted with Technical Bid.
2.	Technical Bid Form (as per of Bidding documents) on letter head of the firm duly signed and stamped.
3.	Bid Form (as per Bidding documents) on letter head of the firm duly signed and stamped.
4.	Performance Guarantee Form (as per of Bidding documents) on letter head of the firm, duly signed and stamped.
5.	General Information Form (as per Bidding documents) on letter head of the firm duly signed and stamped.
6.	Affidavit (as per bidding documents) on non-judicial Stamp Paper of Rs.100/-.
7.	The firm has not been black listed from any Department. (i) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be given minimum wage salary notified by the Punjab Government. (iii) Affidavit for correctness of information. (iv) Undertaking that the guards/personnel shall be given minimum wage salary notified by the Punjab Government. (v) Bidder is neither blacklisted nor government department nor is any litigation pending in this regard.
8.	The Bidder must have an active National Tax Number (NTN).
9.	The Bidder must have an active Punjab Revenue Authority (PRA) registration Number.
10.	The Bidder who is barred/ blacklisted or disqualified either by any Government/Department / Agency / Authority. The Bidder will submit an undertaking in this regard.
11.	The Bidder shall have valid registrations with EOB and PESSI/ ESSI and ensure that they adhere to the guidelines / laws of the said entities.
12.	The Bidder must have valid PTA license/ concerned authority license for operating Walkie Talkie system.

The sequence of Technical Bid must be as per below mentioned table.
The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

SECTION IX - CHECK LIST

Stamp & Signature of Bidder

13.	The copy of the Bidding Document duly signed and stamped on each page by the Bidder shall be attached with the Technical Bid whose each page must also be signed and stamped by the Bidder.	Flag - N
14.	The Bidder must have valid License issued by the Government of the Punjab, Home Department as a Security Service Provider.	Flag - O
	Techincal Evaluation Criteria	
	Experience and past performance of the firm	
1.	Projects	Flag - P
2.	Number of Security Staff	Flag - Q
3.	Audited Financial Statements of the respective financial years	Flag - R
	Human Resource and Managerial Strength	
	Financial Capability/strength	
	Any other documents required in this Bidding Documents	