

# Tender Documents

Hiring Security Services for Workers Welfare Fund, Islamabad.



## Workers' Welfare Fund

**Ministry of Overseas Pakistanis and Human Resource  
Development**

Name of firm \_\_\_\_\_

**ASSISTANT DIRECTOR GA**  
Workers' Welfare Fund, Islamabad  
Phone # 051-9106325-26 Ext. 409  
Fax #-051-9106321

## **TENDER NOTICE FOR E-PROCUREMENT FOR HIRING OF SECURITY SERVICES**

Workers Welfare Fund (WWF), invites bids from reputable security companies duly registered with PPRA E-Pak Acquisition & Disposal System (EPADS) from authorized firms/companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for Security services to Workers Welfare Fund, Islamabad.

2. Bidders are required to submit their bids through PPRA EPADS System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) however the original Bid Security/Earnest money of 5% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund on below mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

Bid Submission Date & Time	10-05-2024 on 11:00 AM
Bid Opening Date & Time	10-05-2024 on 11:30 AM

3. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System, Further, the tender documents may also be obtained from the bidders in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.

4. Bidders are recommended to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System to participate in Workers Welfare Fund current and future bidding processes.

**Assistant Director (General Admn)  
Workers Welfare Fund (WWF)  
Building No 2, Street 39, G-10/4,  
Maue Area Islamabad**

## **1. INTRODUCTION**

Workers' Welfare Fund was established as an autonomous organization under the Workers' Welfare Fund Ordinance, 1971 and working under the administrative control of Ministry of Overseas Pakistanis and Human Resource Development. It is governed by a Governing Body comprising representatives of the Government, Workers and Employers. The Fund works for the welfare of the industrial workers and provides wide range of welfare measures to the workers including health education and housing. Workers' Welfare Fund follows the Procurement Public Procurement Rules, (PPRA) 2004 for procurement purposes.

Workers' Welfare Fund intend to hire security services from well reputed firms having experience of similar nature for Secretariat at Islamabad.

## **2. INSTRUCTIONS TO THE BIDDER**

- i. Tender will be Single Stage, single envelope Procedure. The Last date of uploaded the tender documents is 10-05-2024 by 11:00 a.m. The tender must be uploaded on PPRA EPADS System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) the specified date and time
- ii. The tender documents may also be obtained from the bidders in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.
- iii. All taxes (if applicable) will be deducted while making payment as per Government instructions / notifications' income tax, GST etc.
- iv. Any new taxes if imposed by the Government on a firm for providing security services after signing the agreement, the same will be incorporated in the existing rates and will be given separately. However, if the Government decreases the tax the same will be deducted.
- v. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System.
- vi. The quoted price must include inter-alia Life Insurance, Social Security or EOBI Charges, Minimum Wages, Leave Benefits, Uniform, Weapons/ Ammunitions and other statutory benefits of guards etc.
- vii. The provision of the security staff should be made within 7 days from the date of signing the agreement.
- viii. The security guard provided to WWF must be registered with EOBI or social security as per law of the Government.
- ix. Security guards should be mentally and physically tough to handle all security duties and task allocated.
- x. Security guards are responsible to implement/carryout the duties according to the job specification as spelled out by WWF.
- xi. The Secretary, Workers Welfare Fund (WWF) reserves the right to reject any or all the tenders as per PPRA rules, without being liable for any claim/compensation of any nature whatsoever.
- xii. The bid will be valid for 90-days from the date of opening the tender. The procuring agencies shall ordinarily try to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for any reason to be recorded in writing, may extend where it is considered necessary, all those who have submitted their bids shall be asked to extend their bid validity period. Such extension shall not be more than the period equal to the period of the original bid validity.

- xiii. The bid once accepted and the bidder if due to any reason fail to sign an agreement the earnest money of the bidder will be forfeit.
- xiv. Each page of Tender Documents should be signed & stamped by the Bidder.

### **3. RESPONSIBILITIES OF THE CONTRACTOR.**

- i. The successful bidder will provide approximately (Thirteen Security Guards) for effective Security System on eight-hour workable shift out of these 4 Guards will be armed and equipped with latest arms/weapons round the clock and 9 will be unarmed. The WWF may increase or decrease the number of Guards as per WWF requirement. The Guards provided by the security firm will wear proper uniform provided by the firm at his own cost (Trousers, Shirt and Jersey (in winter). Black shoes with laces, Cap, whistle and torch for night)
- ii. The contractor will be responsible for the security affairs of Workers Welfare Fund (WWF), including outer areas and sensitive installations.
- iii. The contractor will be responsible for any kind of theft/ untoward incident and will compensate as decided by the competent authority WWF.
- iv. Shift duties will be assigned with prior approval of Workers Welfare Fund (WWF) administration.
- v. The Contractor will provide Police and NADRA verification for the guards deputed within one month of signing of contract.
- vi. The Contractor will assign duties to the staff employed according to existing Labour Laws like 8 hours in a day and other holidays.
- vii. All the staff must wear prescribed uniform and put on their names/identity cards during duty hours.
- viii. Security guards should strictly be within the age range 25-50 years. The staff must be physically and medically fit duly certified by Government hospital. They must be well versed in communication skills.
- ix. Personal particulars of all the staff of the firm with copy of CNIC and three photographs must be provided to Workers Welfare Fund (WWF) administration. Any change in the staff will be immediately notified to Workers Welfare Fund (WWF) administration in writing. Frequent changes will not be allowed.

- x. As per direction of Pakistan Information Commission. The security providers company will be bound to pay the minimum wages as fixed by the Government and company will provide certificate each security guard showing minimum wages are observed by the company

#### **4. Payment Terms**

- i. All payments will be made in Pakistani Rupee only.
- ii. Payments will be made on monthly basis after delivering satisfactory services.

#### **5. Contract for Services.**

- i. The successful bidding firm has to sign an agreement with WWF on a stamp paper.
- ii. The contract of security services shall be valid for a period of two years, which is extendable for another period of one year with the mutual consent of the both parties. On expiry of the contract period the firm will submit a written request to WWF if it intends to extend the contract period after two years for another year. The WWF may extend the agreement on evaluation of the past performance and on same terms and conditions.
- iii. After expiry of the contract period. The firm will continue to work till the finalization / award of new contract. Maximum extension for three months by Secretary, WWF.

#### **6. TERMINATION OF THE CONTRACT.**

- i. The contract may be terminated during the contract period (at any time) by either party to the other **NOT LESS THEN FIFTEEN DAYS** with prior notice in writing.
- ii. Competent authority has the right to terminate the agreement at any time in case of non-compliance of any term & condition of the agreement.

All documents must be returned whether or not a tender has been submitted. Any respective correspondence concerning this tender should be addressed to the Director Administration, Workers Welfare Fund (WWF) Islamabad quoting the reference for tender.

## **7. ARBITRATION: -**

The Competent Authority that is Secretary, Workers Welfare Fund (WWF) will be the sole arbitrator. In case of any dispute, the decision of the Arbitrator will be final and will not be challengeable at any forum or Court of Law.

## **8. Refund of Earnest Money.**

- I. The earnest money i.e., 5% of the Successful Bidder will be retained as Performance Guarantee payable by the bidder. The same will be returned on completion of the period of an agreement signed.

## **9. MANDATORY REQUIREMENT FOR TECHNICAL EVALUATION.**

The Bidder(s) should meet the following Eligibility/Qualification Criteria for technical evaluation to participate in the Bid Process and must enclose documentary proof. The bidder will be treated as technically non-responsive if the Eligibility/Qualification criteria are not met. All responsive Bids will be considered for further evaluation once they are eligible as per the Eligibility/Qualification Criteria.

- I. Company Profile.
- II. Company incorporation Certificate by SECP.
- III. The bidder / Firms must have valid registration for Income & general Sales Tax purpose, active tax payer,
- IV. The bidder must have NOC from Ministry of interior for providing security services.
- V. The bidder / Firms must, have clearance from Chief Commissioner Office, Islamabad.
- VI. Bank Statement of the bidder/Firm for the last four the years.
- VII. Wireless communication License from PTA
- VIII. Company's audited financial report for the last Four years.

- IX. List of Clients along with their valid addresses & contact numbers
- X. Performance certificates by the major clients where the security company has been providing security services for the last four years.
- XI. Number of Guards provided to each client on monthly basis for the last four years.
- XII. ISO Certificate.
- XIII. Details of weapon license on company Letterhead Pad.
- XIV. Details of monitoring/inspection system on Company's Letterhead Pad
- XV. Affidavit that the firm has not been black listed by any Government /Semi Government organization. (**Specimen Annex A**).
- XVI. Affidavit (**Specimen Annex B**).

## **10.MARKING SYSTEM FOR TECHNICAL RESPONSIVE BIDS**

The bids once accepted as technically responsive will be evaluated on the basis of financial strength, Experience no of clients, and services rendered etc. The marks are allocated for each strength at (Annex C). The bidders who qualify for a minimum of 70% marks will be technically responsive and the financial bid of the bidder /firm will be open those bidders / firm if scored less than 70% they will be considered as non-responsive and their financial bid will be returned unopened.

(Annex C)

	<b>Marks Obtained</b>
Experience of the company 4 years (5 mark for each year) 20 <b>Max</b>	<b>Max 20</b>
Year 1	
Year 2	
Year 3	
Year 4	
<b>Total A</b>	
List of major existing clients including ( <b>Government offices/Semi Government /Autonomous bodies = 5 Mark each</b> ) 20 <b>Max</b>	<b>Max 20</b>

i _____	
ii _____	
iii _____	
iv _____	
<b>Total B</b>	
Financial Strength of the company for four years (5 mark each if the annual turnover of the company is above 3 million) 20 <b>Max</b>	<b>Max 20</b>
i _____	
ii _____	
iii _____	
iv _____	
<b>Total C</b>	
No of Guards Provided during the last four years. (5 marks if above thirty Guards provided during the year to client )20 <b>Max</b>	<b>Max 20</b>
i _____	
ii _____	
iii _____	
iv _____	
<b>Total D</b>	
Performance Certificates by Major Clients (5 marks each) 20 <b>Max</b>	<b>Max 20</b>
i _____	
ii _____	
iii _____	
iv _____	
<b>Total E</b>	
<b>Total (A+B+C+D+E)</b>	

## **11.MANDATORY CONDITIONS FOR FILLING THE FINANCIAL BID**

1. The financial bid will be on the proforma (**ANNEX-B**).
2. The earnest money must be 5% of the sub total (D) (Total Bid for the Year).
3. The rate quoted must include Income Tax, GST, Life Insurance, Social Security or EOBI charges, Minimum Wages, Leave Benefits, Uniform, Weapons/ Ammunitions etc. and other statutory benefits of guards, minimum wage certificate as per announce by Federal Government. If the mandatory condition of the quoted rate is met the minimum quoted rate without profit comes to Rs 42481/-.

<b>S.No.</b>	<b>Description</b>	<b>Rate</b>
I.	Minimum wages for the month	32000
II.	EOBI @ 5%	1600
III.	Social Security @ 6%	1920
IV.	Total	35520
V.	Withholding Tax @ 4 %	1420.8
VI.	Total	36940.8
VII.	Sales Tax @ 15%	5541.12
<b>Total</b>		<b>42481.92</b>

4. At the time of financial bid opening representative of respective bidder must ensure their presence.
5. Each and every page must be dully signed and stamped.

Name OF Firm \_\_\_\_\_ Rep Signature \_\_\_\_\_

**Official Stamp**

## **12. BID SECURITY**

<b>S. No</b>	<b>Description</b>	<b>Details</b>
1	Name of Bank	
2	Pay Order / CDR	
3	Date	

Name OF Firm \_\_\_\_\_ Rep Signature \_\_\_\_\_

**Official Stamp**

### **13.FINANCIAL BID PERFORMA**

#### HIRING OF SECURITY SERVICES FOR WORKERS WELFARE FUND

M/S \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Mob \_\_\_\_\_

S. No	Description	No. of Guards Required	Monthly rate for 8 hours shift including all taxes	Total for the month (AxB)	Total for the year (Cx12)
		A	B	C	D
1	Armed Security Guard	4			
2	Unarmed Security Guard	9			
<b>Sub Total of (D)</b>					

**Note: -**

- I. Rates quoted by the firm will be final and valid for the period of the agreement signed.
- II. The earnest money must be 5% of the sub total (D) (total for one year).
- III. The quoted cost must include the Minimum wages, GST, Income tax Life Insurance, Social Security or EOBI, Leave Benefits, Uniform, Weapons/ Ammunitions and other statutory benefits etc. of guards

Rep Signature \_\_\_\_\_

**Official Stamp**

**AFFIDAVIT (Stamp paper)**

I/We do hereby confirm that, M/s \_\_\_\_\_ is not blacklisted by any Govt. Department/Authority in Pakistan. It is further confirmed that information given and submitted is correct. In case of any misinformation, Workers Welfare Fund reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

**AFFIDAVIT (Stamp paper)**

I/We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of security service and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and any special instructions given time to time and enforced.
2. That the information given in the application form and bidding documents is correct. In case of any misinformation, Workers Welfare Fund reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_