



Tender No. 003/2020

Bidding Documents

The price of this tender document is Rs.1500/- (Non Refundable)

Lot. No.	Descriptions	Bid Security (Rs.)
01	Out Source Security Services at CUVAS, Bahawalpur	73,500/-

1. The Tender complete in all respect along with **2%** Bid Security of Estimated Price / Cost in the shape of **“Call Deposit Receipt”** (CDR) in favor of **“Treasurer, CUVAS”**, Bahawalpur should reach in Purchase Cell by **15-12-2020** at **11:00 a.m** in the Cholistan University of Veterinary & Animal Sciences, Bahawalpur.
The quotations will be opened on 15-12-2020 at 11:30 a.m. in in Administration Block, Treasurer Office, Meeting Room 1st Floor, Cholistan University of Veterinary and Animal Sciences, Bahawalpur.
2. The offered price should be inclusive of all taxes.
3. The rate must be quoted only **FOR Basis**
4. Quoted rates must be valid for **180** days.
5. No offer shall be considered if it is:
 - a) Submitted without Tender Document
 - b) Submitted without Bid Security money.
 - c) Received after the date and time fixed for the receipt of tenders.
 - d) Is unsigned
 - e) Is ambiguous
 - f) Is conditional
 - g) Is given by the firm black listed, suspended or removed from the approved list by any Government, Semi Government, Autonomous Bodies or other firm.
 - h) Is received by Telegram.
 - i) Is received with a validity period shorter than the required in the tender enquiry.
 - j) Does not confirm to general conditions of the enquiry i.e it is not accompanied by sample or manufacturers literature where required.
 - k) Is for store materially and substantially different from that required in the tender enquiry.
6. In case of warranty 10% amount as security will be deducted from the bills of the firms at the time of payment and be released on completion of contract.
7. The sample may be provided as & when required by Technical Committee.
8. Applicable Govt. levies will be deducted at source from the bill.
9. The quantity of the items may be increased/decreased as per availability of funds.

10. The equipment / stores supplied by the bidder shall be brand new, in original manufacturer packing and complete in all respects. Cost of transportation of supplied equipment / goods to the site of University and cost of installation and commissioning of equipment shall be the responsibility of the supplier.
4. Supply of material should be made within stipulated period of the Purchase Order positively; in case of failure the amount of CDR may forfeited and purchase will be made at the risk and cost of the defaulter any penalty as decided by the purchase committee of the University can also be imposed.
11. The buyer shall notify the supplier in writing/through telephone of any defects that occur during the warranty period. On receipt of such notification/telephonic message the supplier shall attend the breakdown call within a maximum of 6 working hours.
12. The firm offering prices for supply of machinery and equipment should have sufficient qualified technical staff and be equipped and having capability to undertake the maintenance or replacement for the equipment supplied to this University.
13. The bidding documents should be dropped in ***Tender Box*** in the office of the Purchase Cell, 1st Floor, CUVAS, Bahawalpur, during five working days till the last date mentioned in tender notice.
14. Bids must be quoted on company's letter pad duly signed stamped by the bidder
15. Please attached NTN, GST and professional tax certificates with bidding documents.
16. Please attached the copy of your FBR Active taxpayer serial Number list for the current financial year.
17. Please read, sign all the tender documents, terms and conditions carefully and attached with your bidding documents.
18. Any further information if required can be obtained from Purchase Cell, CUVAS, Bahawalpur.

We, M/s. _____ hereby certify that we have read and agreed with all terms and conditions mentioned above.

Signature: _____
 Designation: _____
 Dated: _____
 Stamp: _____

**ASSISTANT TREASURER/
 INCHARGE PURCHASE CELL**

TERMS OF REFERENCE (TOR) FOR HIRING OF PRIVATE SECURITY SERVICES

1. Number of personnel should be at least 33 Male (below 50 years of age) and 2 Females (below 40 years of age) for the duration of 6 months from the date of contract (further extendable for 1 year).
2. The duration of duty for each person will be minimum 08 hours.
3. Bidder must have appropriate communication (wireless sets) facilities along with valid license from PTA
4. Bidder will provide arms and ammunition along with valid licenses
5. Bidders will provide technical equipment like metal & explosive detector, vehicle mirror and walk through security gates.
6. The place of duty for each person will be decided by the University administration.
7. The food, residence and transportation facility for the manpower will be arranged by the company itself.
8. When company intends to replace any person, it will inform the University administration in writing a week prior to change.
9. In case of unsatisfactory work/complaints against any person, the company will immediately replace the concerned person.
10. Leave to the persons will be granted by the company itself. However, replacement of persons on leave will be provided by the company.
11. Absent period of any person will be deducted from his monthly pay.
12. The attested copies of CNIC, two passport size photographs and educational documents/experience certificates (if any) of each person must be provided by the company prior to their placement in the University.
13. Company will be responsible for the attendance, discipline and day to day checking of the concerned persons.
14. Contract may be cancelled with prior notice of 15 days by University.
15. Valid registration with concerned governing body (APSAA) will be mandatory.

Estate officer/Security officer

Technical Evaluation Criteria

The Bidders who have duly complied with the Eligibility / Qualification and Evaluation Criteria will be eligible for further processing.

- The Bids which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected.
- The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Individual / Firm Registration/Incorporation under the laws of Pakistan.	Mandatory
	Valid Income Tax Registration.	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector.	Mandatory
Eligibility Criteria	Organization anywhere in Pakistan. Must have 3 Years' Experience	Mandatory
	Compliance to the technical specifications of Services to be procured.	Mandatory
	Minimum 3 Deployment for the same class of services and similar value of costing of Rs.3.0 M (Purchase order Required) each with Govt. and Semi Govt. departments in last five years.	Mandatory

Mandatory Note:

- Verifiable documentary proofs for all above requirements are mandatory.
- Vendor/ Supplier will be responsible for installation and configuration of the supplied equipment in client environment as per client's requirements (where necessary)
- Brand and Model Number of quoted equipment must be mentioned. (where applicable)
- Technical Brochures of quoted equipment must be attached. (where applicable)

Technical Parameters

Category	Description	Marks	
Relevant Experience (Max points 15)	3 to 8 years	5	
	9 to 14	10	
	15 and above	15	
Financial (Max points 25)	Annual Turnover	Rs. 1 million	5
		Rs. 2 million	10
		Rs. 3 Million and above	15
	Audited Financial Reports	For the Past 3 Years	5 (1.67 per year)
	Income Tax Returns	For the Past 3 Years	5 (1.67 per year)
Relevant Projects in Govt. public sector university and Semi Govt. Departments (Minimum 03 Projects)	Cost of 3 Projects in the Past 3 Years Each project carries 10 Marks	Rs. 3 million and above	30
Human Resource (Max points 20)	Total Number of Employees	0 – 10	10
		20 – 30	15
		31 and above	20
Company Website	Accomplished with Complete Products and Details	5	
At least 1 After Sale Service Satisfactory Certificate from Semi Government / Government Departments		5	

Note:

- Verifiable documentary proofs for all above requirements are mandatory.
- Vendor/ Supplier will be responsible for transportation and installation of equipment in client environment as per client's requirements. (where applicable)
- Sample may be provided within 7 working days if required.
- Minimum Passing Score required in order to technically Qualify for the Assignment =60 Marks out of 100 Marks The bidder must obtain minimum technical score from above Evaluation Criterion for Technical Qualification.
- Financial Proposals of only Technically Qualified Bidders will be opened and other will be returned unopened.

Convener Purchase Committee