


ESTATE OFFICER
PUNJAB CURRICULUM &
TEXTBOOK BOARD LAHORE

BIDDING DOCUMENT



HIRING THE SECURITY SERVICES

for

Punjab Curriculum and Textbook Board Lahore

21/E-II, Gulberg – III, Lahore.

Phone: 042-99230681, Fax: 042-99230679



This document contains two parts:

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Part – II	BIDDING DOCUMENT FOR HIRING THE SECURITY SERVICES FOR PCTB

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PART-II

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INSTRUCTIONS TO BIDDERS

1. Scope of Bid

- 1.1 Director Administration Punjab Curriculum & Text Book Board 21 E – II, Gulberg – III, Lahore, invites bid from the applicants for the period of one year starting from signing the contract agreement in the form of company / firm etc. for procurement of services of security guards.
- 1.2 The SBD is available on the submission of a written application to the Director (Administration) on payment of non-refundable fee of Pak Rs.1,000/-.

2. Eligible Bidders

- 2.1 All applicants who for procurement of services of security of guards as per specifications given will stand eligible for bidding as per details given in ensuing paras.
- 2.2 All applicants/bidders who acquire at least 60 marks in Technical Proposal are eligible for opening in Financial Bid.

3. Clarification of Bidding Documents

- 3.1 Prospective bidder requiring any clarification regarding bidding documents shall contact the office of Director (Administration), Punjab Curriculum & Text Bok Board, Lahore.

4. Amendment of Bidding Documents

- 4.1 At any time prior to the deadlines for submission of bids, the Director (Administration) may amend the bidding documents by issuing addenda.
- 4.2 Any addendum issued shall be part of the bidding documents directly from the office of Director (Administration), Punjab Curriculum & Text Book Board, Lahore.

5. Documents Comprising the Bid

- 5.1 The bid shall comprise the following: -
- a) **Technical bid** shall comprise of bidder data, documents to be attached, technical and financial bid Performa/proposal.



b) **Financial Bid** shall comprise of Financial Bid Performa

6. Proposals

6.1 The bidder shall submit the Technical Proposal and Financial proposal using the forms attached.

7. Disqualification

7.1 Provision of forged/incorrect information.

7.2 Submission of incomplete documents

7.3 Unsigned documents, each page being submitted must be signed with company stamp by a competent officer of the bidder company

7.4 Amendments made on paper submitted

8. Submission and Opening of Bids

8.1 The bidder shall submit the documents in person to Director Administration, Punjab Curriculum & Text Book Board, Lahore.

8.2 The bidder shall enclose the Technical Bid along with relevant documents / attachments in a separate sealed company envelope duly marking the envelopes as "Technical bid" and "Financial bid". These envelopes will then be enclosed in a single envelope and sealed.

8.3 The inner and outer envelopes shall:

a) Have the name and address of the bidder.

b) Be addressed to Deputy Secretary (Coord. & Estate), Punjab Curriculum & Text Book Board, Education Department, Government of Punjab, Lahore.

c) Sealed properly.

8.4 If all envelopes are not sealed and marked as required, the Deputy Secretary (Coord. & Estate) will assume no responsibility for misplacement or premature opening of bid.

8.5 Bid Security shall be deposited with technical bid Rs. 78,000/- which is less than five percent of the total estimate/price.



BIDDER DATA

S.N.	Name of Company	
a	Name of Owner	
b	Address of Owner	
c	Name of the Director, if Any	
d	Address of another Director, if Any	
e	Postal Address	
f	Telephone No	
g	Email	
h	Year of establishment	
i	Valid SECP registration certified as per Company's ordinance	
j	License issued by Home Department, Government of Punjab	
k	National Tax No	
l	Tax payer Registration No	
m	Details of clientage since last 3 years	
n	Contacts presently in hand with private clients	
o	Contracts presently in hand with Government clients	
p	APSAA certificate	
q	ISO certificate	
r	PTA license	
s	PBA registration	
t	EOBI registration certificate	
u	Registration with PESSI	

DOCUMENTS TO BE ATTACHED

Annexure B

S.N.	Documents	Remarks
1	Form 29	Attach photocopy
2	Valid SECP Registration Certificate as per Company's Ordinance	Attach copy
3	License Issued by Home Department, Government of Punjab	Attach copy
4	Tax Registration Certificate	Attach copy
5	Details of clientage since last 3 years	Attach copy on company letter head duly signed by competent authority
6	List of contracts presently in hand with private clients	Attach copy on company letter head duly signed by competent authority
7	List of contracts presently in hand with government clients	Attach copy on company letter head duly signed by competent authority. Also attach photocopy of agreements
8	APSAA certificate	Attach photocopy
9	ASO certificate	Attach photocopy
10	PTA license	Attach photocopy
11	PBA registration	Attach Photocopy
12	EOBI registration certificate	Attach photocopy
13	Registration with PESSI	Attach photocopy



TECHNICAL EVALUATION PERFORMA

S.N.	Attribute	Total Marks	Marks Obtained
1	Form 29	5	
2	Valid SECP registration certificate as per Company's Ordinance	10	
3	License issued by Home Department, Government of Punjab	5	
4	Tax Registration Certificate	10	
5	Details of clientage since last 3 years. Below 100 Guards – 2.5 Marks Over 100 Guards – 5 Marks	10	
6	List of contracts presently in hand with Government clients (Over 30 Guards)	10	
7	APSAA certificate	10	
8	ISO certificate	10	
9	PTA License	10	
10	PBA registration	10	
11	EOBI registration certificate	10	
12	Registration with PESSI	10	
13	Owner of company Brigadier – 10 Marks Lt Col – 9 Marks Major – 8 Marks Lieutenant/Captain – 7 Marks Ex Serviceman (Not a Grade 17 Commissioned Officer) – 6 Civil – 5	10	
	Total Marks (100%)	120	
	Passing Marks	80	
	Technical Comments	Pass/Fail	

FINANCIAL BID PERFORMA

1. Name of Bidding Company: _____

2. Address: _____

3. Phone No: _____ 4. Cell No: _____

The company offers Rs _____ /- per Security Supervisor and Rs _____ /-
per security guard including all type tax on 12 hourly basis per month.

Authorized Signature with Stamp

PK

CONTRACT TO ENGAGE SECURITY GUARDS

This agreement is made on _____ day of _____, 2019 between Punjab Curriculum and Textbook Board, Lahore and M/S. _____ having its office at _____ (hereinafter called "the contractor").

1. The agreement shall take effect from the date of signing of the contract between the parties.
2. The owner shall pay the contractor for the aforesaid service Rs. _____/- for _____ hours per guard per month.
3. The agreement will be in force for a period of _____ year(s) extendable to any limit of time and may be terminated at the end of _____ year (s) or giving one month's prior notice by either party.
4. Upon termination of this agreement the contractor shall be permitted to remove all its apparatus and equipment, which may have been placed by it in the premises.
5. No act of guards will be against the interest and polices of the owner.
6. The contractor shall ensure that the security guards provided to the owner are always on duty and fully alert during the prescribed hours of service. For any laps on the part of the security guards or for any additional requirement in sphere of their duties, owner will always intimate the contractor.
7. Guard duties include:
 - i. Prevention of entry in office premises of any person not authorized by the owner or any person who lacks proper identification.
 - ii. To keep informed the concerned authorized officer of the owner about any activity detrimental to the interest of PCTB.
 - iii. Checking of gates, doors and windows of the premises of PCTB offices to ensure that all are the closed during all periods of in-occupancy.
 - iv. Generally to ensure the safety of the premises mentioned above, of all persons at any time occupying or visiting the same and of all property contained therein.

8. The security guards shall be provided 24 hours per day (7 days per week) at the office / premises of the PCTB (Godowns, etc.).
9. The owner shall not be responsible for any payment regarding overtime duty of the services provided by the contractor.

Contractor

M/S. _____

Director (Administration)

Punjab Curriculum & Textbook
Board,
21/E-II, Gulberg-III, Lahore

