



Tender Fee: Free of Cost

## **Bidding Document**

### **Tender for Hiring of Security Guards Services**

**Bid No. HBFC/HOK/GSD/2020/1893**



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Bid No. HBFC/HOK/GSD/2020/1893

October 30, 2020

**Invitation for Bids (IFB)**

**Tender for Hiring of Security Guards Services**

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of the population. HBFC invites sealed bids from well reputed security companies to provide security guards services to HBFC Branches and Offices country wide.

Bids will be evaluated separately in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk) This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **November 20, 2020 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit 5% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

**Head - General Services Department**  
House Building Finance Company Limited  
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi  
Tel: 021-35641739/52



## General

### 1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing housing solutions to the low and middle income groups of the population. HBFC operates through its deep rooted national footprint of 51 branches. HBFC invites sealed bids from reputed security companies to provide security guards services to HBFC Branches and Offices country wide according to the Scope of Work (but not limited to) as mentioned in **Annexure A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

### 2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

## Bidding Documents

### 3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of 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.

### 4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

## Preparation of Bids

### 5. Bid Prices

The contract will be for providing security guards services as described in Financial Proposal and the bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

## Submission of Bids

### 6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

### 7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

## Bids Opening and Evaluation

### 8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

### 9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

### 10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - C of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - C**. If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

### 11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

### 12. Bid Security

Bid Security @5% of total amount of 01 year contract period shall accompany the financial proposal. Bid Security shall only be calculated according to the formula given in the Financial Proposal in the form of pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

## Award Criteria

### 13. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant and emerged as the lowest evaluated bid as per PPRA rules.

### 14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

### 15. Payment

Payments will be made on monthly basis by HBFC through cheque after production of Monthly Invoice, Attendance Sheet, EOBI and Social Security receipts.

### 16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

### 17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure – E**.

### 18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

### 19. Performance Guarantee

The successful bidder will be required to deposit a Performance Guarantee equivalent to 10% of total amount of the one year contract through Pay Order/Demand Draft/Bank Guarantee in favor of House Building Finance Company within one week of award of contract which will be released after completion of the contract. Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the bid security and the contract will be awarded to the next most advantageous bidder.

**Bid Data Sheet**

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

<b>Instructions to Bidders (ITB)</b>	
<b>S#</b>	<b>Details</b>
1.	Tender for Hiring of Security Guards Services Ref No. HBFC/HOK/GSD/2020/1893
2.	<p><b><u>Contact Information and Communication</u></b> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per <b>Annexure – C of Technical Proposal</b> . Bidders must ensure to comply all the fields given in <b>Annexure – C</b> . If a Bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 90 (Ninety) days after opening of the Bids.
6.	Bid Security @5% of total amount of 01 year contract period shall accompany the financial proposal. Bid Security shall only be calculated according to the formula given in the Financial Proposal in the form of pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;"><b>Head - General Services Department,</b> House Building Finance Company Limited, 3<sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739</p>
8.	<p>The deadline for submission of bids will be November 20, 2020 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3<sup>rd</sup>. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>



**Scope of Work**

The Firm shall be required to provide Security Guards Services all over Pakistan in the designated HBFC branches / Offices. The need of requirement(s) may change as the case may be on the discretion of HBFC. Number of security guards will be finalized at the time of contract agreement signing. Initially, contact will be awarded for one (01) year and after successful performance of the firm, contract may be extended upto two (02) years with an increase @10% per annum.

Successful firm will be required to provide the following:

1. Guards shall be smart, literate and healthy with complete uniform fully conversant with the security protocols.
2. Guards shall be well versed to operate arms and ammunition.
3. Guards provided by the Firm shall not be less than 25 years and not more than 55 years of age. Bulky/overweight persons will not be accepted.
4. Minimum height of Guard shall be 5 feet and 5 inches.
5. Security Guards shall be provided for 12 hours shift security service as per HBFC requirements.
6. The wages/salary to be paid to the security guards must not be lower than the minimum salary/ wages prescribed by the Government of Pakistan.
7. The Firm will be responsible to pay all relevant/applicable charges including but not limited to such as accommodation, meal, contribution of EOBI, Group Life Insurance, Gratuity, and Social Security in accordance with Federal / Provincial Government rules.
8. Daily attendance will be marked in the register at the place of duty as well as Daily Attendance sheet duly signed for submission to security in-charge and compilation on monthly basis.
9. Representative / supervisor from the Firm will monitor the performance of guards as per terms and conditions and verify the same on attendance register.
10. The Firm shall ensure that each guard on duty has received and understood written instructions for his/her duties, is dressed in proper official uniform and is fully equipped to discharge his/her duties.
11. The Firm shall provide two new uniforms (completed in all respect) to each Guard.
12. Security Guards shall remain alert, patrolling and vigilant throughout their duty hours and any loss to HBFC due to negligence of the Security Guard will be the responsibility of the Firm under all circumstances.
13. The Firm shall be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate.
14. The Firm shall provide character certificates of each guard with verified antecedents from relevant Police Station before deployment to the place of duty.
15. The Firm will be responsible to introduce the guard to the designated HBFC officer before deployment as a substitute.
16. Existing deployed strength of security guards at HBFC is 26, which may be change as the case may be.

**Technical Proposal**

**Tender for Hiring of Security Guards Services**

**Bid No. HBFC/HOK/GSD/2020/1893**



**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,  
House Building Finance Company Limited,  
3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal,  
Karachi, Pakistan.

**Technical Proposal**

**Tender for Hiring of Security Guards Services**

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 90 (Ninety Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then 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 understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Compliance Based Evaluation Criteria**

**Tender for Hiring of Security Guards Services**

All bids will be evaluated according to the below cited Compliance Based Evaluation Criteria. If a bidder fails to comply any of the given field or fails to submit relevant / required documents, the bid will be disqualified for further processing.

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear in the Active Taxpayer List of FBR along with a copy of NTN Certificate.					Appendix - A
2.	Bidder must be approved by Pakistan Banks Association (PBA).					Appendix - B
3.	Bidder must have a valid operating license / certificate of registration from concerned Government Authorities to operate in all provinces of Pakistan.					Appendix - C
4.	Bidder must have valid membership certificate of All Pakistan Security Agencies Association (APSAA).					Appendix - D
5.	Bidder must have valid operating license Arms/ Weapons license. Provide details indicating bore in tabulated form with up to date renewal as well.					Appendix - E
6.	Bidder must attach list of offices/branches in at least three (03) major cities i.e. Karachi, Islamabad, Lahore.					Appendix - F
7.	Bidder must attach list of clients (Private or Public) along with contact information.					Appendix - G
8.	Bidder must provide Satisfactory Certificate from at least two (02) existing clients.					Appendix - H
9.	Bidder must attach copy of Audited Accounts / Reports for last three years.					Appendix - I
10.	Bidder must submit an affidavit on a Rs.100/- Stamp Paper that they have not been blacklisted or debarred by any organization.					Appendix - J

**Note:**

1. HBFC reserves the right to change / alter / remove any article or reduce / enhance quantity before the award of Work / Contract as per PPRA rule.
2. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
3. Bidder must ensure to comply all the fields given here above.
4. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
5. The financial proposal of technically compliant firm will only be opened.
6. Bidders must place their provided evidences as Appendix (clearly marked).
7. Successful Firm will be required to deliver security services to HBFC Offices (as required by HBFC)



**Client References**

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	

**Integrity Pact**

**Tender for Hiring of Security Guards Services**

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

***For and On Behalf Of***

\_\_\_\_\_

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

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

**Non-Disclosure Agreement**  
**Tender for Hiring of Security Guards Services**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

**Agreed to and Accepted by**

**House Building Finance Company**

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(Signature of “Authorized Representative”)

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(Signature of HBFC Authorized Agent)



**Financial Proposal**

**Tender for Hiring of Security Guards Services**

**Bid No. HBFC/HOK/GSD/2020/1893**





**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

The Head General Services Department,  
House Building Finance Company Limited,  
3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal,  
Karachi, Pakistan.

**Financial Proposal**

**Tender for Hiring of Security Guards Services**

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 90 (Ninety Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then 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 understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Financial Proposal**

**Tender for Hiring of Security Guards Services**

<b>S. No.</b>	<b>Description</b>	<b>Rate per Month per Security Guard</b> (Inclusive of all applicable taxes)	<b>Total Amount per Annum</b> (Inclusive of all applicable taxes)
1.	Un-Armed		

- Existing deployed strength of security guards at HBFC is 26, which may be change as the case may be.
- Armed Guard may be required at some offices as per business needs of the HBFC. In such cases additional payment @10% of each un-armed guard will be made by HBFC.
- Bid Security @5% of total amount of 01 year contract period shall accompany the financial proposal. Bid Security shall only be calculated according to the below cited formula:

<u><b>A</b></u>		<u><b>B</b></u>		<u><b>C</b></u>		<u><b>D</b></u>
<b>Total Rate of Un-Armed Security Guard</b> <i>(Inclusive of all applicable taxes)</i>	<b>X</b>	<b>26 Guards</b> <i>(existing deployed strength of security guards at HBFC)</i>		<b>X 12 Month</b>	<b>=</b>	<b>Total Amount of 01 Year Contract Period.</b>  Rs. _____

<b>Bid Security submitted @5% of Total Amount (Inclusive of all applicable taxes) of 01 Year Contract Period :</b>	<b>Rs. _____</b>
--	------------------

