



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring of Security Guards Services

Bid No. HBFC/HOK/GSD/2022/2301



Bid No. HBFC/HOK/GSD/2022/2301

November 18, 2022

Invitation for Bids (IFB)

Tender for Hiring of Security Guards Service

HBFC intend to invite sealed bids from well reputed security companies to provide security guards service 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 free of cost from HBFC website i.e., www.hbfc.com.pk. This IFB is also available at PPRA website 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 **December 05, 2022 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 **Rs.200,000/- as 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 finance solutions preferably to the low and middle income groups of the population. 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 and statutory contribution requirement etc. 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, considering the minimum wage of Rs.25,000/- for 31 Guards, Bid Security @2% will be Rs.200,000/- is being fixed for all bidders. Bidders must submit a Pay Order in favor of HBFC. Bid received without the Bid Security will be rejected.

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 most advantageous 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. Salaries Disbursement to the Security Guards:

Successful Security Agency shall be responsible to disburse salaries to security guards deployed at HBFC Offices and Branches maximum by 1st of every month. Salaries must not be less than minimum wage defined by Govt. of Pakistan / Provincial Govt. time to time during the course of the contract. After payment of salaries, vendor may submit their invoice(s).

16. Payment to the Security Agency

No advance payment will be made by HBFC. Monthly payment to the successful Security Agency will be made on monthly basis by HBFC through cheque or IBFT after production of Salary Slips of prevailing month, invoice, attendance sheet(s) duly signed by concerned HBFC officers at the place of deployment along with receipts of EOBI, Gratuity, Social Security, Group Insurance etc.

17. Statutory Payments Verification

Quarterly verification by security agency's official auditor for statutory payments i.e., EOBI, Gratuity, Social Security, Group Insurance etc. which are made by the successful security agency on account of deployed security guards in HBFC offices and Branches will have to be submitted.

18. 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.

19. 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**.

20. Overriding Effect of PPRA-2004

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

21. Performance Guarantee / Security

The successful bidder will be required to deposit a Performance Guarantee Rs.1,000,000/- (Rupees One Million) through Pay Order/Demand Draft/Bank Guarantee in favor of House Building Finance Company within ten (10) working days 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.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Hiring of Security Guards Services Ref No. HBFC/HOK/GSD/2022/2301
2.	<p><u>Contact Information and Communication</u> 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: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & 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 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, 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 120 days after opening of the Bids.
6.	Bid Security: Considering the minimum wage of Rs.25,000/- for 31 Guards, Bid Security @2% will be Rs.200,000/- is being fixed for all bidders.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd 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 December 05, 2022 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, 3rd. 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. Contact will be awarded for five (05) years period.

Successful firm will be required to provide the following:

1. Guards shall be physically fit and literate with complete uniform fully conversant with the security protocols.
2. Guards shall be well trained to operate arms and ammunition.
3. Deployed guard's age shall not be less than 25 years and not more than 55 years.
4. Security Guards shall be provided for 12 hours shift as per HBFC requirements.
5. 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.
6. 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.
7. Representative / supervisor from the Firm will monitor the performance of guards as per terms and conditions and verify the same on attendance register.
8. 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.
9. The Firm shall provide two new uniforms (completed in all respect) to each Guard every year during the course of contact.
10. 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.
11. The Firm shall be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate.
12. The Firm shall provide character certificates of each guard with verified antecedents from relevant Police Station before deployment to the place of duty.
13. The Firm will be responsible to introduce the guard to the designated HBFC officer before deployment as a substitute.
14. Existing deployed strength of security guards at HBFC is approximately 31, which may be changed as per HBFC requirements.



Technical Proposal

Tender for Hiring of Security Guards Services

Bid No. HBFC/HOK/GSD/2022/2301



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd 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 120 (One Hundred Twenty) 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 _____ 2022

[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). Please provide evidence.					Appendix - B
3.	Bidder must have valid membership certificate of All Pakistan Security Agencies Association (APSAA).					Appendix - C
4.	Bidder must have maximum coverage of operations in at least three provinces attach evidence such operating license etc.					Appendix - D
5.	Bidder must attach list of clients (Private or Public) along with contact information.					Appendix - E
6.	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization.					Appendix - F

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).

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

(Signature of Authorized Representative)

(Signature of HBFC Authorized Official)



Financial Proposal

Tender for Hiring of Security Guards Services

Bid No. HBFC/HOK/GSD/2022/2301



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head General Services Department,
House Building Finance Company Limited,
3rd 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 120 (One Hundred Twenty) 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 _____ 2022

[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

HBFC will approve the **Service Charges** of guards / resources as per their skill sets.

Services Management Fee on guards **Service Charges** of required resources as described in scope of work and conditions listed in this document are as follows:

S. No.	Description	<u>Expected</u> Number of Resources Required	Services Management Fee offered in Percentage
1	Security Guard	31	_____ % (Inclusive of all applicable taxes and statutory payment requirements)

HBFC may increase or decrease the required number of resources as per PPRA rules

Quoted Services Management Charges Percentage in Words: _____
(Inclusive of all applicable taxes and statutory requirements)

Bid Security: Considering the minimum wage of Rs.25,000/- for 31 Guards, Bid Security @2% will be Rs.200,000/- is being fixed for all bidders.

1. Presently, HBFC has around 31 resources providing services as Security Guards at its various locations. These locations and no. of Security Guards may vary from time to time.
2. Initially, these 31 resources will be required to be replaced by the successful Firm.
3. HBFC will decide the Service Charges of the above required resources. Resource Management Fee percentage will be applicable on Service Charges of resources only and shall not be charged on any incentive / honoraria / cash award (if any).
4. Overtime (if any) will be advised according to the per hour salary of a day.
5. Contract will be awarded for a period of five (05) year.
6. Bidder must be compliant to all prevailing & applicable laws of Pakistan.
7. Above quoted % of Service Management Fee shall be inclusive of all applicable taxes, statutory requirements i.e., E.O.B.I., Social Security, Gratuity, Insurance, etc. and any payments that may arise from time to time, as per applicable laws of the Government of Pakistan.
8. HBFC reserves the right to increase or decrease the number of resources during the period of agreement as per business needs.



Contact Form

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info.: _____

Company Stamp and Authorized Signature