**GOVERNMENT OF PAKISTAN**

**MINISTRY OF SCIENCE AND TECHNOLOGY**

\*\*\*\*\*\*\*

**TENDER DOCUMENT FOR HIRING OF SECURITY GUARDS FOR MoST BUILDING, 1-CONSTITUTION AVE, G-5/2, ISB**

**GENERAL INSTRUCTIONS**

The following documents must be attached:

1. Copy of valid license/Registration issued by the Ministry of Interior, ICT, Administration and Home Department of the respective Provincial Govt.
2. Proof of weapon license and there must be periodical testing of such weapons.
3. **Proof of e-Pak Acquisition & Disposal System (EPADS) registration. Non-registered firms will stand disqualified/rejected.**
4. Detail of employees & equipment of the firm.
5. An Affidavit on stamp paper of Rs.50/- to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/ Division/ Department/Organization of the Government(s) must be attached with the bids.
6. The details of guards (Ex-servicemen below the age of 50 and retired from Army in Category A) to be deputed for duty along with their bank account details for transferring the salaries to their respective bank accounts.
7. Police clearance certificate of persons to be deployed in Ministry.
8. Medical fitness certificate issued by the Federal Government Hospitals.
9. The Security Guards must be provided Metal Detector/Body Scanner.
10. Income Tax Registration Certificate, Sales Tax Certificate (NTN/GST) and also included in the Active Taxpayers List (ATL) of FBR. The firm must attach active/valid Vendor number certificate registered with AGPR, Islamabad.
11. List of clients.
12. A certificate on the letter head which includes undertaking by the firm that they ensure the salary package of their deputed guards must not less than the minimum salary notified by the government time to time i.e. Currently Rs.32,000/- per month.

2.         **Single Stage One Envelope** procedure will be adopted. Bids through E-PADS are invited from reputable security agencies for provision of Security Services at Ministry of Science & Technology Building, 1-Constitution Avenue G-5/2, Islamabad (hereinafter referred to MoST Building) for an initial period of two years, extendable for another period of one year with mutual consent subject to satisfactory performance.

3.        **The Tender must be submitted on E-PADS. Hard copy of any bid will not be accepted.**

**A.        SCOPE OF WORK**

1. The work under this includes checking of all personnel, visitors, official and private vehicles etc. at the entry/exit gate of MoST Building.
2. The Security Agency will be responsible for any theft, mishap, during their duty hours. The security agency shall be responsible for the overall security of the MoST Building.
3. The security agency shall provide Armed Security Guards (Ex-servicemen), well experienced, skilled, cleared from concerned Govt. Agencies, trained from concerned Security Agencies and physically and mentally fit having age not below than 50 years. The guards shall be in well-dressed uniform. The guards shall be provided arms & ammunition (Repeater/Pistol) by the Agency. The guards so engaged by the security agency shall not be treated in any manner whatsoever as employees of the Ministry of Science & Technology.

**B.        WORKING DAYS/HOURS**

            The security personnel/guards shall carry out services of security in MoST Building on 24/7 basis (24 hours a day & seven days a week). The duty hours and number of security guards at each shift shall be adjusted as per requirement of the Employer. They will carry requisite arms i.e. repeater and pistol for out-door and in-door duty respectively. The Security Agency shall not change any deployed guard without prior intimation to the MoST.

**TERMS AND CONDITIONS**

1. The agreement shall take effect from the date as mentioned in the award of contract of two years. The contract can be extended for further period of one year with mutual consent; however, the Employer and the security agency have the right to revoke this contract on giving one month’s advance notice in writing to the other party.
2. The security company shall provide armed security guards in required numbers to be deployed for 08 hours shift duty as per requirements for protection of MoST Building premises as spelled out by the owner and the owner shall pay to the security agency for services after deduction of applicable taxes at sources as per rules/order on date as follows:
3. Female Security Guard @ Rs.\_\_\_\_\_\_\_/- per guard/month/08 hours.
4. Ex-servicemen @ Rs.\_\_\_\_\_\_/-per guard/month/08 hours.
5. These charges inter alia include Uniform ammunition and other statutory benefits of the guards.
6. The rates should be inclusive all taxes.
7. All financial bids/proposals should be quoted keeping in view the minimum wage policy as announced by the government time to time i.e. Currently Rs.32,000/- per person i.e. the total monthly service charges (excluding applicable taxes) quoted by the firms must not less than the collective salaries of ten (10) security guards (10x32,000) as per minimum wage policy, otherwise, their bids will stand **rejected**.

3.    The security agency agrees that the services shall be inspected by the Employer’s representative from time to time. In case of any complaint the security agency shall be bound to satisfy the Employer’s representative by compliance of instructions of the Employer. In case of delayed provisions or non-provision of service, penalty of Rs.5,000/- at one time and Rs.30,000/- in whole year of contract will be imposed on the security agency.

4.    Any dispute arising out of performance under this agreement shall be referred to the Additional Secretary, Ministry of Science & Technology whose decision shall be final and binding on both the parties.

5.    The security agency shall deposit **Rs.200,000/- (Rupees Two hundred thousand only)** with the employer as security deposit.

\*\*\*\*\*\*\*