



No. SEC/III/I/089

Dated: 22-10-2024

INVITATION TO BID

The Export Processing Zones Authority (EPZA) invites bids (Technical & Financial Proposals) in accordance with PPRA Rules 2004, under “Single Stage Two Envelopes Procedure” from the service providers/ bidders/ firms registered with Federal Board of Revenue/ Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income Tax and Sales Tax) of the Federal Board of Revenue/ Relevant Tax Authority for hiring of Security Services for Karachi Export Processing Zone, Sialkot EPZ, Risalpur EPZ and Gujranwala EPZ.

2. Bidding documents and terms and conditions can be downloaded from www.epza.gov.pk, EPADS and PPRA websites.
3. The bids prepared in accordance with the instructions in the bidding documents, must be submitted through EPADs on or before November 06, 2024 by 11:00 am and will be opened on the same day at 11:30 am.
4. In case of any query, Secretary (EPZA) may be contacted on UAN No. 021-111-777-222 during office hours (Monday to Friday excluding Public Holidays).

Ghulam Yaseen Sanghro
Secretary (EPZA)



EVALUATION CRITERIA:

Serial	Description	Attached	
		Yes	No
1.	Licenses to operate as Security Company in Sindh, Khyber Pakhtunkhwa and Punjab are mandatory. However, additional NOCs from ICT and Balochistan will earn extra marks.		
2.	Registration with PTA for the wireless frequency.		
3.	Registration/Membership of All Pakistan Security Agencies' Association(APSAA)		
4.	Registration with EOBI & Social Security (for locations & attached copies of challans etc)		
5.	Registration certificates/proofs of: NTN, Sales Tax and Income Tax (active status for all jurisdictions).		
6.	Submission of undertaking on Rs.100 legal/stamp paper that the company is not black listed by any Govt. Department, Autonomous Body or Private Sector Organization anywhere in Pakistan.		
7.	Submission of copies of CNIC of the Shareholders or Directors for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.		
8.	The bidding document signed and stamped on all pages displaying that the Bidding Company agrees to execute the work accordingly.		
9.	Original Letters/ Certificates from at least three reputed government organizations/ multinational firms where the firm is currently engaged and providing security services of similar nature and scope of services.		



SCORING CRITERIA FOR TECHNICAL PROPOSAL (TOTAL OF 100 MARKS):

S. No	Description Parameters against which technical evaluation shall be done	Scoring Brackets	Total Score obtained	Annexure/ page Ref #
1	<u>Management Plan</u>			
	• Brief History of the Bidding Company including Organizational Structure, Profile structure & Offices Infrastructure	5		
	• Incorporation	5		
	• Incorporated more than 20 years with offices in each Province	5		
	• Incorporated between 15 to 20 years	4		
	• Incorporated between 10 to 15 years	3		
	• Incorporated between 5 to 10 years	2		
	• Less than 5 years	1		
	• Registration/ Offices in Balochistan/ ICT 01 Point each	2		
	• Memberships and Accreditations (1.5 points each for memberships of professional bodies over and Above those required under)	3		
	• Weapon's & Communication Equipment Held by the Bidding Company	5		
	• More than 2,000 weapon licenses	5		
	• Between 1,500 & 2,000	4		
	• Between 1,000 & 1,500	3		
	• Between 500 & 1,000	2		
• Below 500	1			
2	• Recruitment & Training Methodology and Procedure	10		
	• Training documents with proof of trainings conducted	5		
	• Documented Recruitment and Verification Process	5		
3	• Number of Employees (Deployed Security Staff)	20		
	• 3,000 and above	20		
	• 2,000 to 3,000	16		
	• 1,000 to 2,000	12		
	• 500 to 1,000	10		
	• Below 500	05		
4	• Ratio of Ex-Servicemen and Civilian Guards (attach Last two months payrolls of minimum five existing Projects to prove the ratio)	10		
	• 70:30	8		
	• 60:40			
	• 50:50	6		
	• 40:60	5		
	• 20:80	4		
	• Below 20% Ex-servicemen	2		



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S. No	Description Parameters against which technical evaluation shall be done	Scoring Brackets	Total Score Obtained	Annexure/page Ref #
5	<ul style="list-style-type: none">• Emergency Response Mechanism and 24/7 Control Room Availability. (Provide photographs of Control Room Infrastructure) • Physical availability of 24/7 Control Room with Deployed Response Teams• Response Teams without 24/7 Control Room• No Response Teams	5 3 zero		
6	<ul style="list-style-type: none">• Experience in Security Services in High Rise Buildings (Mention name of Firm, building and dates of deployment) Relevant Experience (To be physically verified by EPZA team-if required) Firm to submit copies of work orders or contracts• Over 10 Years Experience in Deploying Security Team(s) in High Rise Buildings• Between 5 & 10 Years Experience• Below 5 Years or no High Rise Building Experience	10 5 zero		
7	<ul style="list-style-type: none">• Security Contracts Projects (in hand each of above 30 million per annum) Firm to submit copies of work orders or contracts.• More than 5:5 points• For each contract :1 point• No project : zero point	5		
8	<ul style="list-style-type: none">• Annual Turnover (Last Three Years) • Over 250 Million• Between 200 & 250 Million• Between 150 & 200 Million• Between 100 to 150 Million• Below 100 Million	20 15 10 5 zero		
	Total	Maximum Score 100	Obtained score:	



GENERAL INFORMATION:

1. The bid validity period shall be 90 days.
2. The bids should be accompanied with bid security (refundable) for an amount equal to 2% of the quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft in favor of Export Processing Zones Authority (EPZA). Bids not accompanied with bid security or with less amount of bid security shall be rejected.
3. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be allowed and may result in disqualification of the original offer.
4. All applicable taxes shall be included in the quoted price.
5. The language of the bid should be in English.
6. Amendments or alterations/ cutting etc., in the bids must be attested in full by the person who has signed the bids.
7. Bidder must submit the undertaking as per format prescribed in bidding documents, failing which the bid shall be rejected.
8. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, terror financing, money laundering etc. shall be rejected without assigning any reason.
9. Required Nos. of security guards may be increased or decreased according to EPZA requirement.
10. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
11. Tax shall be deducted/ withheld as per applicable sales tax and income tax law.
12. Bid found in compliance of all the requirements, shall be selected being the Most Advantageous bid as per quality and cost based selection criteria under PPRA rules.
13. Only the firms scoring 70 or more will be considered for opening of their financial proposals.
14. The financial proposals of firms having less than 70 marks will be returned to the bidder un-opened.



15. As per selection criteria the weightage to the technical and financial secured raw score will be 70% and 30% respectively for the obtaining the combined score.
16. In case selected bidder is unable to supply/ provide services on quoted amount then bid security submitted with the bid shall be forfeited in favor of EPZA.
17. If the bid is withdrawn before the expiry of its validity or the supply/ services are not made/ provided within due date, the bid security will be forfeited in favor of the EPZA.
18. The bid security of successful bidder will be retained until renewal of licenses/ support and returned after renewal of licenses/ support is confirmed. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
19. During the retention period no interest/ markup will be applicable on the bid security.
20. Payment shall be made on monthly basis after satisfactory completion of services. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
21. Sales Tax/ Income Tax will be withheld and deposited with the relevant authorities in accordance with the relevant laws and rules as applicable from time to time.
22. Any change in future with respect to aforementioned taxes, the same shall be applicable without any liability on part of EPZA.
23. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
24. In case any bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk> its bid shall be rejected.
25. Clarification if any on the requirements may be obtained from E-mail: info@epza.gov.pk.
26. Successful bidders shall be bound to provide the required services within the committed delivery period.
27. Bid(s) received after the due date and time i.e. bid submission, will be rejected.
28. The successful bidder will be responsible for provision of uniform for the security guards as approved by EPZA.
29. This contract will be for a period of one (01) year and further extendable for two terms (each 12 months) upon satisfactory performance and mutual consent and on similar terms subject to minimum wages policy of Government of Pakistan.



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30. Export Processing Zones Authority reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one month advance notice. Three months prior notice in writing shall be served by the security company for termination of contract.
31. The terms and conditions stated herewith shall remain effective during entire contract period.
32. The place of bid destination is:

Export Processing Zones Authority (EPZA),
EPZA Head Office,
Landhi Industrial Area Extension Mehran
Highway, Karachi. 75150.



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33. The envelopes shall bear the following additional identification marks:

Bid for: **Hiring of Security Services**
Bidder Name: XYZ

Attention: **Ghulam Yaseen Sanghro**
Secretary (EPZA),
Export Processing Zones Authority (EPZA),
EPZA Head Office,
Landhi Industrial Area Extension Mehran Highway, Karachi. 75150.

34. The deadline for the submission of bids is:

Date: November 06, 2024
Time: 11:00 Hrs

35. The technical proposal of the bid shall be opened at:

Export Processing Zones Authority (EPZA),
EPZA Head Office,
Landhi Industrial Area Extension Mehran Highway, Karachi. 75150.

Date: November 06, 2024
Time: 11:30 Hrs

Note: Attachment Details are as under:

- | | |
|---|-----------|
| 1. Terms of Reference/ Technical Specifications | Annex "A" |
| 2. Documentary Evidence Form | Annex "B" |
| 3. Format of Undertaking | Annex "C" |



SCOPE OF WORK:

1. The Security Company will provide Shot Guns/Rifles (Semi-automatic) and Pistols/Revolvers in good and working condition duly licensed by Federal/Provincial Government in the name of firm/company.
2. The Security Company will provide complete uniform with badges, caps, shoes etc. and jackets during cold weather. Extra Uniforms as and when needed.
3. EPZA will not under any circumstances provide any space for stay beyond duty hours. In case such situation arises, Security Company shall arrange space at its own.
4. EPZA will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping/night stay.
5. The Security Company shall provide heavy duty torches, hand detectors and other safety related equipments at each cash counter for proper checking of pedestrians etc.
6. The Security Company shall provide security consultancy service to Export Processing Zones Authority as and when required by qualified professional security consultant. (This service will be free of cost as part of this contract).
7. All ex-Army security guards are required to produce Discharge Certificate.
8. All the payments to the workers of the contractor shall be made by the security firm/contractor within first five days of the month and as per Laws presently in force or amended in future and the EPZA shall not be responsible in any way. Contractor will ensure that the minimum wages announced by Government of Pakistan will be adhered to at all times and should submit documentary evidence if and when required by concerned agency/department.
9. The company shall deposit the salaries of the security staff deputed under this contract into their individual /respective bank accounts and submit the statement/documentary evidence to proof that wages are being paid as per government rules.
10. The Security Company shall be responsible for any damage/theft of office equipment /assets and fixtures. In case of any mishap, security Company will pay for all the damages/ compensation and handle all lawful obligations with the concerned authorities.
11. Export Processing Zones Authority will supervise and regulate the duties of the staff through its Security Division. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
12. All Security guards/ workers should have their CNICs. The age of the security guards shall not be less than 20 years & over 45 years. The Security Guards should be at least matriculate.



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13. Export Processing Zones Authority shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
14. If any employee of the Security Company is found not suitable for the job by Export Processing Zones Authority, the employee should be replaced by the Security Company within three days of receiving notice thereof.
15. Export Processing Zones Authority reserves the right to use any Guard(s) as static guard(s) or depute on duty with senior officers of EPZA under intimation to Security Company.
16. In case of shortage in staff strength provided by the Security Company the same shall be covered immediately. Otherwise, EPZA will deduct Rs. 1.5 times of wages quoted price equal to guard each day.
17. Any change/ turnover of guards/supervisory staff to be done with prior permission of Export Processing Zones Authority (at-least 10 days prior notice).
18. In case of placement of unarmed guard or insufficient guards, placement of over aged guard, lethargic guard, guards without proper uniform, EPZA reserve the rights to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.
19. The working schedule of security guards deputed in the EPZA buildings & plots, should have facility to avail at least one (01) day leave/ holiday during a week for which a substitute guard should be available to maintain the required strength as per contract, in addition no deduction should be made from the relevant guard in this respect.
20. The company/ firm must ensure the duties of the security guards on fortnightly rotation basis.
21. Security officer of the firm shall submit to EPZA a weekly based "Duty Officer Inspection Performa" to be mutually prepared for inspection of guards. Non submission of the weekly "duty officer inspection Performa" would be considered as non-compliance on the part of the security company.



TERMS AND CONDITIONS:

1	Nature of Job.	Security Service contract for Export Processing Zones Authority in EPZs (Karachi, Sialkot, Risalpur and Gujranwala).
2	Place of submission of Tender.	Conference Room 1 st Floor Export Processing Zone, Landhi Industrial Area, Extension Mehran Highway Landhi, Karachi.
3	Date and time of opening of Tender.	a. Submission of bid on or before 06-11-2024 at 11:00AM b. Opening of Technical Bid on same day at 11:30 AM. c. Opening of Financial Bids shall be intimated later to the post qualified bidders.
4	Tender-Bid Security.	Bid Security of 2% in the shape of pay order / bank draft/ Bankers Cheque in favor of “ Export Processing Zones Authority (EPZA) Pakistan ” to be submitted with Tender. Tenders with pay order/ bank draft having different names shall be rejected.
5	Release of Bid Security.	a. Bid Security of lowest two bidders will be retained upto award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder. b. On the award of contract to successful bidder release bid security.
6	Place of duty.	Export Processing Zones Authority Office, Karachi, Sialkot, Risalpur and Gujranwala.
7	Mode of payment.	Export Processing Zones Authority will pay monthly bills based on actual Guards deployed for the services. The payment will be made on satisfactory services each month.
8	Contract Period.	One Year (12months).
9	Date of commencement.	(15) days from the date of acceptance of letter of award.
10	Deduction from Bills.	Income Tax, Sales Tax or any other taxes levied by the Government of Pakistan/ Provincial Government.
11	Timings of work.	24-hours (In shifts)
12	Insurance Cover.	The successful Security Firm shall have to arrange and provide an insurance coverage of Rs. 500,000/- (Rupees Five Lacs Only), in favor of “ Export Processing Zones Authority ” to cover any incident occurred or damage caused by the negligence on part of security personnel Deployed by the Security Company in the building.
13	Rotation.	Duties of guards on quarterly rotation basis within or different locations.



LIST IF BUILDINGS AND STAFF DEPLOYMENT DETAILS:

Sr. No	Building No.	Ex-Service Men Guards with Arms
1	Karachi Export Processing Zone	25
2	Risalpur Export Processing Zone	05
3	Sialkot Export Processing Zone	05
4	Gujranwala Export Processing Zone	05
	TOTAL	40



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BILL OF QUANTITY:

S. No	Description	Qty	Rate Per Guard (Rs)	Total Rate (Rs)
01	Armed Guards	40		
Cost of Salaries Per Month		40		
Cost of Salaries Per Annum				

Rupees in words _____ (per annum)
(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

NOTE:

- i. Minimum wages/salary paid to the relevant category of security guards will be exclusive of all deductions.
- ii. Expenses incurred to dispense the minimum wages/salary shall be borne by the Service Provider.
- iii. The service provider will be bound to pay minimum wages/salaries and other benefits as per TORs and rules & regulations of Federal and /or Provincial Government, as applicable.
- iv. Unit rates i.e. Monthly Salary must be inclusive of management costs, EOBI, Social Security, Group Life Insurance (GLI) as applicable and all other applicable taxes, duties, and charges
- v. The rates quoted shall be inclusive of all profits, taxes viz income tax, sales tax etc. as per Government rules.

DATED: _____



UNDERTAKING:

IT IS CERTIFIED AND CONFIRMED THAT ALL THE TERMS AND CONDITIONS MENTIONED IN THE TENDER DOCUMENT/ PROPOSAL ARE READ CAREFULLY BY US AND ALL THE INFORMATION FURNISHED/ ATTACHED BY US WITH THE TECHNICAL/ FINANCIAL BID ARE TRUE AND CORRECT.

Name: _____

Designation: _____

Signature: _____

Date and Place: _____

Signature and Stamp: _____