

## **Bidding Document**

### **For Hiring Security Agency Services**

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#### **Document No.**

PLDDB/Pro/Nov/.....



### ***Punjab Livestock & Dairy Development Board***

*29 E ii Model Town, Lahore*

*Ph: 042 – 35915346-8, URL: [www.plddb.pk](http://www.plddb.pk)*



## Tender Notice

### Hiring of Security Agency Services

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. The PLDDB has been aimed to develop Livestock & Dairy sector of the Punjab while facilitating small & large farmers in production, processing & marketing with the latest infrastructure and modern farming technologies to improve their animals' genetics and milk/ meat production ratio.

PLDDB is managing a 1600 acres Livestock farm named Livestock Experiment Station (LES) situated at Khizerabad, district Sargodha where multiple crops for experiment purpose are being cultivated and about 1200 pure Sahiwal breed cows and pure Kajli breed sheep are also property of farm. PLDDB intends to hire the services of a professional and legally registered (as per the law of the Government) Security Firms equipped with latest electronic security systems. For this, PLDDB invites the Technical and Financial Bids (for 19 guards and 01 supervisor) separately sealed in the two envelopes. For technical Bids, Bidders are required to fulfill the criteria given in the Bidding Document.

Interested parties may send sealed envelope containing separately sealed Technical & Financial Bids along-with 2% of estimated cost (estimated cost is 4,000,000) as Bid Security (refundable) at the under given address on or before 08 August, 2016 till 11:00 am. Tender will be opened at 11:30 am on the same day in the presence of all Bidders or their authorized representatives.

Specifications and other details are available in the Bidding Document which is immediately available on PPRA & PLDDB official website and the same may also be obtained from Procurement Section of PLDDB Head Office. All bidders are required to submit tender document fee PKR 1000 (non-refundable) to the Account Department of the company before or on the day of submission of Tender. PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Senior Manger Finance & Admin  
**Punjab Livestock & Dairy Development Board**

29 E ii Model Town, Lahore

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## **PLDDB Requirements regarding security services:**

Punjab Livestock & Dairy Development Board is managing a 1600 acres Livestock farm named Livestock Experiment Station (LES) situated at Khizerabad, district Sargodha where multiple crops for experiment purpose are being cultivated and about 1200 pure Sahiwal breed cows and likewise pure Kajli breed sheep are being reared by farm management for research purpose. Khizerabad is a remote area having about 30 kilometers distance from Sargodha City. Following are the security requirements of PLDDB at LES.

PLDDB requires the services of **19 security guards and 01 supervisor** equipped with latest weapons to secure the premises mentioned bellow. (Number of guards may increase or decrease as per PLDDB need)

Regarding security point of view, LES may be categorized into following sections:

- 1- Livestock Section
- 2- Agriculture Section
- 3- Genetic Improvement Section
- 4- Residential area

### PLDDB needs 24 hours foolproof security of:

- a- Livestock farm including Sheep, Cow, Dairy, Feedlot-Fattening and other sections of Livestock & Agriculture.
- b- Genetic Improvement Center.
- c- All sort of crops cultivated on estimated 1500 acres.
- d- Security of fodder cultivated in the different areas of farm especially to eliminate the green fodder theft by the locals.
- e- Security of the staff residence colony.
- f- Control the internal incoming and outgoing of goods at farm.
- g- Installation of latest electronic security systems.
- h- Development and implementation of security SOPs and Protocols.
- i- Eradicate all sort of external involvements (including social, political, pressure groups etc.) in the operational matters of farm.
- j- Eradicate the entrance of local people and their animals in the farm premises.
- k- Protection of the employees of the LES.

## Technical & Financial Bids' Submission instructions:

The Bids will be evaluated as per following criteria:-

1. Only APSAA registered Security Agencies are eligible to participate in the Bidding Process.
2. Initially contract will be made for one year which will be extended on the basis of performance of security agency.
3. Any offer not received as per Terms and Condition for the tender enquiry is liable to be ignored. No offer should be considers if,
  - I. Received without earnest money from unregistered firm or a firm not registered for the item / service mentioned in this tender.
  - II. Received after the time and date fixed.
  - III. The tender is unsigned.
  - IV. The offer is ambiguous.
  - V. The offer is conditional.
  - VI. The offer is from a firm blacklisted, suspended, or removed from the approved list.
  - VII. The offer is recovered from the telegram.
  - VIII. Offer received from shorter validity than required in the tender enquiry and
  - IX. The offer is for store/ service NOC conforming to specification Indicated in the tender enquiry.
4. Offer will remain valid for 30 days from the date of opening the tender.
5. Successful will provide services within 10 days of the agreement.
6. A single package containing technical and financial separate bids, duly completed, signed, stamped and sealed with the tender document will be submitted in the name of Senior Manager Finance & Admin, Punjab Livestock & Dairy Development Board.
7. The procuring Agency reserves the right to purchase full or part of the store /service or ignore/scrape/cancel the tender assigning any reasons (as per PPRA Rules 2014 clause No. 35).

8. (a) In the case the offer is withdrawn, amended or revised during the validity period of the order, the earnest money is liable to be forfeited.
- (b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract at risk and expense.
9. The Procuring Agency reserves the right to claim compensation for the loss caused by in the delivery of store and provision of services, as per detail.

### **GENERAL INSTRUCTIONS**

1. Tender should be addressed to the Senior Manager LES Farm, Khizerabad
2. Tender should be quoted final rates both in word as well as in figures inclusive all sort of taxes.
3. Bidders are required to submit 2% earnest money (refundable in case of non-successful bidding) of financial bid in favor of PLDDB.
4. Any condition, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tender shall be entertained.
5. The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
6. The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
7. The tender should specifically indicate their G.S.T. No. and Sales Tax No.
8. Any erasing / cutting / crossing etc appearing in the offer must be properly signed by the person signing in the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be acceptance.
9. Certificate should be given by the tenderer that they will be responsible for the replacement of services if the same is found to be stander and or avalanche with the specification given in the tender enquiry. In the case SIMILAR service offered variance with the specification superior to the one specified in the tender enquiry shall however, be acceptable.

10. In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

### Short-listing Criteria

All prospective bidders are hereby informed that following criteria will be considered for shortlisting the Bidders. Consequently, only technically short listed bidders will be considered for next stage.

Shortlisting of bidders will be done on the basis of score obtained out of 100 according to the following table:

NOTE: In order to qualify for the financial Bid, bidders are required to obtain a minimum score seventy five (75) out of hundred (100).

A. Bidder's Profile and Strengths		Total Marks = 15		
Sr.No.	Criteria	Range	Max. Score	Score Obtained
01	Annual Revenue Circulation	70 million or above	20	
		less	10	
02	Number of security guards	4000 or above	20	
		Less	10	
03	Experience in years	20 or above	20	
		less	5	
04	Electronic Equipment to be offered	a- Walk through gate, b- Metal Detector c- Burglar Alarm System	15	
		Less	05	
05	Insurance of guards	Insured	10	
		Not insured	0	
06	Renowned Public sector clients having financial strength of more than Rs. one billion	10 or above	15	
		Less	05	

08	Bidding Process Score	<b>Total Scores = 100</b>
10	To be filled by PLDDB	<b>Accumulative Obtained Score=</b>
11	Negative Scoring	05 marks will be deducted from accumulative scores in case of blacklist by any authority/company at any time in the past.

**Required Documents to be submitted as part of Tender Notice submission:**

1. Copy of Memorandum of Association and Articles of Association of company.
2. Company profile (with particular reference to project in the related business field).
3. Copy of registration with APSAA.
4. Proof of financial soundness (Bank statements for the last five years).
5. Audited financial statements of last five years.
6. Audited financial revenue circulation evidence of last year.
7. Statement that the bidder has not been blacklisted by APSAA or any other body.
8. Evidently list of security guards.
9. Evidently list of guards insurance.
10. List of the public sector clients.
11. List of equipment.
12. Any other information.

*Tender Submission Form**(Applicant's Internal Official Letter Number.....)*

To,

Punjab Livestock & Dairy Development Board,  
29 E ii, Model Town Lahore.

From,

.....,

SUBJECT: Tender Submission for Security Services

Dear Sir,

It is submitted that our organization .....is interested to participate in the Bidding process of Security Agency Services advertised by your Organization in the National Newspapers and PPRA MIS. It is further stated that our organization is fully competent and fulfill your requirements as per your Bidding Document. Additionally our organization is also registered with APSAA under the rules of the Government.

Details of our company are as under:

Sr. No.	Descriptions	Details
01	Name of the Organization	
02	Annual Revenue Circulation	
03	Number of security guards	
04	Experience in years	
05	Electronic Equipment we have	
06	Our Guards are insured (yes or no)	
07	Renowned Public sector clients	
08	Organization declared blacklist at any time by any authority/ Client (yes or no)	

Authorized person: .....

Signature: .....

Dated: .....



Authorities:

A- ON BEHALF OF PLDDB

Authorized Person: .....

Designation: .....

Seal:

B- ON BEHALF OF TENDER SUBMITOR

Authorized Person: .....

Designation: .....

Seal:

### Bona-fide Statement by the Bidder

I hereby declare that the information and particulars furnished above by my office are true. I further declare that if any of the above particulars or information is found by the company to be inaccurate or false in any respect whatsoever, my Tender before or after the acceptance may be canceled and the whole process may be considered void ab-initio.

Authorized Signature.

*Procurement section*  
*Punjab Livestock & Dairy Development Board*

Closing Remarks by Bidders

*I hereby declare that the Bidding Process was transparent and proceeded as per PPRA rules; the process was conducted in the presence of all bidders or their representatives and was according to the clauses mentioned in the Bidding Documents issued by PLDDB. Further I secured the score as per the quoted technical and financial bids by my office.*

*Authorized signature*

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