

## **Bidding Document**

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

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#### **Document No.**

PLDDB/Proc./Dec.-0188/2021



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

273-B, Block B, Revenue Employees Cooperative  
Housing Society, PIA Road, Lahore.

☎ 042-99333045-6 ✉ info@plddb.pk



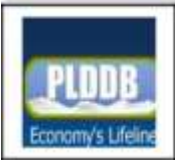
## **Tender Notice**

### **For 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. 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.

#### **TERMS AND CONDITIONS:**

- The detailed bidding documents can be purchased on submission of request on company letter head along with Rs.1,000/- (non-refundable) from PLDDB office during working hours (09:00 am to 05:00 pm) immediately after the publication of tender notice and the same is mandatory to be obtained signed copy one (01) day before opening of the tender from Procurement Cell of PLDDB Head Office.
- The services will be hired according to PPRA Rules, Single Stage-Two Envelopes procedure.
- The Bid Security/Earnest Money @ 2% (Rs.100,000) of estimated cost (Rs.5,000,000) in the form of “CDR i.e. Bank Draft, Pay Order etc.” in favor of “Punjab Livestock & Dairy Development Board” is required to be submitted with the Technical Bid.
- The bids shall be submitted on or before 10:30 am on December 28, 2021 and that shall be opened on 11:00 am on the same day in the presence of all Bidders or their authorized representatives.
- The bidder shall not bid below the minimum rates of wages for security services fixed by the provincial government including all the applicable federal & provincial taxes etc.
- PLDDB reserves the rights to accept or reject all the offers prior to acceptance, as per PPRA rules 2014.



Procurement Cell

**Punjab Livestock & Dairy Development Board**

273-B, Block-B, Revenue Employees Cooperative

Housing Society, PIA Road, 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.

The successful bidder will have to provide fifteen (15) guards (number of guards may increase or decrease as per PLDDB need) either ex-army, ex-servicemen or young energetic and trained civilian fully equipped and conversant with security performance and other requirements. Regarding security point of view, Silage Project, Milk Project and LES Farm may be categorized into following sections:

1. Livestock Section of Farm (Livestock, Agriculture, GIC Section)
2. Residential area of Farm,
3. Milk Project Lab
4. Silage Sale Points/Sites (LES-Farm, Chiniot, Kamalia and Layyah Site)

**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 1400 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 and protection of the employees of the LES Farm.
- 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) Full security of Silage sale sites, silage bales, machinery, building, equipment's and employees.

## **Technical & Financial Bids' Submission instructions:**

The Bids will be evaluated as per following criteria:-

1. Only APSAA and at least 05 years experienced 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.
  - 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 180 days from the date of opening the tender.
5. Successful bidder will provide services within 10 days of the agreement.
6. 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).
7. (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 and the procuring agency has the right to black list the firm/company on temporary or permanent basis as per PPRA rules.  
(b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions of the tender, the contractor will bear all expenses. PLDDB will not bear any expense.  
(c) The Procuring Agency reserves the right to cancel the contract/work order immediately and can also claim compensation for the loss caused by the bidder and forfeit the CDR of bidder.

## **GENERAL INSTRUCTIONS**

1. Tender should be addressed to the Procurement Cell.
2. Tender should be quoted final rates both in word as well as in figures inclusive all sorts 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 tender 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 short listing the Bidders. Consequently, only technically short listed bidders will be considered for next stage.

**NOTE:** In order to qualify for the financial Bid, bidders are required to obtain a minimum score seventy (70) out of hundred (100).

Bidder's Profile and Strengths			Total Marks = 100			
Sr. No.	Parameter	Details	Marks	Total Marks	Marks Obtained	Remarks
01	NTN registration and Income Tax Return	1) NTN registration 2) Income Tax Return	05 10	15		Attach relevant documents
02	Year of Experience	1) More Than 15 Years 2) More Than 10 Years 3) More Than 05 Years	20 15 05	20		Attach relevant documents
03	Past Performance	Government/Semi Government Institution Served 1) 10 or more 2) 6-9 3) 3-5	20 15 05	20		Attach relevant documents
04	Weapon License	Attach list of Licenses Number and Weapon Numbers 1) More Than 100 Licenses 2) More Than 70 Licenses 3) More Than 50 Licenses	15 10 05	15		Attach relevant documents
05	Age of Security Guard (First Provision)	1) Up to 45 2) Up to 50 3) Up to 55  Disqualification in case of age more than 55 years	10 05 02	10		Attach relevant documents
06	Insurance of Guards (EOBI/PESSI and Death Insurance)	1) Insured 2) Not Insured	10 05	10		Attach relevant documents
07	Training of Guards	1) Training provided by the Govt. Security Agencies 2) In-house provided by the company itself	10 05	10		Attach relevant documents
	To be filled by PLDDB	<b>Marks Obtained =</b>				

**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. Statement that the bidder has not been blacklisted by APSAA or any other body.
5. Evidently list of security guards.
6. Public and Private client list.
7. List of equipment.
8. Any other information.

To,

**Punjab Livestock & Dairy Development Board,**  
273-B, Block B, Revenue Employees Cooperative,  
Housing Society, PIA Road, 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 Services advertised by your Organization in the National Newspapers and PPRA website. 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.

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**Authorized Signature**

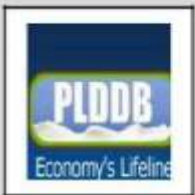
*Procurement section  
Punjab Livestock & Dairy Development Board*

### **Closing Remarks by Bidders**

I hereby declare that the Bidding Process was transparent and proceeded as per PPRA rules-2014; 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 PLDDDB. Further I secured the score as per the quoted technical and financial bids by my office.

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**Authorized Signature**



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