

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)**

**BIDDING DOCUMENTS  
FOR  
LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE)  
AND  
LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS)**

**OCTOBER 2024**

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
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**BIDDING DOCUMENTS  
FOR  
LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE) AND  
LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS)  
AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, BUSHIDAS**

**TERMS AND CONDITIONS**

**1. Introduction**

NESPAK led Diامر Basha Consultants Group (DBCG) (the Client) wishes to receive Bids on "Single Stage Two Envelope" bidding procedure for Lot-1 Security Services (Management Office Lahore) and Lot-2 Security Services (Site Office Bushidas) at DBCG Management Office, Lahore and Site Office, Bushidas.

The prospective Bidders, who have downloaded the Bidding Documents from the Client's website, must regularly visit the website for downloading the addendum, if any.

**2. Scope of Services**

The Scope of Services for each Lot is described in detail in respective Schedule of Prices as attached hereto.

The Bidders may submit a Bid for single Lot or multiple Lot(s) but the Bids must be for complete Scope of Services of the respective Lot(s) as per Schedule of Prices. Any Bid covering partial Scope of Services of the respective Lot will be rejected.

**3. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**4. Validity of the Bids**

The Bids shall remain valid for a period of ninety (90) days after the date of Bid opening.

**5. Documents Comprising the Bid**

Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other the Financial Proposal, each containing the documents listed here under, both envelopes enclosed together in one outer single envelope.

Sign & Stamp of the Bidder

### **a) Technical Proposal**

The 'Technical Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Technical Proposal;
- ii. Company Registration Certificate;
- iii. NTN Certificate and extract of Active Taxpayer List of Federal Board of Revenue and Punjab Revenue Authority at the time of bid submission for Lot-1 Security Services (Management Office Lahore);
- iv. Registration Certificate with Federal Board of Revenue (FBR) / Gilgit Baltistan Council Inland Revenue and those who are registered with FBR should be on Active Taxpayers List at the time of submission of Bid for Lot-2 Security Services (Site Office Bushidas);
- v. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that “We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department”; and
- vi. These Bidding Documents duly signed and stamped.

### **b) Financial Proposal**

The 'Financial Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Financial Proposal;
- ii. Bid Security amounting to three percent (3%) of the Bid Price in the form of demand draft/pay order/CDR in favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK); and  
(Bid Security of unsuccessful Bidders shall be returned upon award of the respective Lot(s) to the successful Bidder(s); whereas the Bid Security of successful Bidder(s) shall be returned when the Bidder(s) has furnished the required Performance Security.)
- iii. Duly filled-in, signed and stamped Schedules of Prices of respective Lot(s) being quoted by the Bidder(s).

The Bids comprising Technical and Financial Proposals must be complete, in order and comprise documentary evidence for each requirement mentioned in these Bidding Documents.

## **6. Bid Prices, Currency of Bid**

The prices in Schedule of Prices shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing taxes.

Sign & Stamp of the Bidder

## **7. Terms of Payment**

The terms of payment shall be as under:

- i. Payment shall be made through crossed cheque within thirty (30) days after submission of invoice up to the satisfaction of the Client at DBCG Management Office, Lahore and Site Office Bushidas, as per unit rates quoted in respective Schedule of Prices.
- ii. Payment shall be made after deduction of applicable taxes (Income tax, GST etc.) at source, as per Government Rules/Instructions/Notifications.
- iii. The prices quoted by the Bidder shall remain firm and fixed during the entire Term of Services and up to the issuance of 'Certificate of Completion' for respective Lot(s).

## **8. Bid Submission, Opening and Clarification**

The documents comprising Technical Proposal will be sealed in a separate envelope titled as "Technical Proposal". The documents comprising the Financial Proposal will be sealed in another envelope titled as "Financial Proposal". The Bidders shall also submit one (01) copy each of Technical and Financial Proposals. Both Proposals will then be sealed in a third envelope titled as "Bid for Lot-1 Security Services (Management Office Lahore) and Lot-2 Security Services (Site Office Bushidas) at DBCG Management Office, Lahore and Site Office, Bushidas".

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids submitted through fax or e-mail shall not be considered. The Technical Proposals will be opened on the same day in the presence of the Bidder's authorized representatives. Financial Proposals will remain unopened and will be held in the custody of the Client until the time of its opening.

After having examined the Technical Proposals for each Lot, the results of responsiveness of Technical Proposals will be communicated by the Client to all Bidders. The Financial Proposals of those Bidders whose Technical Proposals have been held non-responsive will be returned unopened to the respective Bidders. The Bidders, whose Technical Proposals are held substantially responsive, will be invited to attend the meeting for opening of their Financial Proposals.

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as the Client at its discretion may consider appropriate, will be announced by the Client at the opening of Financial Proposals of respective Lot(s). Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening, will not be taken into account in the evaluation of Financial Proposals.

The Client will prepare the record of the Bid opening (Technical & Financial). Representatives of the Bidders who choose to attend shall sign the attendance sheet.

Sign & Stamp of the Bidder

To assist in the examination, evaluation and comparison of Bids the Client may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

## **9. Evaluation Criteria**

The Client will evaluate the Bids as per the following criteria:

- a) The Client will determine whether each Technical Proposal submitted for the respective Lot(s) is substantially responsive to the requirements of the Bidding Documents. A substantially responsive Technical Proposal is one which substantially conforms to all the terms, conditions and requirements of the Bidding Documents. The Client may reject any Technical Proposal as non-responsive if found not meeting the requirements of the Bidding Documents.
- b) The Client will evaluate and compare the Financial Proposals of the Bidders whose Technical Proposals submitted for the respective Lot(s) are declared substantially responsive to the requirements of the Bidding Documents. Selection will be based on Least Cost Method. Furthermore, any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected by the Client as non-responsive.
- c) Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by the Client, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

## **10. Notification of Award**

The Client will award the respective Lot(s) to the Bidder(s) whose Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price in respective Lot(s).

Prior to expiration of the period of Bid validity prescribed by the Client, the Client will notify the successful Bidder(s) in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Client will pay (the Successful Bidder(s) in consideration of the execution and completion of the Services as prescribed by the respective Lot(s) (hereinafter called the "Contract Price").

Notwithstanding the above, the Client reserves the right to annul the bidding process and reject all Bids, at any time prior to Award as per Rule 33 of Public Procurement Rules 2004.

Sign & Stamp of the Bidder

## **11. Performance Security**

The successful Bidder(s) under the respective Lot(s) shall furnish to the Client a Performance Security, in the form of Bank Guarantee from Scheduled Bank in Pakistan for the amount equal to 10% of Contract Price within a period of fifteen (15) days after the receipt of Letter of Acceptance. The Performance Security shall be valid till the execution/ completion of Services under the respective Lot(s). Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

## **12. Commencement of Services**

The successful Bidder(s) shall commence the services under the respective Lot(s), within fifteen (15) days for **Lot No. 1 and 2** from the date of issuance of Letter of Acceptance.

The Client reserves the right to increase or decrease the quantity of Ex-Servicemen Security Guard mentioned in the Schedule of Prices.

In case of any unacceptable reason attributable to the Supplier, the Client will have the right to cancel the Award and forfeit the Supplier's Performance Security.

Sign & Stamp of the Bidder

## LETTER OF TECHNICAL PROPOSAL

### LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE) AND LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS) AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, BUSHIDAS

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
49 – H, Gulberg-III, Lahore

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to provide services stated in the Bidding Documents for Lot Nos. \_\_\_\_\_ in conformity with these Documents.
3. We undertake, if our Bid is accepted, to perform Services comprised in the Letter of Acceptance within the time stated in the Bidding Documents.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Bidding Documents for the due performance and execution / completion of the Services.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Government/Public Department whether notified or not by PPRA on its website.
9. We are not participating as Bidders, in more than one Bid in this bidding process; and
10. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC \_\_\_\_\_

Sign & Stamp of the Bidder

## LETTER OF FINANCIAL PROPOSAL

### LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE) AND LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS) AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, BUSHIDAS

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
49 – H, Gulberg-III, Lahore.

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to perform Services stated in the Bidding Documents for Lot Nos. \_\_\_\_\_ in conformity with these Documents for the Total Bid Price of PKR \_\_\_\_\_ (Pak Rupees \_\_\_\_\_).
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC \_\_\_\_\_

Sign & Stamp of the Bidder

**SCHEDULE OF PRICES**

Sign & Stamp of the Bidder

**LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE) AND  
LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS)  
AT DBCG MANAGEMENT OFFICE, LAHORE AND SITE OFFICE, BUSHIDAS**

**SUMMARY OF SCHEDULE OF PRICES**

<b>Sr. No.</b>	<b>Lot No(s)</b>	<b>Total Price (PKR)</b>
<b>1</b>	Lot-1 Security Services (Management Office Lahore)	
<b>2</b>	Lot-2 Security Services (Site Office Bushidas)	

**Bid Price (PKR):** \_\_\_\_\_

Sign & Stamp of the Bidder

## **LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE)**

### **SCOPE OF SUPPLY**

The security services company shall perform following duties;

- To check / control the entry / exit of visitors in the premises.
- To ensure strict check of luggage / consignments entering the premises.
- To carry out duties pertaining to unauthorized/dangerous/harmful entry of persons and luggage/consignment, etc. in the premises.

The security company will provide (round the clock in two 12 hours basis or in 7 days a week basis) efficient and well-trained Ex-Servicemen (Army, FC, Rangers) security guards with 25 to 55 years age. Deployment staff must be literate, experienced and medically fit.

In case of any absentee/illness or weekly rest/leave of any security guard, replacement will be provided by the security service provider. The Client reserves the right to make deductions on pro-rata basis, of which it will be the sole judge, if the attendance of security employees is irregular / absent.

The security company will provide Shot Guns/Rifle, Pistols/Revolvers in good and working condition plus ten (10) live rounds and should maintain proper record/register of weapons and ammunition as per rules through their security supervisor and other security equipment as under:

- Handheld Metal Detector (Required)
- Whistle (Required)
- Torch (During Night Shift) (Required)

The security services company will be responsible and answerable for the personal conduct of all its employees, if found involved in any illegal, immoral or criminal activity.

No accommodation, lunch or dinner will be provided by the Client.

The security services company shall be responsible to comply with all applicable labour laws and provide EOBI, Social Security, Gratuity & Group Life Insurance cover to its security guards in accordance with the Government rules.

The wages/salary to be paid to the security guards by the security services company must not be lower than the minimum wages/salary in accordance with the Government rules.

The security services company shall pay wages/salary to the guards in the Bank Account of the respective guard by the 10<sup>th</sup> of every month. In case of non-compliance, PKR 1,000/- per day per guard shall be deducted from the invoice. Selected company shall be bound to share necessary information/document, as asked by the Client for verification of salary disbursement to the bank account of the respective guard.

In case, any of the Security Guards provided by the security services company is found guilty of misconduct, he will be returned to the security services company forthwith for taking necessary action. However, the security services company in the meantime shall immediately arrange replacement within one (01) hour.

The security services company shall be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged/stolen items will be determined by joint inquiry committee as per recommendations by both the parties. The inquiry committee will comprise one representative each from the DBCG and security services company. Inquiry report/facts/findings will be submitted to the Chief Executive DBCG for his final decision.

The security guard(s) will carry the approved weapon during duty hours and will not handover their weapon to anyone.

The number of Security Guards may be increased or decreased as per requirement.

Lowest rates established will be applicable for next 36 months.

Rate quoted must be for the entire agreement, during the currency of the agreement no request will be entertained for any enhancement of the rate on any grounds. However, on account of revision of minimum wage by the Government, the same can be consider by DBCG to that extent.

Sr. No.	Compliance Requirement	Submission Requirement
The security services company shall:		
1	be a registered company under Companies Ordinance;	Certificate of incorporation from SECP
2	be in the security service business for the last five (05) years as a company;	Award Letters/Agreements
3	hold minimum 75 valid weapon license on its name;	Copies of valid weapon licenses
4	have at least 75 Ex-Armed force staff on their pay roll;	List of staff along with their CNIC and Ex-Servicemen Record
5	hold a valid No Objection Certificate (NOC) issued by Ministry of Interior, Government of Pakistan / Home Department, Government of Punjab to undertake security services business;	Copy of NOC(s)
6	All Pakistan Security Agencies Association (APSAA) membership certificate for the current year; and	Copy of Membership Certificate
7	be ISO-9001 certified.	Copy of Certificate

**LOT-1 SECURITY SERVICES (MANAGEMENT OFFICE LAHORE)****SCHEDULE OF PRICES**

<b>Sr. No.</b>	<b>Description</b>	<b>Estimated Qty (No.)</b>	<b>Unit Rate Per Month Inclusive of All Taxes Except Punjab Sales Tax on Services (PKR)</b>	<b>Amount (PKR)</b>
1.	Ex-Servicemen Security Guard (Armed)	05		
<b>A</b>	Total Amount (per month)			
<b>B</b>	Bid Price (For Three Years) (A x 36)			
<b>C</b>	Punjab Sales Tax on Services @ 16% (B x 0.16)			
<b>D</b>	Total Bid Price (B +C)			

## **LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS)**

### **SCOPE OF SUPPLY**

The security services company shall perform following duties;

- To check / control the entry / exit of visitors in the premises.
- To ensure strict check of luggage / consignments entering the premises.
- To carry out duties pertaining to unauthorized/dangerous/harmful entry of persons and luggage/consignment, etc. in the premises.

The security company will provide (round the clock in two 12 hours basis or in 7 days a week basis) efficient and well-trained Ex-Servicemen (Army, FC, Rangers) security guards with 25 to 55 years age. Deployment staff must be literate, experienced and medically fit.

In case of any absentee/illness or weekly rest/leave of any security guard, replacement will be provided by the security service provider. The Client reserves the right to make deductions on pro-rata basis, of which it will be the sole judge, if the attendance of security employees is irregular / absent.

The security company will provide Shot Guns/Rifle, Pistols/Revolvers in good and working condition plus ten (10) live rounds and should maintain proper record/register of weapons and ammunition as per rules through their security supervisor and other security equipment as under:

- Handheld Metal Detector (Required)
- Whistle (Required)
- Torch (During Night Shift) (Required)

The security services company will be responsible and answerable for the personal conduct of all its employees, if found involved in any illegal, immoral or criminal activity.

No accommodation, lunch or dinner will be provided by the Client.

The security services company shall be responsible to comply with all applicable labour laws and provide EOBI, Social Security, Gratuity & Group Life Insurance cover to its security guards in accordance with the Government rules.

The wages/salary to be paid to the security guards by the security services company must not be lower than the minimum wages/salary in accordance with the Government rules.

The security services company shall pay wages/salary to the guards in the Bank Account of the respective guard by the 10<sup>th</sup> of every month. In case of non-compliance, PKR 1,000/- per day per guard shall be deducted from the invoice. Selected company shall be bound to share necessary information/document, as asked by the Client for verification of salary disbursement to the bank account of the respective guard.

In case, any of the Security Guards provided by the security services company is found guilty of misconduct, he will be returned to the security services company forthwith for taking necessary action. However, the security services company in the meantime shall immediately arrange replacement within one (01) hour.

The security services company shall be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged/stolen items will be determined by joint inquiry committee as per recommendations by both the parties. The inquiry committee will comprise one representative each from the DBCG and security services company. Inquiry report/facts/findings will be submitted to the Chief Executive DBCG for his final decision.

The security guard(s) will carry the approved weapon during duty hours and will not handover their weapon to anyone.

The number of Security Guards may be increased or decreased as per requirement.

Lowest rates established will be applicable for next 36 months.

Rate quoted must be for the entire agreement, during the currency of the agreement no request will be entertained for any enhancement of the rate on any grounds. However, on account of revision of minimum wage by the Government, the same can be consider by DBCG to that extent.

Sr. No.	Compliance Requirement	Submission Requirement
The security services company shall:		
1	be a registered company under Companies Ordinance;	Certificate of incorporation from SECP
2	be in the security service business for the last five (05) years as a company;	Award Letters/Agreements
3	hold minimum 75 valid weapon license on its name;	Copies of valid weapon licenses
4	have at least 75 Ex-Armed force staff on their pay roll;	List of staff along with their CNIC and Ex-Servicemen Record
5	hold a valid No Objection Certificate (NOC) issued by Ministry of Interior, Government of Pakistan / Home Department, Government of Gilgit Baltistan to undertake security services business;	Copy of NOC(s)
6	All Pakistan Security Agencies Association (APSAA) membership certificate for the current year; and	Copy of Membership Certificate
7	be ISO-9001 certified.	Copy of Certificate

**LOT-2 SECURITY SERVICES (SITE OFFICE BUSHIDAS)****SCHEDULE OF PRICES**

<b>Sr. No.</b>	<b>Description</b>	<b>Estimated Qty (No.)</b>	<b>Unit Rate Per Month Inclusive of All Taxes Except Sales Tax on Services (PKR)</b>	<b>Amount (PKR)</b>
1.	Ex-Servicemen Security Guard (Armed)	16		
<b>A</b>	Total Amount (per month)			
<b>B</b>	Bid Price (For Three Years) (A x 36)			
<b>C</b>	Sales Tax on Services (If applicable)			
<b>D</b>	Total Bid Price (B +C)			