**Annex-A**

**Bidding Documents**

HIRING OF PRIVATE SECURITY SERVICES FOR UET MARDAN

TENDER FOR

HIRING OF PRIVATE SECURITY SERVICES FOR UET MARDAN

Tender Fee Rs.1000

Date of issuance 26/01/2020

Receiving Date & Time 18/02/2020 (11:00 AM)

Opening date & Time 18/02/2020 (11:30 AM)

Venue Office of the Registrar, UET Mardan

Bid Security: 5% of quoted value in the shape of CDR

**-----------------------------------------------------------------------------------------------**

**PARTICULARS OF THE PARTICIPATED FIRM**

**Name of Bidders. ---------------------------------------------------------------------- Complete Office address -------------------------------------------------------------------- Office Telephone /Fax No. ---------------------------------------------------------------------- Name of Authorized Representative -------------------------------------------------------------------- Cell No. (Authorized Representative) ----------------------------------------------------------------- I.D. Card No. (N.I.C) (Copy attached) ------------------------------------------------------------------ KNTN /NTN etc --------------------------------------------------------------------**

**Amount of Tender Fee deposited ----------------------------------------------------------------------**

**(Copy Attached) (18\*per month salary\*12\*0.05)**

**CERTIFICATE (*MUST BE PROVIDED ON STAMP PAPER*)**

We M/S ---------------------------------------------------- are not suspended/black listed/defaulter of any Government/Autonomy institution at any time. We accept the terms & conditions of bidding document. In case of violation of any of the terms and conditions, our security/call deposit will be forfeited. we further undertake that such an action of the administration shall not be challenged in any court of law. We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any subsequent amendment made by UET, Mardan. Maintenance of arms and replacement of the defective parts will be done without any cost by the contractors.

**SIGNATURE OF THE BIDDER**

**STAMP**

TENDER

HIRING OF PRIVATE SECURITY SERVICES FOR UET MARDAN

**TERMS & CONDITIONS:**

Sealed offers are invited from all security services providers having good repute and local set up and office at District Mardan KP according to attached specification, as per scheduled in this tender enquiry. Tender should be addressed to the Registrar UET, Mardan along with the following arranged documents.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **KNOCK OUT CLAUSES** | **YES/NO** | **PAGE#** |
| 1 | Original receipt for purchase of tender (Receipt No. & Date |  |  |
| 2 | Acceptance of term and condition of tender documents duly signed and stamped. |  |  |
| 3 | Attested copy of National tax number and General sales tax Number. |  |  |
| 4 | Original CDR of bid security (demanded in the tender form) |  |  |

All bids will be evaluated as per KPRA/KPPRA rules in practice.

**A. General Terms and Conditions:**

1. No bidder shall be allowed to alter or modify bid after opening. However, the procuring agency may seek and accept clarifications to the bid that do not change substance of the bid.

2. The price mentioned in financial proposal/bid must include the all taxes/duties etc. where applicable. If there is no mention of taxes, the offer/quoted price shall be considered as inclusive of all prevailing taxes /duties. Tax Exemption certificate, reduction in GST or other taxes if any, should be submitted in the bidding documents.

3. Bid shall remain valid for a period of 90 days after opening of the Tender. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the parties. A bid valid for a shorter period shall be rejected and non-responsive.

4. Failure to submit tender in the prescribed manner in the invitation to tender will not be accepted.

5. The tender documents should be signed by the authorized representative of the firm.

6. A bidder quoting against this invitation to bid shall be deemed to have read and understood the thereof and the particulars of the tender by the purchaser and their specification etc.

7. Local Police Clearance, good character is mandatory.

8. In case of dispute, decision of the Vice Chancellor UET Mardan shall be final.

**NO Offer will be considered if it:**

1. Is received after the date and time fixed for its receipt.
2. Is unsigned.
3. Is conditional.
4. Is given by a firm black listed, suspended or remove from any institution public or private in the country/province
5. Is received with a validity shorter than the required in the tender inquiry.
6. Does not conform the general condition of tender inquiry.

**B. Special Terms**

1. The company /Agency should be registered with KPPRA, the Ministry of Interior, Government of Pakistan.
2. All the arms provided by the company/Agency should be licensed. Weapons should be in proper working condition. Failing to do so shall result in suspension of payment until the faulty weapons are replaced.
3. The company/Agency should have previous experience with well reputed institutions.
4. The Company/Agency will be responsible to provide arms/ammunition etc.
5. The monthly emoluments of security guards shall be claimed on basis of 12 hours shift/duty. The contractor shall issue an invoice on or around the 1st of every month which the client shall process by the 5th of the following month through a cross cheque in favor of the contractor.
6. The agreement (if contract issued) may be terminated at any time during the contract period by either party giving one-month prior written notice to the other party.

**I have read, understood and agree to all the Terms and Conditions mentioned above.**

**SIGNATURE OF THE BIDDER**

**STAMP**

**Annex-B**

**FINANCIAL PROPOSAL/BID FOR HIRING OF SECURITY SERVICES**

**(Must be provided on the letter head of firm/Agency with proper seal and signatures)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Manpower** | **Unit Rate in PKR Per Month(including all taxes,duties,etc)** | **Unit Rate in PKR Per Year(including all taxes,duties,etc)** |
| 1 | Security Guard  (Ex-service man Armed Forces/FC ) |  |  |

Note: Number of Security Guards/Supervisors may increase or decrease according to the requirement of the University on monthly basis.