

TENDER NOTICE FOR HIRING OF ARMED SECURITY GUARDS


SME Bank Ltd. intends to hire the services of Security Guards from the Security Agencies approved by the Pakistan Bank's Association. The Security Guards are required to be deployed at Bank's Head Office Islamabad and Branches in major cities of Pakistan. Companies/firms who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR are eligible for provision of services to SME Bank Ltd. TORs containing the details and other terms & conditions can be downloaded from the public tender section of PPRA website & tender section of SME Bank's website as given below:

www.ppra.org.pk & www.smebank.org

Last date for submission of sealed tender is 01-03-2017 upto 3:30 pm and will be opened on the same day at 4:00 pm. In the presence of bidders who wish to attend.

The complete proposal should reach at the following address on or before 01-03-2017:

Hafiz Muhammad Ashfaq
Head Services Division
SME Bank Ltd
Head Office
56-F, Nazim-ud-din Road
F-6/1, Blue Area, Islamabad
Ph.051-9217000 UAN # 111 11 00 11
Cell # 0334-4178119
Email: hashfaq@smebank.org

Organization Name	:	SME Bank Ltd.
Address	:	56-F, Nazim-ud-din Road, F-6/1, Blue Area
City	:	Islamabad
Tel No.	:	051-9217000
Fax No.	:	051-9217001
Receipt No	:	Xxxxx
Tender No	:	SME-2017002
Description	:	Hiring of Firm to Provide Armed Security Guards.
Remarks	:	
Advertisement Date	:	15-02-2017
Closing Date	:	01-03-2017
Closing Time	:	03:30 PM
Opening Time	:	04:00 PM
Tender Documents	:	
Estimated Cost	:	
Tender Nature	:	National
	:	
Earnest Money	:	150,000/-
	:	
Bid Validity	:	90 days
Remarks	:	

Tender Document

Hiring of firm to provide Armed Security Guards for SME Bank Ltd.

A brief introduction of the SME Bank Ltd.

SME Bank Ltd. is Government owned bank & working under the Ministry of Finance, Government of Pakistan. The SME Bank was formed and incorporated as a public limited company under the Companies Ordinance 1984. The Government of Pakistan is the major Shareholder of the bank. As part of financial sector restructuring program of Government of Pakistan, Regional Development Finance Corporation (RDFC) and small Business Finance Corporation (SBFC) were amalgamated into SME Bank Ltd effective January 1, 2002.

SME bank Ltd was established to exclusively cater to the needs of the SME sector. It was created to address the needs of this niche market with specialized financial products and services that will help stimulate SME development and pro poor growth in the country.

It is intimated that only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible to supply the goods/services to Government Departments.

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1 Invitation to bid

SME Bank Ltd., intends to hire services of Security Guards from reputed and financially sound security firms for providing the services at SME Bank, Head Office and branches at Islamabad, Lahore, Karachi, Quetta, Sialkot, Peshawar, Gujranwala, Faisalabad & Rawalpindi.

2 Instructions to bidders

2.1 General

- a. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law.
- b. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the Bank reserves the right to forfeit the earnest money.
- c. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as "Private" and "Strictly Confidential". The bidder shall not publish or disclose any information concerning the task without seeking special written permission of SME Bank Limited.
- d. Any bidder submitting incomplete information shall be disqualified from the bidding process.
- e. Any bidder submitting false, incorrect or inaccurate information shall be automatically disqualified from the bidding process.
- f. Any effort by the bidder to influence SME Bank Ltd., directly or indirectly may result in the rejection of the bidder's offer.
- g. Pages of every section of the bid must be numbered and signed by the Bidders nominated authorized signatory. The representative of the bidding firm shall furnish a proof of authorization to sign the bids, in the form of a written Power-of-Attorney, which shall accompany the Bid.
- h. SME Bank reserves the right to reject any or all quotations, without assigning any reason thereof.
- i. The Bank will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- j. The proposal without earnest money will not be entertained and rejected straightaway.

3 Requirements:

1. The skills/experience/backgrounds of the Armed Security Guards required are as under:-
 - a. Retired Armed Forces Personnel.
 - b. Age below 50 years.
 - c. Healthy Medically Category "A".
 - d. Able to read and write
 - e. Possessing security training certificate.
 - f. Security wise cleared by the police.
 - g. Minimum height 5'.5'

2. Providing Security Guards of following two categories:-
 - a. Security Guards
 - i. Armed Security Guard - 12 hours Shift
 - ii. Unarmed Security Guard - 12 hours Shift

Any other information that firm wishes to furnish, 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 ground (Option to extend agreement for further period rate may also be quoted for the 2 years and 3rd years respectively).

4 Language of the Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

5 Payment

Payment on monthly basis after receipt of invoice.

6 Agreement Format

- a. The Bidder should provide Agreement format to be executed after final selection.

7 Clarification for Tender

In case of any clarification is needed to the meaning of any portion of the specification, vendor may contact Mr. Muhammad Zahid, Officer Services at +92 -051-9211905 during office hours.

8 Acceptance of Bids

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

9 TAX

Quoted rates must be inclusive of all acceptable taxes.\

10 Confidentiality

All bids submitted to SME Bank and subsequent correspondence and discussion shall be kept confidential and will not be revealed directly or indirectly to any other party, except in the case of any government query by department/ organizations monitoring Banks and the Federal Government.

11 Bid Submission

The Bid proposal should be submitted as follows:

- a. The outer sealed envelope, as marked above, should contain:
- b. The Technical Proposal, sealed in an envelope
- c. The Financial Proposal, sealed in an envelope

Bid Earnest money in the shape of a demand draft/pay order, in favour of SME Bank Ltd. Islamabad, attached separately with the Financial Proposal.

- d. The Sealed Envelope containing the Technical Proposal should be clearly marked as:

Volume-I Technical Proposal

Head Services

SME Bank Ltd.,

Head Office,

56-F, Nazim ud din Road,

F-6/1, Blue Area,

Islamabad.

Name of Bidder: _____

- e. The sealed envelope containing the financial proposal should be clearly marked as:

Volume-II Financial Proposal

Head Services,

SME Bank Ltd.,

Head Office,

56-F, Nazim ud din Road,

F-6/1, Blue Area,

Islamabad.

Name of Bidder: _____

- f. Technical proposals which are submitted without the earnest money will be rejected and not included in the competition
- g. Technical proposal should not contain any individual financial data or information as this may be construed as an attempt to influence the technical evaluation process and may lead to rejection of the bid

12 Closing Date

The last date for receipt of bids is 01-03-2017 by 3:30 PM. Bid will be opened on the same day at 4:00 PM at the SME Bank Head Office in the presence of those bidders who may wish to attend.

Mandatory Requirement

A Bidders Experience

The bidder must have the requisite experience and expertise in providing staff. The bidder must submit following information in the proposal:

- i) Company Profile.
- ii) Company Incorporation Certificate.
- iii) Article/Memorandum of association/Partnership deed.
- iv) National Tax and Sales Tax Registration Certificates.
- v) Resume of Chief Executive along with senior management.
- vi) Details of Directors/Partners.
- vii) Clients' reference letters.
- viii) Details of Branch offices along with mailing address, telephone numbers and branch resource persons details. Bidders must have branches in major cities of Pakistan.
- ix) Certificate of registration from Ministry of Interior and Government of Pakistan Home department of respective provinces.
- x) Financial report for the last three years along with Bank statement for the period December 31, 2016/ Certificate indicating financial standing.
- xi) Banker's certificate /Statement indicating credit worthiness of the firm with bank.
- xii) Copy of letter approved/registered from Pakistan Bank's Association.
- xiii) Records of armed guards deployed in different banks

B Bidder must submit an affidavit on stamp paper that the:

- i. Bidder/Company/Firm has never adjudged an insolvent services/ advisory/ consultancy.
- ii. Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.
- iii. Bidder/Firm has never been blacklisted or involved in litigation with any client/organization/government/semi-government/autonomous body.
- iv. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.

- v. Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.
- vi. Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations.

C Earnest Money

Earnest money of Rs.150,000/- shall be submitted by the bidders at the time of submission of the bids, in the shape of call deposit / demand draft / pay order in the name of SME Bank Ltd. Earnest money of unsuccessful bidders shall be returned upon signing of the contract with the successful bidder. Earnest money of successful bidder shall be returned after signing of the agreement. Prices / Quotes should have a validity of not less than 90 days.

D Evaluation Criteria

SME Bank shall evaluate the technical proposal and will reject proposal that do not conform to the mandatory requirements and prerequisites. Compliant technical bids shall be marked as per scoring criteria given below.

Financial proposal of only those organizations shall be opened that conforms to the mandatory requirements and prerequisites. Evaluation ratio of technical and financial proposals shall be 70 : 30.

Technical Criteria

Description	Total Score
<p><u>Company Profile</u> Company Incorporation Certificate attached 1-4 year : 03 Marks 5-8 years : 06 Marks 9-12 years : 09 Marks 13-16 years : 12 17 and above 15 Marks</p>	15
<p><u>Resume of Chief Executive attached</u> Maj : 05 Marks Col : 10 Marks Brig & Above : 15 Marks</p>	15
<p>Banking Clients 2.5 for each bank (reference letter attached , current & last two years 2015 & 2016)</p>	25

Details of Branch offices along with mailing address, telephone numbers and branch resource persons details. Bidders must have branches in major cities of Pakistan. (02 marks for each SME office location)	16
Certificate of registration from Ministry of Interior and Government of Pakistan Home department of respective provinces. Ministry of Interior Islamabad Federal Territory Punjab KPK Sindh Balochistan AJK up to Gilgit Baltistan (1.5 for each certificate)	9
Financial report for the last three years along with Bank statement for the period December 31, 2016/ Certificate indicating financial standing.	10
<u>No of Guards provided to Banks</u> 1-300 : 2 Marks 300-500 :4 Marks 500-800 :6 Marks 800-1100 : 8Marks 1100 & Above : 10 Marks	10
Total	100

We agree to abide by the terms and conditions of the Tender.

Signature: _____ **in the capacity of** _____ **duly authorized**
to sign the Tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete Address: _____

Fax No: _____ **Telephone No.:** _____

Witness:-

1. _____ 2. _____