

BURNS AND TRAUMA CENTRE HAYATABAD PESHAWAR
BID SOLICITATION DOCUMENTS
FOR SECURITY SERVICES
TENDER -1(2022-23)

The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

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Invitation for Bids
For Burns & Plastic Surgery Centre (Burn & Trauma Centre) Peshawar
Under National Competitive Bidding for the year 2022-23.

The office of the Director Burns & Plastic Surgery Centre (Burns & Trauma Centre) Peshawar invites sealed bids under National Competitive Bidding from qualified bidders for procuring of the following through **bidding procedures mentioned against each**, as per Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014, for the financial year 2022-23 onwards.

S. No	Description	Bidding Procedure	Bid Security
1.	Janitorial Services	Single Stage Two Envelope	100,000
2.	Security Services	Single Stage Two Envelope	100,000

1. The rates approved will remain effective till **30-06-2023** extendable further.
2. Bidding documents/TORs can be obtained from Burns & Plastic Surgery Centre Peshawar in person / representatives during office hours before the Tender opening or downloaded from official website www.btckp.gov.pk.
3. Bids must be delivered at the address given below at or before 10:30 am on **Wednesday, 19/10/2022**. Tender will be opened in the presence of the bidders or their authorized representatives at **11:00 AM** the same day by the Tender Opening Committee.
4. Tender received after due date/time will not be accepted.
5. Only typed tender on original company prescribing letter pad sealed & signed (Every Page) should be submitted with rated quoted in both words & figures. Hand written bids would not be acceptable
6. The firm must be on FBR Active Tax payer list, taxes will be deducted as per rules. The firms must provide details of NTN #, Sales Tax #, Income Tax #, professional Tax # etc. and exemptions if any.
7. The bidder, in case of being a winner, will be bound to ensure the fulfillment of the said order within stipulated period as per supply order, otherwise penalty will imposed as per Govt: rules.
8. No conditional tender will be acceptable.
9. All firms must be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) where services are rendered as per (KPRA) rules.
10. **Bid Security** as mentioned against each category in the form of CDR shall be submitted in favor of **Director Burn and Trauma Centre Peshawar**.

Note: the competent Authority reserves the right to reject all bids under the rule 47 of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules 2014.

Bid Submission / Opening

Burns & Plastic Surgery Centre (Burn and Trauma Centre)
Hayatabad Peshawar.
Tel: 091-5830078-82
www.btckp.gov.pk

DIRECTOR
Burns & Plastic Surgery Centre
(Burn & Trauma Centre)
Peshawar

- a. The CDR should be submitted in favor of: **“Director Burns and Trauma Centre Peshawar”**.
- b. Firms shall include original CDR in Financial Bid and copy of CDR in Technical Bid.

II. BID VALIDITY:

90 days or as per applicable KPPRA Rules

III. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, and Rules made there-under along with Standard Bidding Documents of B&TC
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner

envelops marked “1-Technical Bid” and “2-Financial Bid” which should be packed in one outer sealed envelope.

3. The technical bids will be opened in the Bid opening in presence of the Bidders/representatives while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.

1. All the bidders are required to provide the documents annexure wise for their Evaluation Criteria. Please only provide the documents required and label them annexure wise. Additional documents may be annexed after the required documents. Documents not properly annexured will be discarded. Duplicate documents will also be rejected. It is at the risk and cost of the bidder to provide documents in proper order otherwise they will be rejected.

2. Copy of CDR shall be attached with the Technical Bid while original CDR shall be attached to Financial Bid.
3. Pre-bid meeting with the interested bidders will be held on the above mention time and date in Conference Room of the Institution.
4. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
5. The bid should be complete in all respect and must be signed by the bidder. Bidders are essentially required to provide correct and latest postal/email/web addresses, Phone/mobile/fax numbers for actively and timely communication.
6. For any query, clarification regarding Services / Bid Solicitation Documents (BSD), the applicants may send a written request at least one day prior to the opening date.
7. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
8. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without bid security/CDR;
 - b. Received after the date and time fixed for bid submission;

- c. The tender document and the bid is/are unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional;
 - f. The offer is from blacklisted firm;
 - g. Bid must be typed; hand written contents shall NOT be accepted;
 - h. Bid found in violation of condition mentioned in tender notice or BSD.
9. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
 10. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
 11. The bidder submitting bid in the name different from his own will be summarily rejected.
 12. In case of Bid Tie, the decision will be taken as per govt. rules
 13. Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

IV. GENERAL CONDITIONS: -

1. The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.
2. The bidder shall provide an undertaking that the bidder has not been declared black listed by any institution.
3. Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPPRA Rules 2014.
4. B&TC Peshawar shall evaluate the proposal as per evaluation criteria set out in these documents.
5. Alternative bid via single bid shall not be considered and shall be rejected.
6. No Conditional Bid will be accepted
7. B&TC Peshawar may increase or decrease the quantity of the items required.
8. At any time prior to the deadline for submission of bids, B&TC Peshawar may, for reason to be recorded, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
9. If a bid is not substantially responsive, it will be rejected for the said bidding.
10. B&TC Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.
11. In case of the Importers/Authorized Dealers, the firm will ensure that the items are acquired from the original manufacturer and are arranged through proper channel as advised by the original manufacturer.
12. In case of equipment Purchase, the firm will provide the country-of-Origin certificate on the letterhead of manufacturer regarding the quoted equipment.
13. The successful bidder shall provide bill of lading on shipment, insurance document, if applicable.

V. REDRESSING OF GRIEVANCES

1. The Grievance Redressal Mechanism of B&TC shall be in accordance with prevailing KPPRA Grievance Redressal Rules.
2. The Procuring Entity shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur as per KPPRA Grievance Redressal Rules.
3. Any bidder feeling aggrieved by any act of the Procuring entity after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
4. The grievance redressal Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the concerned officer within the prescribed period.
5. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

VI. BLACKLISTMENT & DEBARMENT OF BIDDER/CONTRACTOR

Conditions for Blacklisting/debarment of Bidder/Contractor as per KPPRA Rules 2014 and its amendments will be followed.

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

1. Consistent failure to provide satisfactory performances.
2. Found involved in corrupt/fraudulent practices.
3. Abandoned the place of work permanently
4. Conditions for debarment of Defaulted Bidder/Contractor
5. Failure or refusal to;
 - a. Accept Purchases Order / Services order terms;
 - b. Make supplies as per specifications agreed;
 - c. Fulfill contractual obligations as per contract
6. Non execution of work as per terms & condition of contract.
7. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
8. Persistent and intentional violation of important conditions of contract.
9. Non-adherence to quality specifications despite being importunately pointed out.
10. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of B&TC Peshawar.

viii. SPECIAL CONDITIONS FOR SECURITY SERVICES

1. **SCOPE OF SERVICES:** Scope of Services is given in next pages
2. **CAPABILITY ASSESSMENT** Only Bidders who after evaluation of the Bid are found to be competent and capable enough to handle Burn and Trauma Centre Hayatabad Peshawar assignment shall be considered for the award of contract.
3. Price shall be quoted in Pak Rupees.
4. **ACCEPTANCE OF SERVICES** The Bidder shall render the Security Services as per the Scope of Work / Services in terms of the quality standards, round the clock Security Services as per terms of instant tender. The quality of service shall be outstanding and any deviation on account of quality of services shall make the contract void at the option of Director Burn and Trauma Centre. The Director Burn and Trauma Centre shall reserve the absolute right to terminate the Contract by giving one-month notice in writing and upon expiry of such period; the Bidder shall remove his men from the site forthwith. The Bidder may at its discretion also accept such service from alternate service / agency by giving due caution notice and levying penalty as deemed appropriate in this regard.
5. The service provider shall be liable to pay compensation for any loss and damage caused to the property of Burn and Trauma Center or its patients by the Service Provider or its workers.
6. The service provider shall be entirely responsible for the conduct of its staff and in case of any complaint against any staff, service provider will be under obligation to take necessary action to replace any staff when instructed by Burn and Trauma Center. The service provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of labor law & rules. Burn and Trauma Center shall not be responsible for any such action with regard to staff on the rolls of the service provider whatever.
7. In such circumstances when the service provider is unable to provide the required services, Burn and Trauma Center has the right to withhold the payment and procure the services of any other service provider for the same financial amount.
8. **SCOPE OF WORK:** -The scope of services to be rendered under this contract includes:-
 - a. To ensure security of the assets of B&TC against terrorists, theft, pilferage & misappropriation and to implement anti-terrorists and theft measures at the above mentioned premises.
 - b. To prevent unauthorized persons gaining entry in the premises of Burn and Trauma Center.
 - c. To depute staff, trained in weapon use and fully armed on duty.
 - d. To maintain visitors and staff movement records as may be directed by Director B&TC or his representatives from time to time.
 - e. To ensure that no hawkers or vendors are allowed into the premises except with the prior written permission of Burn and Trauma Center Authorities.
 - f. To keep a check on acts of public nuisance, use of drugs and violence.
 - g. To prevent entry of animals in the premises.
 - h. To maintain law & order and discipline and to check all disturbances or nuisances in the premises.
 - i. To control incoming and outgoing traffic to/from B&TC and to keep record of their movement in and out of the premises as well as to regulate parking of vehicles in and around the premises.

- j. To bring to the notice of authorized representative of B&TC any suspicious activity noticed during or after office hours in and around the premises of B&TC.
- k. To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with the competent authority of B&TC.
- l. To conduct any internal investigation required in the interest of the Security of B&TC.
- m. To attend to fire-fighting in case of emergencies.
- n. To perform all other functions related to the security of building mentioned in this document or the contract to be signed in result of this tender enquiry

9. TERMS AND CONDITIONS

- 1. Provision of guards, lady guards, and security supervisors for institute and its premises and all allied areas as required.
- 2. The Security Agency shall provide extra person(s) if desired by the Director Burn and Trauma Centre during the period of this agreement at the rates already agreed in this contract. The number of staff may be increased or decreased as and when required by B&TC.
- 3. The number or percentage of guards will be ex-Service man (Retired Army/ paramilitary/ Police force) as required by B&TC which may change over time as per requirement of B&TC.
- 4. The number or percentage of security personnel shall be armed as per requirement of the B&TC which may change from time to time.
- 5. The Security will be provided 365 x 24 hours including Sundays and public holidays.
- 6. The agency shall provide additional security guards as and when circumstances warrant. Security agency will be paid for these guards at the same rate.
- 7. The Security Agency shall provide proper uniform consisting of full pants, shirts, cap lanyard with whistle, belt, shoes, badges, torch lights, etc., to the Security Personnel and shall ensure that they are smart in all respect.
- 8. The Security agency shall provide serviceable and authorized weapons and body scanner to their staff on duty at Burn and Trauma Centre Peshawar.
- 9. The Security agency will be responsible for the discipline of the Security Personnel employed by them as per Conduct Rules and Regulations.
- 10. The employees engaged by the security agency will be in the employment of the Security Agency only and not of the Burn and Trauma Centre Peshawar. The Security Agency will be responsible for payment as per Government Wages and other service benefits under the various laws.
- 11. The off-duty security personnel will not stay in the Burn and Trauma Centre Peshawar at all.
- 12. The Security Agency will brief the Security Staff about duties and will exercise operational control according to the requirement of Burn and Trauma Centre Peshawar management.
- 13. The Security Staff will be authorized to screen the visitors for preventing unauthorized entry, trespass and safeguard property of Burn and Trauma Centre Peshawar and the companies housed in the Burn and Trauma Centre Peshawar.
- 14. The Security Agency shall arrange subject to the provisions contained herein to safeguard the documents, appliances, fittings materials and property of the entire Burn and Trauma Centre Peshawar by posting its men in such manner and such points as may be necessary. In addition to providing security to the property of Burn and Trauma Centre Peshawar, the services include patrolling of the required area at all times during day and night on 24

- hours basis, giving instruction to park private vehicles on proper place, watching the movements of public/ visitors and alert the Caretaker in alarming situations.
15. Only physically fit, well-trained disciplined and honest personnel will be appointed for duty. Persons so deployed shall not be below 35 years and above 55 years. They will perform their duties to the satisfaction of the Director Burn and Trauma Centre Peshawar. A representative of the Security Agency will report at least once in a week for co-ordination with the Caretaker.
 16. The Security Staff will perform duty in accordance with the prevalent law and any divergence on their part shall not make liable Burn and Trauma Centre Peshawar management and Security Agency shall be liable to bear consequences of such act.
 17. The Security Staff will not participate in any labour or union activities and will continue performing their assigned protective duties only.
 18. The Security Agency will pay compensation for losses to Burn and Trauma Centre management or to the company housed in the Burn and Trauma Centre Peshawar occurring due to negligence of Security Staff, such inquiry shall be conducted jointly by the Burn and Trauma Centre management, Security Agency and/or affected party. It will cover only the items/property explicitly placed on the charge of the security staff. It will not include any item placed or supposed to be placed within the area of tenancy but include the items of any party placed in the Conference Centre and allied area.
 19. The agreement shall be valid for a period one year based on quarterly evaluation by administration starting from the date of signing the contract.
 20. The Security Agency will have the right to terminate this agreement on 30 days written notice explicitly mentioning the reasons of termination.
 21. The Burn and Trauma Centre Peshawar management will have the right to terminate this agreement on 30 days written notice and without assigning any reason.
 22. The Security Agency will, in any case, not employ any person fired from the roll of Institute Of Kidney Disease management or from the roll of any company housed in the Burn and Trauma Centre Peshawar.
 23. On expiry of one year, both parties will have the right to revise this contract including terms with mutual consent.
 24. The Burn and Trauma Centre Peshawar management will have the right to deduct the above salaries as per absences. For continued deficiency of manpower for more than two days contractor will be fined.
 25. The payment shall be made to the Security Agency only and the Burn and Trauma Centre Peshawar management shall not pay any sum even as compensation or honorarium to any Security Personnel.
 26. CDR will be verified from concerned Bank before signing of agreement.

10. PRIMARY RESPONSIBILITIES OF THE FIRM

- a. The service provider shall provide services 24 hours per day, 365 days per year as per the requirement set out in the Service Specific Specifications relevant to the delivery of desired services.
- b. The firm must abide by the prevailing labor laws.
- c. Ensure 100% staff attendance, required as per contract.
- d. Provide the required equipment. The successful bidder shall have to make all this equipment physically available in the hospital before starting the contract and these should always remain in working condition during the period of contract.

- e. Biometric machine / android application for time and attendance recording will be installed by the service provider.
- f. The service provider will ensure that the no smoking environment rules in Burn and Trauma Center are respected. Violations will attract a fine of at least Rs. 1500 for each violation.
- g. In case of absence of a staff or supervisor from duty, the service provider shall be responsible for providing a replacement. In case such is not done a fine of RS.2000 will be imposed for each instance.
- h. The service provider will be responsible for paying his employees in the institution in the first 5 days of every month. Such payment will not depend on the payments made by the institution to the service provider. The service provider will pay his employees from his own resources. Any protest or strike observed by the staff will be considered a breach of contract and a minimum fine of Rs. 5000 will be imposed for every incidence and will be doubled every 24 hours (Rs. 5000 for first 24 hours, Rs. 10,000 for 24 – 48 hours, Rs. 20,000 for 48 – 72 hours and so on). If the strike continues for more than 5 days, the process for termination of contract may be initiated after the generation of an official report by the designated authority.
- i. The service provider shall ensure that no member of the staff takes financial compensation or benefit from the patients or their attendants of any sort. A minimum fine of Rs.5000 shall be levied for every instance of a proven or reportedly correct complaint of the same.
- j. The service provider, after discussion with the Hospital management, shall employ female staff in areas where female patients are treated and male staff where male patients are treated.
- k. The Supervisors shall be employed by the service provider for 24 hours as per requirements of the Hospital administration.
- l. In the event of any illness/ injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same.
- m. In case of any labor disputes regarding their employees, resolve the same at the earliest to ensure scheduled work is completed satisfactorily and on time.
- n. No employer – employee relationship between hospital staff and facility management staff shall be maintained.
- o. Ensure that all staff assigned to the hospital be adequately immunized against all types of communicable diseases and periodically monitored through health checkups.
- p. The services provider shall provide the names, address, age, police verification and a fresh medical certificate of the workers to be deployed at Burn and Trauma Center well in advance (a month).

11. RESPONSIBILITIES OF SUPERVISOR

- a. Responsible for overall security supervision of the Hospital premises/ Hostels.
- b. Maintaining duly signed electronic daily audit sheets and complaint registers to record requests and feedback from Burn and Trauma Center from time to time and appropriate actions taken.
- c. Coordinate any kind of transfers / relocations of the staff and the same shall also be reported to Burn and Trauma Center.
- d. Responsible for the turnout of the entire staff.
- e. Decide the workload and staff deployment on a daily basis.

- f. Determine and coordinate all the work schedules for all staff.
- g. Maintain attendance for all the staff.
- h. Ensuring presence of the staff at their respective stations and the completion and compliance of the various duties assigned to them.
- i. Help induce a sense of responsibility, discipline in all staff.
- j. Help the service provider in submitting the required reporting forms.

12. RESPONSIBILITIES OF BURN AND TRAUMA CENTER

- a. Facilitate the service provider in smooth provision of services.
- b. Periodical performance monitoring of the service provider.
- c. Timely payment of service provider invoices after generation of monthly report.
- d. Provide office space for inventory and machinery and miscellaneous tasks by the Service Provider



13. CONTRACT AGREEMENT

This agreement is made at Burn and Trauma Centre Peshawar on _____ 2022 between the “Director Burn and Trauma Centre Hayatabad Peshawar” (hereinafter referred to as “**the Director**”) AND M/s _____ (hereafter called the “**CONTRACTOR**”). WHEREAS a contract between the CONTRACTOR and the Director (hereinafter commonly known as “**PARTIES**”) was signed in Peshawar on _____ regarding “Security Services”; AND WHEREAS the CONTRACTOR has already furnished to the Director a Performance Guarantee for the due fulfillment of the CONTRACT; NOW THEREFORE both the PARTIES have agreed this agreement is initially for one year period. Extension may be carried out as per government rules and regulations and agreed upon by both parties.

GENERAL

- a. The DIRECTOR shall have the right to terminate the contract wholly or partly by giving 30 days written notice without assigning any reason.
- b. 45 days will be the probation period. After successful completion of probation period.
- c. The following documents listed in their order of priority shall be deemed to form and be read and construed as part of this agreement, via
 - a) The Contract Agreement.
 - b) The Terms of Reference.
- d. In consideration of payments to be made by the DIRECTOR to the CONTRACTOR as herein mentioned the CONTRACTOR covenants with the Director to carry out the jobs in conformity, in all respects, with the provisions of the Terms of Reference.
- e. The DIRECTOR covenants to pay to the CONTRACTOR in consideration of the carrying out of the jobs in conformity, in all respects, with the provisions of the Letter of Award and the Terms of Reference, the price of the CONTRACT in the manner prescribed by the Letter of Award.

PERFORMANCE

- a. The CONTRACTOR will provide Security Services as per TOR and standard procedures. In case of any discrepancy or laxity in discharge of duties by the CONTRACTOR, he will be served with a notice to remove the problem within 10 days. Cost of damage due to negligence or incompetent will be paid by the CONTRACTOR.
- b. The CONTRACTOR undertakes that in the event of any damage(s) to the property and/or equipment of Burn and Trauma Centre due to failure or inadequacy of the CONTRACTOR of which the DIRECTOR shall be the sole and exclusive judge, to carry out the contracted jobs strictly in conformity in all respects, with the provisions of Terms of Reference, the CONTRACTOR shall make good the damage(s) in full, regardless of the amount of Performance Guarantee.

MANPOWER

- a. The CONTRACTOR shall employ persons for the Security Services of building in conformity to the conditions approved and after the approval of the DIRECTOR. Salaries to persons employed shall be paid as approved, DIRECTOR will pay the actual amount of salary and service charges to the CONTRACTOR and has the right to deduct the difference of payment of actual salary and approved amount.
- b. CONTRACTOR will not affect any change in Manpower until approved by the DIRECTOR.

- c. In case of any cut down in manpower without the approval of B&TC Management, the CONTRACTOR will be levied with a penalty of Rs. 2,000/- and pay of deficient manpower will be deducted.
- d. Manpower employed by the CONTRACTOR will be Security wise clear by the concerned police station.
- e. An updated record of each employee will be provided by CONTRACTOR to the B&TC Management.

EQUIPMENT/ARMS AMMUNITION

- a. The company will be liable to provide the following equipment/arms with ammunition

1.	Walki Talkie (With Base Station) (Free ofCost)	
2.	umbrellas	
3.	Sand barriers if needed	
4.	Torches (Free of Cost)	
5.	Vehicle Search Mirrors (Free of Cost)	
6.	AK 47 (With Permit) (Free of Cost)	
7.	M-4 (Free of Cost)	
8.	Pistol 9MM (Free of Cost)	
9.	7 MM (Free of Cost)	
10.	12 Bore (Free of Cost)	
11.	Walki Talkie (With Base Station) (Free ofCost)	

- b. Any other arms/ammunition or equipment shall be provided by the company as per requirement of the security
- c. In case of visits of foreign delegates or other events, providing special security shall be the responsibility of the company

ix. BID EVALUATION

1. THE TECHNICAL PROPOSALS SHOULD CONTAIN:

- a. Covering Letter on Company letter-head
- b. Company profile (including status, services offered, projects (along with certificates), equipment owned, equipment rented, and proof of all points in the “Eligibility” criteria.
- c. Company registration document with the relevant authority
- d. National Tax Number copy & Other registration copies
- e. Company financial position
- f. Methodology to perform the Assignment
- g. Procedure adopted (Guidelines)
- h. Experience letters along with contact details for existing/ previous contracting companies
- i. Supporting documents/ proof for all filled information
- j. Detailed Plan including work procedures, Standards, Schedules and number of workforce.
- k. An execution and operational strategy for the maintenance with clearly defined standards.
- l. Proper and well-thought-out models for analytical understanding of the work needed to be carried out.
- m. Complete understanding of the social, cultural, political and institutional factors that might affect Facilities Management.

2. THE FINANCIAL PROPOSAL SHOULD CONTAIN:

- a. Covering letter on Company letter-head
- b. Break-down of taxes separately.
- c. Bid Security – in the form of a Call deposit Receipt in the name of “(Director Burn and Trauma Centre Hayatabad Peshawar)”
- d. The procuring agency shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposals that do not conform to the specified requirements.
- e. After submission, no amendments in the technical or financial proposal shall be permitted.
- f. After the evaluation and approval of the technical proposal, the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The financial bids of the technically non-responsive bidders shall be returned un-opened to the respective bidders.
- g. Conditional discounts shall not be considered in evaluation.
- h. The offer must be valid for 90 days from last date of submission of bids.
- i. The quoted prices shall be treated as firm and final till the duration of the contract.

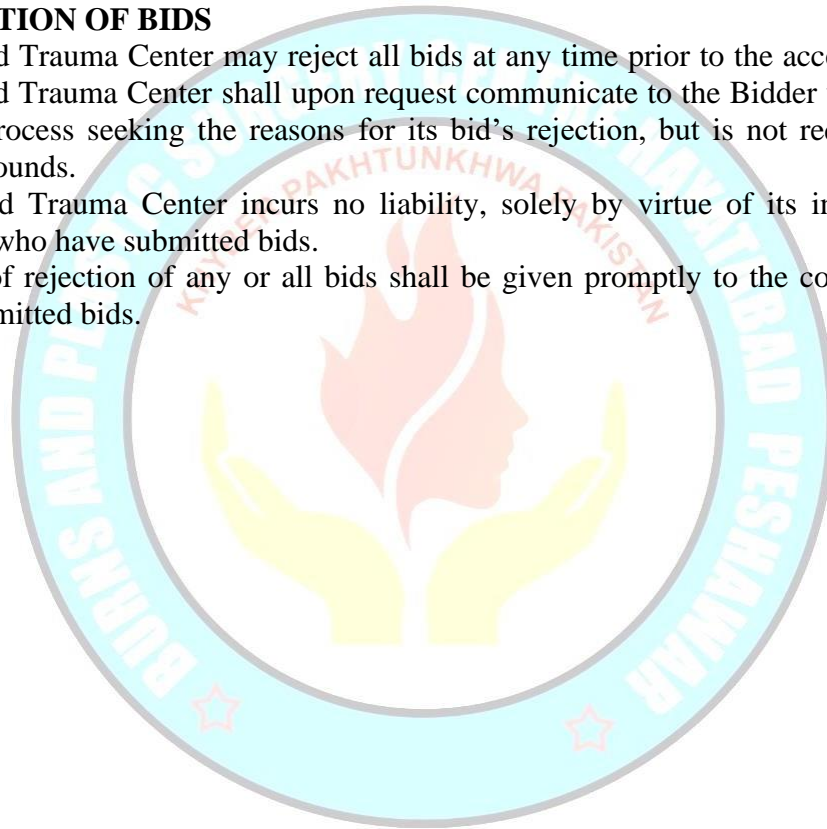
THE ORGANIZATION MUST QUOTE THE CONTRACT TITLE AND INCLUDE THE FOLLOWING DECLARATIONS:

- j. We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
- k. The proposal (Technical & Financial) has been arrived independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other potential investor invited to submit proposal for this contract.
- l. We confirm that the enclosed hard copy of the technical proposal are true and have complete copies of these documents.

- m. We confirm that all personnel and/consortium partners named in the proposal will be available to undertake the services.
- n. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this contract.
WE CONFIRM THAT THE SERVICE PROVIDER OR ITS SUB-CONTRACTORS:
- o. Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, blacklisting, insolvency or financial standing.
- p. Have not been convicted of any offence concerning professional misconduct.
- q. Have not been convicted of corruption including the offence of bribery.
- r. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre contract costs.

3. REJECTION OF BIDS

- i. Burn and Trauma Center may reject all bids at any time prior to the acceptance of a bid. Burn and Trauma Center shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.
- ii. Burn and Trauma Center incurs no liability, solely by virtue of its invoking towards bidders who have submitted bids.
- iii. Notice of rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.



IX. EVALUATION CRITERIA

i. BIDDING FORM

Serial No.	Description	
1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment (Attach documentary evidence)	
4.	Annual Turnover	PKR. _____
5.	Managerial Capability I. Total No. of Permanent Staff: II. Total No. of Contract/Project Staff: III. Security clearance of all staff IV. Organization Chart (Attach sheets under Annex-A)	I. _____ II. _____ III. Yes / No: _____ IV. Yes / No: _____
6.	Registration/Licenses No. issued by Home Department, KPK	Letter No. _____ Valid up to: _____
7.	Other registration(s) required for Security Services (Attach as Annex-B)	
8.	Whether CDR enclosed?	CDR No # _____ Dated: _____ Amount: _____ Bank : _____
9.	Type and No. of Weapons (Attach List as annex-C)	Total: _____ Type: _____
10.	Clientage (only present) (Attach as Annex-D if necessary)	
11.	Experience related to similar assignments	Total Years: _____
12.	Whether Security Guards are Ex-Army Men. All should be above 35 & below 55 years (Attach list of Ex-Army persons with proof as Annex-E)	Ex Army _____
13.	Affidavit on stamp paper duly attested that the firm is not black listed in anywhere in Pakistan, the CDR is attached with financial bid and acceptance all term and conditions as per bidding documents.	

II. TECHNICAL EVALUATION

TECHNICAL EVALUATION

Annex No.	Description	
1.	Company Registration (SECP Registration)	Mandatory Documents
2.	Registration/Licenses/NOC issued by Home Department, Govt of Khyber Pakhtunkhwa	
3.	Status on ATL	
4.	Income Tax Registration as Active Pax Payer List(ATL)	
5.	Sale Tax Registration (if Applicable) as Active Pax Payer List(ATL)	
6.	Last year income Tax Return	
7.	Professional Tax Certificate and KPRA Registration	
9.	EOBI Registration	
10.	ESSI Registration	
11.	05 years' experience of similar nature in a reputed Government / Private institution.(Attached Work Order with contract agreement or Performance report)	
12.	Undertaking on Judicial stamp paper duly attested that the firm is not black listed in anywhere in Pakistan,	
13.	Undertaking on Judicial Stamp paper duly attested that the firm will provide minimum wages to their staff deployed at B&TC as provided proforma.	
Annex No.	Description	
14.	Experience Record 05 Projects of similar nature (at least 30 personnel each) 02 marks for each project (Attached work order with contract agreement or performance report)	10
15.	Experience in Govt in Healthcare institutions(1-5 institutions= 10marks 04 mark per institution. (Attached work order with contract agreement or performance report)	20
17.	Financial Capabilities I. 05 Marks will be given annual turnover the last 02 year is Rs. 10 million. II. 10 Marks will be given annual turnover for the last 02 year is Rs. 15 million and above. No marks will be given for less than Rs. 10 million.	10
18.	Human Resource I. Proposed Supervisor Retired armed forces (Minimum Rank Subidar or equivalent) with experience of at least 10 years or above (5 Marks). (Attach Documentary evidence) II. Minimum of 100 staff Retired armed forces with the firm (5 Marks) (Attach documentary evidence) Less than 100 retired armed forces staff with firm get no marks	10
19.	ISO certificate	10

20.	Established Office in Peshawar	10
	Total Marks	70

The selection will be based 70 and 30 Formula for Technical and Financial bids respectively. i.e (70+30) marks wattage.

NOTE: All the bidders are required to provide the documents annexure wise for Evaluation Criteria. Please only provide the documents required and label them annexure wise. Additional documents may be annexed after the required documents. Documents not properly annexured will be discarded. Duplicate documents will also be rejected. It is the responsibility of the bidder to provide documents in proper order otherwise they will be rejected.

Salary Disbursement Report of _____ For the Month of _____

(As per Prevailing Labor Laws / Minimum Wage Rate applicable during the currency of contract) Salary shall be disbursement on 7th of each next month i.e the salary of September should be disbursement till 7th October.

S.No	Name of Security Staff	CNIC	Amount PKR	Mode of Payment (E-Channel)	Signature	Cell No#
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Prepared By: Firm's Supervisor (sign & Stamp)

Verified By:

i. Manager Facility (Sign & Stamp)

ii. Hospital Director (Sign & Stamp)

*To be provided by Service Providers and attach with the Monthly Invoices of same month as of the invoice month i.e., invoice of October shall have salary of disbursement of October attached along).

III. FINANCIAL BID

To
The Director
Burn and Trauma Centre
Hayatabad Peshawar

I hereby affirm that I will abide all terms & Conditions and offer.

S#	Category	Rate/Month in PKR
1	Security Guards/Supervisor (Male/Female)	

Note:

1. Rates shall be inclusive of all taxes, duties & requirements of the Govt, departments/entities/authorities as per prevailing laws and rules/regulations
2. Payment to the staff should be made according to the Government rules/policy. The services provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of labor law & rules.

Minimum Wage Rate considered Per person per month	(As per govt. announcement / notification) <ol style="list-style-type: none">1. Quoting below minimum govt. wage rate will lead to bid rejection2. The wage rates of the Financial year 2022-23 & onwards shall be applicable3. It is the responsibility of Bidder to quote according to the wage rate of the govt. the Firm will have to provide minimum wage rate to Guards/Supervisors and any changes in it from time to time.
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SIGNATURE OF CONTRACTOR WITH STAMP

Note: All fields of Financial Bid are mandatory to fill, otherwise bid may be rejected