

Tender Documents for **Security Firms**

FOR HIRING OF SECURITY GUARDS
AT (13) WORKERS MODEL HIGHER SECONDARY
SCHOOLS IN BALOCHISTAN.

Name of Firm to whom issued: _____

WORKERS WELFARE BOARD BALOCHISTAN

SAMUNGLI ROAD NEAR KIDNEY

CENTER QUETTA

Phone: 081-9204747

Workers Welfare Board Balochistan

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WORKERS WELFARE BOARD BALUCHISTAN

GENERAL INSRUCTIONS

1. WWB intends to award contract for provision of security guards at (13) WMHSS in Baluchistan an income tax registered firms having sufficient experience in the said field and also providing security services to other Government Departments/autonomous bodiesthrough contract etc.
2. Following are the terms of reference for pre-qualifications: -
 - a. Date of raising firm. (Security firms raised after 1st January, 2007 are ineligible for prequalification).
 - b. Security firms or their fully operational office establishment in Balochistan are eligible for pre-qualification attach the Authenticated ownership papers or authentic rental agreement documentary proof on home department / police station prescribed proforma.
 - c. Firm must have update ISO certificate
 - d. Name of firm.
 - e. Name of CEO and other supervising staff with office. Mobile phone numbers.
 - f. Reference of Govt/Semi Govt department with name and contract number of supervising officer of that department, presently providing or previously provided security services.
Experience 3 Assignments of Similar Nature and Complexity Worth PKR. 2,000,000 each in Previous 3 Years (Copy's of Supply Order's with relevant completion certificate' or Inspection Report's or delivery challan (items must cross-verify with supply order
 - f. Details of weapon with type of licenses held by company, which will be issued to guards deployed in WWB.
 - g. Firms must have rung contract of more than 50 guards in Baluchistan at least
 - h. Number of Ex-Army employees of fighting arms and Ex-Police employees having less than 52 years of age and serving in firm since last two years.
 - i. Eligibility Criteria/procedures for recruitment/verification.
 - j. PTA Updated license.
 - k. Privileges/faculties entitled for the guards including weekly/monthly leave with pay and procedure for provision of reliever

- l. NTN attach Fresh ATL
- m. Pre-qualification document must be completed in all respect and all pages are to be attested /signed by marketing as well as Operations Manager. Incomplete documents will not be entertained for prequalification.
- n. Circle the appropriate Sub-Paragraph/Options. The firms / agencies providing unconstrained and / or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
- o. Firms fulfilling the eligibility criteria as mentioned in the advertisement will be evaluated on point basis, distribution of which is mentioned in Annex "C" 70% marks are essential to qualify for bidding process.
- p. The qualified firms will be invited for bidding. The successful bidder will enter into contract agreement. The successful bidder shall deposit performance / Bank Guarantee equal to 10% of total amount of one year contract in WWB Finance Wing before signing of the contract.
- q. Employer reserves the rights to invite the next bidder in case the first bidder in unable to provide requisite manpower, weapons and other security equipment as pre-decided schedule, inclusive of the formalities.
- r. A firm whose contract has ever been terminated by WWB or any other government department is not eligible for pre-qualification.
- s. The security companies to whom notice of non-compliance/poor performance was served during currency of their contract with WWB are also eligible for pre-qualification.
- t. Only successful firms will be intimated and asked for rates to enter into an agreement of contract on Stamp Paper on the basis of terms and conditions prescribed by WWB.
- u. Workers Welfare Board Balochistan, reserves the right to reject any or all the firms without assigning any reasons.

Secretary

Workers Welfare Board Balochistan
Samungli Road Near Kidney Center Quetta
(Ph # 081-9204747)

WORKERS WELFARE BOARD BALOCHISTAN
QUETTA

PRE-QUALIFICATION FOR PROVISION OF SECURITY SERVICES
WORKERS MODEL HIGHER SECONDARY SCHOOLS IN BALOCHISTAN

1. Name of Firm : _____
2. Date of Registration : _____
3. Name of owner's of the firm (a) Name _____
S/O _____
CNIC No. _____
4. Address of Head office with Telephone/Fax No. _____
5. Name of Manager Operations and office address with landline /Mobile Phone
/Fax no. Name: _____
Address: _____
Phone No. _____
6. NTN Number : _____
7. Registration Number of EOBI : _____
8. Registration Number /certificate of social welfare: _____
9. Firm is registered and having NOC from:
(Encircle and attach copy)
 - (i) Ministry of Interior, Govt. of Pakistan
 - (ii) Home Department Govt. of Punjab
 - (iii) Home Department Govt. of Sindh
 - (iv) Home Department Govt. of Balochistan

(Authorized Signature)

WORKERS WELFARE BOARD BALOCHISTAN

QUETTATECHNICAL BID FOR PROVISION OF SECURITY SERVICES AT
WORKERS MODEL HIGHER SECONDARY SCHOOLS IN BALOCHISTAN

1. Details security services provided to Govt/Semi Govt Department related for more than 50 person in Balochistan with security apparatus:-

(15 Marks)

(a)

Sr. No.	Name of Department	Address	Name of Supervising officer with contact number

(ii) Details

Sr. No.	Category	Duration of Contract with date			Rate per person	Total Contract Amount
		From	To	Total Period		

(a)

Sr. No.	Name of Department	Address	Name of Supervising officer with contact number

(ii) Details

(b)

Sr. No.	Category	Duration of Contract with date			Rate per person	Total Contract Amount
		From	To	Total Period		

2. Details of weapons and other equipment that can be deployed on Employer's Demand:- **(10 Marks)**

Sr. No.	Nomenclature	Number available and can be deployed on Employer's Demand
(a)		
(b)		
(C)		

3. **Procedure of checking** (10 Marks)
- (a) Once day /after 24 hours by supervisor provided with motorcycle.
 - (b) Twice a day /12 hours by supervisor provided with motorcycle.
 - (c) Thrice a day / 8 hours by supervisor provided with motorcycle.
 - (d) Not Applicable

4. **Number of Ex-Army/Police personals employee deployed in Balochistan.** (10 Marks)

Sr. No.	Category	Total Number
(a)		
(b)		

5. **Eligibility Criteria /Procedure for Recruitment/ Verification**(10 Marks)

- a. **Eligibility Criteria for induction:-**

- (i)
- (ii)
- (iii)

- b. **Recruitment procedure:**

- (i)
- (ii)
- (iii)

- c. **Verification procedure:**

- (i)
- (ii)
- (iii)

6. **Communication System** (Encircle and attach Copy) (15 Marks)

- a. Type of Equipment:
- b. PTA Operating License.

7. **Privileges / Facilities entitled for Guards** (15 Marks)

- a. Accommodation and messing
- b. EOBI
- c. ESSI

- d. insurance in case of accident up to Rs._____
- e. No of Days off/leave with pay in month_____
- f. Extra guards as a reliever will be provided with out any extra charges or not.
- g. Salary to the guards are to be disbursed on or before 5th of each month without waiting of invoice from client.

8. **Financial Position.**

- (a) Turn over certificate of bank account showing 100M turn over last three years
(15 Marks)

(Authorized Signature)

WORKERS WELFARE BOARD BALOCHISTAN

QUETTAFinancial Proposal

1. Name of Firm : _____
2. Name of Owner of the Firm : _____
S/o _____
CNIC No. _____
3. Address of Head Office : _____

Landline No. _____
Fax No. _____
4. Name of Manager Operations : _____
And office address: _____

Telephone No: _____
Cell: _____
Fax: _____
5. NTN Number : _____
6. EOBI Number : _____
7. ESSI No. : _____
8. Time of completion : 01 Year (From the date of commencement)

Description	No of persons	Total Months	Monthly minimum wages (Per person)	Monthly wages and profit per person (inclusive of all taxes (Rs.))	Yearly Bid Paid (inclusive all taxes) (Rs.) (D x E)
A	B	C	D	E	F
Security Guards / Supervisor	52	12			
Total Bid Cost (Rs.)					

In Word: Rupees _____

9. Earnest Money **4% of bid value** in shape of Bank Draft /Pay Order in favor of “ **Secretary Workers Welfare Board Balochistan Fund-Security Deposit**” (Refundable).

(Signature & stamp of the bidder)