

**WATER AND SANITATION AGENCY  
LAHORE DEVELOPMENT AUTHORITY, LAHORE.**



**TENDER/BID DOCUMENTS**

**HIRING OF SERVICES OF PRIVATE  
SECURITY AGENCY**

**TECHNICAL BID  
PART-I**

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WASA, LDA, Lahore

**WATER AND SANITATION AGENCY  
LAHORE DEVELOPMENT AUTHORITY, LAHORE.  
59-F Gulshan-e-Ravi, Lahore**

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## INTRODUCTION

Water and Sanitation Agency (WASA), LDA is an autonomous body which provides facilities related to Drinking Water, Sanitation and Drainage to the inhabitants of Lahore.

Sealed tenders (Financial and Technical proposals) are invited from approved/registered and reputed private security agencies / companies having established office(s) at Lahore and registered with Ministry of Interior, Government of Pakistan or Home Department, Government of Punjab, also registered with Tax Departments (FBR & PRA), having National Tax Number (NTN & PNTN), for security of WASA installations / offices different locations of Lahore @ monthly salary per person not below the minimum wages / rates as per Government prevalent policy on frame work contract basis for one year. The Security Companies should have 05-years' experience in rendering similar services.

### **1. PURPOSE OF TENDER:**

Water and Sanitation Agency (WASA) LDA invites the sealed bids on the basis of single stage two envelopes bidding procedure under Punjab Procurement Rules - 2014 for providing the security services from well reputed security agencies / companies who qualify eligibility criteria.

### **2. TYPE OF OPEN COMPETITIVE BIDDING:**

Single Stage Two Envelopes Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

The bid shall be a single package consisting of two separate envelopes, containing separately, the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation, no amendments in the technical proposal shall be permitted.

After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids at the time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned unopened to the respective bidders. The work will be awarded to lowest evaluated bidder.

The last date for submission of bid(s) is 10-08-2019 at 12:00 PM which will be opened on the same day and venue at 12:30 PM.

### **3. SCOPE OF WORK:**

The Agency / Company will have to provide round the clock security services to all employees of the procuring agency as well as to the office buildings / sites situated at different locations of Lahore alongwith rendering assistance during anti-encroachment and revenue recovery operations (tentative data given at Annexure-I). In this regard, the procuring Agency requires around 100 Armed Security Guards, 200 Unarmed Security Guards and 20 Security Supervisors for watch and ward of the installations and offices of WASA Lahore and other activities mentioned above (Preferably ex-servicemen / retired Defense personnel). The security guards must have the age between 25 to 45 years and have a distant vision 6/6 in eye with or without glasses. General upper age relaxation up to 10-years will be granted to ex-serviceman / retired Defense personnel subject to medical and physical fitness. The Security Company will coordinate the matters / affairs with authorized Officer / Officers of WASA LDA be nominated by competent authority.

### **4. RESPONSIBILITIES OF WASA:**

- a. WASA Lahore will provide the scope of work outlining the number, WASA Installations / Offices to be secured.
- b. WASA Lahore will bear the cost of premium based on the details provided under the scope of work.

- c. A Grievance Redressal Committee will be constituted by WASA (Lahore) to address the problems and discuss the issues being faced by the Security Agency which will be notified by Deputy Managing Director (O&M) after seeking approval from the competent authority.

## **5. TENDER ELIGIBILITY CRITERIA:**

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a. Has approved/ registered with Government (Federal or Provincial) having certificate of incorporation;
- b. Must be registered with Tax Authorities and having valid registration of Sales Tax and Income Tax and also having sound financial strengths can participate;
- c. Will submit current commitments with Government or Private Departments for showing of experience and strength (deployment of armed security guards showing their name license No.). Department may verify the same from relevant Government / Private organization.
- d. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;
- e. Will submit certificate of Home Department showing that the firm has at least 100 No. of armed Licenses besides its current commitments.
- f. Must be involved in relevant business for last 05-years;

### **TENDER PRICE:**

The quoted price shall be:

- i. In Pak Rupees.
- ii. Inclusive of all Government applicable taxes.

### **BID SECURITY:**

The Tenderer shall furnish the Bid Security (Earnest Money) as under:

- i. For a sum equivalent to Rs.500,000/- (Rupees Five Hundred Thousand Only) and denominated in Pakistani Rupees;
- ii. It will be a part of technical bid envelope.
- iii. In the form of Call Deposit Receipt in favor of Director Procurement & Stores WASA LDA, Lahore;
- iv. Have a minimum validity period of 60-days beyond the bid validity period.


## **6. PERFORMANCE SECURITY:**

The successful bidder shall furnish Performance Security as under:

- i. Within Fifteen (15) days of the receipt of the Acceptance Letter from the Agency;
- ii. In the form of Bank Guarantee issued by a scheduled bank operating in Lahore;
- iii. For a sum upto 05% of the total value of accumulative yearly premium.
- iv. Denominated in Pakistani Rupees.
- v. In case of failure, contract will be cancelled and WASA may initiate the case for blacklisting of the firm alongwith forfeiture of Bid Security
- vi. The procuring Agency shall retain the performance security three months beyond successful completion period of the contract.

## **7. CONTRACT DURATION:**

The contract duration shall be for a period of One (01) years starting from the issuance of acceptance letter.

  
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Estate Officer  
WASA, LDA, Lahore

## **8. MODE OF PAYMENT:**

The firm / company shall provide all necessary supporting documents along with invoices:

- i. The Security Agency shall submit an Application for Payment of premium to the Deputy Managing Director (O&M) WASA, LDA, Lahore on monthly basis. The Application for payment shall be accompanied by such invoices, receipts or other documentary evidence as the concerned quarter whom services are rendered, may require, state the amount claimed, and set forth in detail. In the order of the Price Schedule, particulars of the Services and subsequent to the period covered by the last proceeding Payment, if any.
- ii. The Agency will make the payment within 30-days after submission of invoice by the firm through cross cheque in the name of company.

## **9. BID VALIDITY:**

The Tender shall be valid for a period of 120-days from the last date for submission of the Tender. The Agency may solicit the Tenderer's consent to an extension of the validity period of the Tender if required. The request and the response thereto shall be made in writing.

## **10. OPENING OF THE TENDER:**

Tenders (Technical Bids) shall be opened on the date and time prescribed in the tender notice as per provisions of Punjab Procurement Rules-2014. In case, the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day.

## **11. TERMS & CONDITION OF THE TENDER:**


- i. The Security Company will have to provide Company's profile and current client(s) list.
- ii. The tenderers shall have to deposit Rs.500,000/- (Rupees Five Hundred Thousand Only) as Earnest Money in the form of Call Deposit Receipt in favor of Water And Sanitation Agency, Lahore;
- iii. The earnest money of unsuccessful bidder(s) will remain with WASA (LDA) Lahore till the award of contract to the successful bidder;
- iv. The bidder shall submit an undertaking on stamp paper of Rs.100 that the firm will pay minimum per month wages to employee fixed in latest Government prevailing policy / The Punjab Gazette.
- v. The procuring agency may seek from personnel of the successful bidder at any time regarding amount of salary being paid to him and in case of salary below the latest minimum wages rates fixed by Punjab prevailing policy / The Punjab Gazette shall result in annulment of contract thereby confiscation of his performance security / guarantee.
- vi. No Bid(s) will be received after due date and time;
- vii. No. alteration or amendment will be allowed in any case at the time of bid opening;
- viii. The quoted prices shall remain valid for a period of 120-days;
- ix. The WASA (LDA) has right to increase or decrease the number of staff and properties to be secured as per requirement through addendum on the same rate.
- x. The vendors must have established office(s) at Lahore, which will be inspected by the Agency's authorized Officer nominated by competent authority (if deemed necessary);
- xi. The bids (**Technical and Financial**) will be enclosed in separate sealed envelopes marked as Technical bid and Financial bid and the both will be enclosed in one covering sealed envelope.;

  
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- xii. The expressions used but not defined in these documents shall have the same meanings as are assigned to them in The Punjab Procurement Regulatory Authority Act – 2009 or Punjab Procurement Rules - 2014.
- xiii. The procuring agency reserves the right to disqualify a firm(s) if it finds, at any time that the information submitted by the firm was false and materially inaccurate.
- xiv. A bidder / contractor may also be blacklisted for the reasons & grounds mentioned in Rule-21 of Punjab Procurement Rules – 2014 & in a manner provided in the Schedule appended with Punjab Procurement Rules – 2014 (Please see for details Rule – 21 & Schedule appended with Punjab Procurement Rules – 2014).
- xv. No bidder shall be allowed to alter or modify his bids after the bids have been opened. However, WASA (LDA) may seek and accept clarification to the bid, in writing that does not change the substance of the bid.
- xvi. Bidder should quote their firm and final rates both in words as well as in figures.
- xvii. Erasing / outing / crossing etc. if any, appearing in the offer must be properly signed by the person signing the tender, Moreover, all pages of the tender must also be properly signed.
- xviii. No incomplete, supplementary or revised offer shall be accepted after opening of the tender.
- xix. If the acceptance of tender issued during the validity period of the offer is not accepted to security agency, the Earnest Money shall be forfeited.
- xx. In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
- xxi. In case the contractor fails to execute the contract strictly in accordance with the Terms and Conditions laid down in the contract, the security deposited by him forfeited and the next tender will be floated at his risk and cost.
- xxii. The participating bidders will have to give an affidavit to the effect that they have carefully read all the Terms & Conditions of the tender documents and they accept them as well.
- xxiii. The bidder has sufficient transport facilities and latest security communication gadgets;
- xxiv. The participating bidder will have uniformed security guards alongwith licensed weapons (Service Revolver, Pistol or Pump-action Shotgun etc. for each security guard) and sufficient rounds of bullets, metal detectors, Walky-Talkies, cellular phones and duty cards. The bidders may be asked to show Security Guards alongwith weapons to check the quality.
- xxv. The bidder must have experience preferably with Government Sector (Similar nature of Projects);
- xxvi. Conditional tenders will not be accepted;
- xxvii. Each paper of the tender document has to be stamped and signed by the authorized signatory of the Security Company / agency.

### **REQUIRED DOCUMENTS FOR TECHNICAL PROPOSAL:**

- I. Company Profile
- II. Certificate of Registration / NOC
- III. NTN/ Registration certificate
- IV. List of complete current clients.
- V. Documentary proof of Experience.
- VI. Must have sound financial background (Financial / Audit Report of the last year is required).
- VII. List of at least 3 current clients for reference check with contact information
- VIII. Name of Authorized Person with full contact information on company's Letter Head
- IX. Affidavit that the "agency / company has never been blacklisted" by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory).

  
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 WASA, LDA, Lahore

**13. SUBMISSION CRITERIA & SCHEDULE:**

Two separate sealed envelopes each for technical and financial proposal should be submitted in one sealed envelope marked as Tender Documents and addressed to as under:

DY. MANAGING DIRECTOR (ENGG),  
WASA, LDA, LAHORE

Envelopes should be marked the word ("Confidential") and "Technical Proposal & Financial Proposal" for the respective bid.

The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Punjab PPRA Rules 2014 (Rule-35).

**14. METHOD OF RETURN OF BID SECURITY:**

Bid Security of technically qualified bidder(s) will be returned after award of contract to successful bidder whereas bid security of technically disqualified bidder will be returned on the following grounds:

- i. If the disqualified Company / Agency, through written request, intimate that they have no grievance on being disqualified.
- ii. If the disqualified Company / Agency files grievance petition and the grievance petition get dismissed by the Grievance Redressal Committee.
- iii. After the lapse / expiry of Grievance period as prescribed in Punjab Procurement Rules.

The bid security of successful bidder will be returned after accord of agreement.

**15. EVALUATION OF BIDS:**

First Technical bids will be opened and WASA LDA, will examine the same as per evaluation criteria made available with the tender documents. Financial proposals of only those bidders will be opened who have obtained the qualifying marks in the technical evaluation. Successful bidders(s) will be called for presentation (if needed) on any intimated date. Bidders who do not qualify cannot challenge the findings of evaluation or ask for reasons thereof.

**16. AWARD OF CONTRACT:**

The successful bidder will have to sign an Agreement on stamp paper with Deputy Managing Director (O&M) WASA LDA Lahore as per Annexure-IV and every document submitted in the tender proposal as well as the policy documents. Number of Security Guards required may be increased or decreased as per requirements of the Agency. WASA LDA reserves the right to cancel the process at any time as per Government Policy.

  
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Estate Officer  
WASA, LDA, Lahore

**Deployment of Security Personnel      (Annexure-I)**

Sr. No.	Location	Security Guards (Armed & Unarmed)	Security Supervisors
1	O&M Wing (08 Towns)	208	08
2	Head Office	30	02
3	Admn & Revenue	12	02
4	Audit & Finance	09	01
5	Director Construction-I	06	01
6	Director Construction-II	06	01
7	Director WWT	06	01
8	DD (Training & Quality Control)	06	01
9	Chief Chemist	03	-
10	Medical Office	06	01
11	Land Acquisition Collector	03	-
12	Misc/Other Offices	05	02
<b>Total</b>		<b>300</b>	<b>20</b>

\* This may be treated as tentative data.

  
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WASA, LDA, Lahore



**Technical Evaluation Criteria****(Annexure-II)**

Sr. No.	Description	Marks	Remarks
1.	NOC from Ministry of Interior, Government of Pakistan or Home Department, Government of Punjab.	10	
2.	Active membership of All Pakistan Security Agencies Association (APSAA).	10	
3.	Companies own Training Centre (10-marks) and Training Course for Security Guards from any Government Department / Organization (10-marks for one course).	20	
4.	Experience with Government Departments (05-marks for one department).	15	
5.	List of permanent professional staff including qualified managers and relevant core staff / human resource alongwith their CVs showing assignments / project-wise experience and expertise (10-marks will be given if No. of License issued by Home department to the firm is 100 and 02 out of remaining 10 marks for each additional 05 Licenses).	20	
6.	Minimum last three year's audited Financial Statements duly verified by recognized Chartered Accountant Firm (06-marks for 3 year's statement and 02-marks for each additional year).	10	
7.	10 marks will be given if average annual turnover for last 03-years is PKR. 10 Million. 01 out of remaining 05 marks for each additional 01 million	15	

**Total Marks = 100**  
**Qualifying Marks = 70**

  
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WASA, LDA, Lahore

# Technical Proposal Submission Form

(Annexure-III)

To,

The Deputy Managing Director (Engg)  
WASA, LDA, Lahore.

Gentlemen:

1. We \_\_\_\_\_ (*Name and Address of the Tender*),  
having read, understood and accepted the Tender Document, including the Addendum (s), if any,  
offer to provide security services to Water and Sanitation Agency LDA, Lahore in conformity with  
your Tender Notice dated \_\_\_\_\_ in daily The Nation Newspaper.
2. We undertake that the Tender shall have a minimum validity period of ~~60~~<sup>120</sup> days from the last date  
for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and  
intention, for due performance / execution of the Contract in accordance with the terms and  
conditions of the Contract, in case of the tender.
4. We undertake that we are / shall be represented by an agent in that country equipped and above  
to carry out the supply / stocking obligations prescribed in the Terms and Conditions of the  
Contract and / or the Technical Specifications, in case of acceptance of the Tender and of not doing  
business within the Purchaser's country.
5. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a  
contract, a contract, until execution of the formal Contract.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2019


## TENDERER

Signature: \_\_\_\_\_  
CNIC No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_

## WITNESSES

Signature: _____	Signature: _____
CNIC No.: _____	CNIC No.: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Address: _____	Address: _____

**Note:** The Tender Form should be on the letter head of the Tenderer.

  
**(ATIF GHAFLOOR)**  
Estate Officer  
WASA, LDA, Lahore

## UNDERTAKING

(Annexure-IV)

As owner (s) of

M/s \_\_\_\_\_

It is certified that I/We:

- (a) Are provider of private security services;
- (b) Accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- (c) Shall observe all the conditions and rules/ regulations framed by Government of the Punjab for the purpose and shall provide security services as per specifications and the terms and conditions of this Document;

**Signature and Stamp of the Bidder**

  
**(ATIF GHAFOR)**  
Estate Officer  
WASA, LDA, Lahore.

**WATER AND SANITATION AGENCY  
LAHORE DEVELOPMENT AUTHORITY, LAHORE.**



**TENDER/BID DOCUMENTS**

**HIRING OF SERVICES OF PRIVATE  
SECURITY AGENCY**

**FINANCIAL BID  
PART-II**

  
**(ATIF GHAFOOR)**  
Estate Officer  
WASA, LDA, Lahore.

**WATER AND SANITATION AGENCY  
LAHORE DEVELOPMENT AUTHORITY, LAHORE.  
59-F Gulshan-e-Ravi, Lahore**

**Financial Proposal Submission Form (Annexure-V)**

[Location, Date]

To,  
The Deputy Managing Director (Engg)  
WASA, LDA, Lahore.

Dear Sir,

We, the undersigned, offer to provide security services to all employees of WASA Lahore as well as to the office buildings / sites situated at different locations of Lahore in accordance with your Tender Notice dated \_\_\_\_\_. Our attached Financial Proposal is for the sum of \_\_\_\_\_ [Insert separate amounts for each item / category in words and figures, if so required]. This amount is inclusive of the taxes, which shall be levy on such services.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Bidding Document / Contract.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

  
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Estate Officer  
WASA, LDA, Lahore

**Summary of Costs**

**(Annexure-VI)**

**BID SCHEDULE**

Sr. No.	Category	Qty	Unit rate Per Month (PKR)		Amount (PKR)
			In Figures	In Words	
1.	Armed Security guards	100			
2.	Unarmed Security guards	200			
3.	Security Supervisors	20			
	<b>Total</b>				

Note:-

- ❖ The cost rendered in unit rate column must be inclusive of all applicable Government Taxes and monthly salary per person not below the minimum wages / rates as per latest Government prevailing policy / The Punjab Gazette.

Name of Bidder \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

  
**(ATIF GHAFOOR)**  
Estate Officer  
WASA, LDA, Lahore