



No.F.11-2/2021-Admin-II [Security]

Government of Pakistan

Drug Regulatory Authority of Pakistan

Ministry of National Health Services, Regulations & Coordination
T.F. Complex, 7-Mauve Area, G-9/4, Islamabad.

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TENDER NOTICE FOR HIRING OF SECURITY SERVICES

Drug Regulatory Authority of Pakistan invites sealed tenders from reputable security companies duly registered with Ministry of Interior/ Concerned Home Department to provide security services including deployment of security personnel at its Head Office located at Islamabad for a period of one (01) year, further extendable on satisfactory performance. The security companies must be on Active Taxpayers List of FBR and fulfill the eligibility criteria/terms and conditions as per tender document.

2. Interested and eligible security companies / firms may submit their bids in sealed envelopes using single stage two envelop procedure under the PPRA Rules, 2004. The bids must reach the office of undersigned latest by **2nd November, 2021 at 11:00 AM**, which shall be opened at the same day at **11:30 AM** in presence of representative of the bidders who may wish to be present.

3. Tender documents containing terms and conditions can be obtained from the office of undersigned during office hours on payment of Rs.2000/- through pay order/ bank draft in favor of Drug Regulatory Authority of Pakistan Islamabad or the same can be downloaded from PPRA's website www.ppra.org.pk or DRAP's website www.dra.gov.pk.

Ulfat Rasool

Assistant Director (Admin-II)

Tel:051-9107406



No.F.11-2/2021-Admin-II [Security]
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations & Coordination
T.F. Complex, 7-Mauve Area, G-9/4, Islamabad.

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TENDER DOCUMENT / TERMS & CONDITIONS
FOR HIRING OF SECURITY SERVICES

1. INTRODUCTION

Drug Regulatory Authority of Pakistan, hereinafter referred to as ‘the Authority’, is an autonomous body of the Federal Government established under the DRAP Act, 2012 to provide for effective coordination and enforcement of Drugs Act, 1976 and to bring harmony in interprovincial trade and commerce of drugs and therapeutic goods.

2. INVITATION FOR BIDS

The Authority invites sealed bids from renowned Security Service Providers duly registered with Ministry of Interior/ Concerned Home Department for the provision of security services, including placement of armed/ un-armed guards and other security services at the DRAP’s Head Office, Islamabad for a period of one year, further extendable for another year on satisfactory performance.

3. DEFINITIONS

3.1. **Supervisor** means, a person to be employed as Supervisor who is retired (JCOs) Junior Commission Officer of Armed Force, is within age 40-50 years in proper uniform and who is on the payroll of Security Company / Firm and trained to provide the Security Services and equipped with essentially required logistics supports for effective monitoring and communication. Person shall possess leadership skills and administrative control over the Security Guards posted by the Security Company / Firm against this agreement. He shall have working knowledge of Front Role Public Handling and Security Management Skills.

3.2. **Armed Guard** means, a person in proper uniform having experience of field intelligence or Military Police or Armed Force, who is on the payroll of Security Company and trained to provide the Security Services and equipped with useful arm & ammunition like Pistol, 8 mm and Repeater, along with valid license and other essentially required support for effective monitoring & communication which is required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel and the Security Incharge on site.

3.3. **Un-Armed Guard** means, a person in proper uniform who is on the payroll of Security Company and trained to provide the Security Services and equipped with essentially required support for effective monitoring & communication, which shall be required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel and the Security Incharge on site.

3.4. **Lady searcher**, a female security personnel who is on the payroll of Security Company and trained to interact with female visitors and search the hand bags and other possessions of female visitors as per security protocols. She must be matriculate and have good communication/ public dealing skills to welcome visitors at the front desk.

3.5. **Place of Posting** means the area where the specific Guard has been posted to provide the Security Services, in writing by the appropriate authority.

3.6. **Shift** the uninterrupted duration of twelve hours beginning from 8:00 AM to 8:00 PM and 8:00 PM to 8:00 AM for day and night shifts, respectively.

3.7. **Backup Support** means the logistic and communication support available with the company to provide assistance to the security guards, when required, for ensuring security of the premises.

3.8. Any other terms used in this tender shall be treated as its original and understandable meaning in respect of provision of Security Services smoothly.

3.9. Lethargic, inefficient, over and below age guards will not be accepted. One guard cannot perform continuous duty in two shifts. In case of such arrangements, the wage of such guards for the number of days shall be deducted from the monthly bill of the company.

4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards/ Supervisors shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week at the concerned premises. For this purpose, duty rosters of the supervisors/guards must be provided to the DRAP site in-charge as well as Assistant Director (Admin-II), DRAP.

4.2 The Security Company / Firm is responsible to provide security manpower, Armed Guards, Un-Armed Guards, Lady searchers as per following minimum requirement/ standards: -

4.2.1. SECURITY SUPERVISOR

Age: Maximum 45 years.

Retirement: Normal

Health: Sound Health

Qualification: Retired JCOs of Armed forces.

Character: Verified by the Local Police/ Special Branch.

4.2.2. ARMED GUARD

Age: Maximum 45 years.

Education: Matric or Equivalent.

Experience: Serving in field intelligence or Military Police or Armed Force.

Discipline: No major disciplinary entry in the record of service.

Retirement: Normal

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.3. UN-ARMED GUARDS

Age: Maximum 45 Years.

Education: Matric or Equivalent.

Discipline: No major disciplinary entry in the record of service with the company.

Fitness: In case of civilian trained guards, must have mandatory physical fitness required for employment in armed forces along with security training certificates.

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.4. **Lady searcher**

Age: Maximum 35 Years.

Education: Matric or Equivalent.

Skills & Training: Must have good communication skills and be trained in front desk security protocols and public dealing.

Character: Copy Secondary School Certificate (SSC)/ Local Police/ Special Branch.

4.2.5. **DRESS CODE**

Minimum two (02) pairs of uniforms and shoes per years must be provided by the Security Company to each individual.

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform)

Summer:

T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (Ranger Type Uniform)

4.2.6. Security Company / Firm shall provide to the employer all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.

4.2.7. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 20-50 years.

4.2.8. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Assistant Director (Admin-II), DRAP, Islamabad.

4.2.9. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.

4.2.10. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company and atleast fifteen bullets/cartridges shall be available with each armed guard.

4.2.11. Schedule for posting of Security Guards shall be prepared and issued by Site Incharge with prior approval of Assistant Director (Admin-II), DRAP, Islamabad.

4.2.12. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.

4.2.13. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the Assistant Director (Admin-II), DRAP for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

4.2.14. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.

4.2.15. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places: -

4.2.15.1. Every Guard should have a whistle along with torch at night.

4.2.15.2. Supervisor, if he is not available, then the senior most Guard, should have Cellular Phone facility with outgoing call facility to communicate with security personnel and the Security Incharge of the concerned office.

4.2.15.3. The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.

4.2.15.4 The Company / Firm must provide Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand.

4.2.15.5 The Company / Firm must provide at least 04 wireless walkie talkie sets to their guards.

4.2.15.6 The Company / Firm shall provide other security gadgets as per requirement.

4.2.15.7 The Company / Firm shall have the facility to provide food, own guard residence, pick & drop services on their official company vehicle.

4.2.15.8 The Company / Firm shall provide extra security services to guarded the event of clients.

5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained. A register for entry/ exit of visitors shall be separately maintained.

5.2. The Security Company shall be responsible to ensure the safety and security of the DRAP's assets (moveable and immovable) including official vehicles parked in premises.

5.3. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

5.4. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the authority thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill.

6. GENERAL CONDITIONS

6.1. The Authority at its discretion can increase/ decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

6.2. In case number of guards increased/ decreased upon directives of the DRAP, the payment shall be made/ adjusted on the already approved tender rates.

6.3. Security Company shall ensure the placement of Guards, strictly in accordance with agreement/ Terms and Conditions of tender.

6.4. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the DRAP reserve the right to impose the penalty as per agreement/ tender document.

6.5. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -

- 6.5.1. Attested photocopy of NADRA Computerized Card.
 - 6.5.2. Original Service Card issued by the Security Company.
 - 6.5.3. Photocopy of license/ certificate of weapon held by the guard.
 - 6.5.4. Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.
- 6.6. The agreement would effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the Authority for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.
- 6.7. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levis whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 6.8. Any increase or decrease in any levies or rates imposed by the Government/CBA, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the Authority.
- 6.9. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any cess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such cess, tax charges or surcharge, as the case may be, shall be payable by the Security Company.
- 6.10. The Authority will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 6.11. The Security Company / Firm will keep the Authority free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.
- 6.12. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The Authority shall in no way be responsible for any compensation in this connection.
- 6.13. One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 6.14. The Authority shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Un-Armed Guards/Armed Guards duly verified by Security Incharge.
- 6.15. The payment of Security Company shall be released within two to three weeks after the completion of all codal formalities as herein prescribed.
- 6.16. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to Arbitratory Committee, Drug Regulatory Authority of Pakistan and its decision shall be final and binding upon the parties hereto.

6.17. The Security Company shall be responsible to complete all documentation, if notified from time to time.

6.18. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with minimum placement of 300 Ex-Army Guards, Armed Guards and Un-Armed Guards round the clock.

6.19. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with Drug Regulatory Authority of Pakistan and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

6.20. The Security Company will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed Security Guards/Manpower in TCP and Security Company should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/- (**copy enclosed**).

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL

7.1. The Security Company shall commence security services at each station/ location immediately after issuance of letter of award as per following deployment of security guards and security equipment:

A. DAY SHIFT (8:00 AM to 8:00 PM)

Location	Requirement of Security Guards					Required Equipment	
	Supervisor	Armed Guards	Un-Armed Guards	Lady searcher/ reception	Total Personnel	Walk-through gates	Handheld metal detector
DRAP Head Office, T.F. Complex, G-9/4, Islamabad	-	10	-	02	12	-	06
Total	-	10	-	02	12	-	06

B. NIGHT SHIFT (8:00 PM to 8:00 AM)

Location	Requirement of Security Guards					Required Equipment	
	Supervisor	Armed Guards	Un-Armed Guards	Lady searcher/ reception	Total Personnel	Walk-through gates	Handheld metal detector
DRAP Head Office, T.F. Complex, G-9/4, Islamabad	-	03	-	-	03	-	-
Total	-	03	-	-	03	-	-

8. PENALTY

8.1. In case of non-placement of required number of Guards, the Authority has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.

8.2. In case of any damage/loss to the Authority due to Security lapse herewith for determination of liability a three-member committee headed by Director (HR, Admin & Logistics) with Director Budget & Accounts and Director/ Deputy Director (Legal Affairs) as members has to give initial findings to be

considered by the management of the Authority to take appropriate measures. The decision of the Authority in this regard would be binding on the Security Company.

8.3. Besides penalty, the Authority can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the Authority as determined by the above Committee.

8.5. In case of absence of any guard from his place of duty more than three shifts in a month, the Authority reserve the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.

8.6. In case of placement of Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the Authority reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deem appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

9. PAYMENT

9.1. 100% payment will be made after completion of each month.

9.2. The Security Company is required to submit the following documents along with bill: -

9.2.1. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.

9.2.2. Attendance sheet of the Guards daily and monthly duly verified by the site Incharge and countersigned by Assistant Director (Admin-II), DRAP.

9.2.3. Copy of any/all correspondence made with the Authority or any other agency/ person/ organization during that month regarding this contract.

9.2.4. Any other details/documents, if required by the Authority.

9.2.5. Evidence / support of all claims in bills.

9.2.6. List of deputed guards along with their cell numbers/ CNIC number and present address.

9.3. Payment shall be made through crossed cheque and online, within 15 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. The Authority requires atleast 15 days for processing of payment.

9.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Arbitratory Committee, Drug Regulatory Authority of Pakistan and its decision shall be final and binding on both the parties.

10.2. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Officer Incharge at site with copy to Director (Admn, HR & Logistics), DRAP Islamabad, in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate the Authority of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per personnel, per shift as per Bid Form (**Annexure-I**).

11.2. For placement of allied services, the rates shall be quoted in Pak Rupees, category wise per service, per month basis as detailed above.

12. PRE-QUALIFICATION CRITERIA FOR BIDDERS

12.1. Mandatory Provisions/ Eligibility Criteria for Security Company based on Marks/Score require 70 Marks for Pre-qualification (**Annexure-II**). However, the bidder is required to enclose the documents/information as mentioned in the documents otherwise the offer may not be considered.

12.2. Incomplete/ conditional bids shall be rejected.

13. VALIDITY OF BIDS

13.1. The bids shall remain valid for a period of 90 days w.e.f. the date of opening of financial bids.

13.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

14. BID SECURITY / PERFORMANCE GUARANTEE

14.1. Bid shall be accompanied by original Bid Security of Rs.250,000/- [Rupees Two Hundred Fifty Thousand Only] in shape of Bank Draft issued by a reputed bank.

14.2. The bank guarantee must be valid for atleast 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.

14.3. Bid Security of the successful Bidder(s) will be retained subject to the tender conditions. Bid security of those bidders whose Bid(s) is/are not accepted for any reason, bid security, will be returned.

14.4. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.

14.5. Bid Security of the Successful Bidder(s), will be retained as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.

14.6. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

15. SUBMISSION OF BIDS: -

15.1. Interested Security Companies may submit their sealed offers/bids comprising of **two (2) separate envelopes**, each envelope containing **Technical Proposal and Financial Proposal (clearly marked on each envelope)** to be dropped in the tender box placed in Admin-II of the DRAP Headquarters at 1st Floor,

T.F. Complex, G-9/4, Islamabad on the date and time as specified in the tender notice. The Technical Proposals shall be opened in the Conference Room thirty minutes after deadline of submission of bids in the presence of bidders or their authorized representatives who may wish to be present. After evaluation and approval of Technical Proposals, the Procurement Committee shall open publicly the Financial Proposals of technically responsive bidders only, on the date and time as specified in the Tender Notice. Financial Proposals of bidders found technically non-responsive shall be returned unopened to the representative of bidder(s).

15.2. Bids (*Technical Proposal*) shall be accompanied with the following document.

15.2.1. List of all Directors along with the CNIC Number & Copies.

15.2.2. Copy of Organogram.

15.2.3. Copy of NTN Certificate.

15.2.4. Copy of Certificate from relevant authorities where the services provided.

15.2.5. Copy of GST Certificate.

15.2.6. Annual Income Tax Returns and receipt for the last 3 years.

15.2.7. Bank Account(s) Information and statement for the last 3 years.

15.2.8. The Authority reserves the right to demand/call any other information for the sake of documents/information.

15.2.9. Details of Bid Security including Bond Number, date of issue and date of validity. Amount may not be mentioned. However, it must be declared on official letter head that a bid security @ Rs.250,000/- is enclosed with financial proposal.

15.2.10. Holding Communication wireless license for the equipment/gadgets from relevant authority.

15.2.11. Copy of valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.

15.2.12. Seven (07) years' experience with proven track record in the market as a security service provider (Attach Photo Copies of Evidence).

15.2.13. Experience with Government, Semi Government Organizations, Multinational Firms and Foreign Missions (Attach Photo Copies of Evidence), if applicable.

15.2.14. Details along with office addresses in the site locations i.e. Islamabad.

15.2.15. An undertaking on stamp paper that the company or its employees never involved in any litigation with this Authority and the company has never been blacklisted by any Government organization.

15.3. Bids (*Financial Proposal*) shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.

15.4. **Bidders are requested to offer the services and quote the rates for DRAP, Islamabad as required by the Authority.**

16. ELIGIBILITY

16.1. The Security Company / Firm shall be:-

16.1.1. Holding the valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.

16.1.2. Holding the valid NTN Certificate.

16.1.3. Holding the valid GST registration.

16.1.4 Having minimum Seven (07) years experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Foreign Missions.

17. INELIGIBILITY

17.1. If the Security Company / Firm is declared as Blacklisted by any Government organization.

17.2. If the Security Company / Firm declared as defaulter by any Government / Public Sector Organization.

17.3. If the Security Company / Firm involving in litigation with any Government/Public Sector Organization.

17.4. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.

17.5. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.

18. DOCUMENTS CONSTITUTING CONTRACT

18.1. The Security Company / Firm shall sign a contract agreement (**Annexure-IV**) with the Authority, within one week from acceptance of the bid by the Authority.

18.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

19. CANCELLATION OF CONTRACT

19.1. The Contract may be terminated earlier at any time by the Authority for breach of any provision(s) of the agreement by the Security Company.

19.2. This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would amount to misconduct and the Authority reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.

19.3. Upon the termination of this agreement the Security Company /Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the Authority.

19.4. In case of any serious violation made by the Security Company / Firm, the Authority can terminate the agreement without giving one-month notice.



Drug Regulatory Authority of Pakistan

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Annexure-I
Financial Proposal

BID FORM

1. Name & Address of Bidder: _____
Telephone: _____
Fax: _____
Email: _____
Sales Tax Number: _____
National Tax Number: _____

2. Placement of security services at Drug Regulatory Authority of Pakistan Head Office, Islamabad at following rates:

Required Service	Placement At DRAP Islamabad
Deploy Armed Guard (<i>Per person per month for morning shift</i>)	
Deploy Armed Guard (<i>Per person per month for night shift</i>)	
Deploy Lady Searcher (<i>per person per month for morning shift</i>)	
Provision of Handheld Metal Detector (per month rent)	

3. **We shall abide by all the terms and conditions of the tender.**
4. **We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**
5. **Bids Security should be enclosed along with the financial proposal.**

Signature: _____

Name: _____

Designation: _____

CNIC No. _____ (*copy enclosed*)

Date: _____

Official Seal/ Stamp: _____

**TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF
PRIVATE SECURITY COMPANIES**

A)	Company Profile	
	Satisfactory service performed by Security Company / Firm	15 Marks
	Up to 7 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of Ex-Army Personnel/ Armed Guard along with weapons and ammunition held by the Company with license.	50 Marks
	i. Ex-Army Personnel 50% of the requirement (list to be attached)	10
	ii. Armed Guards (100% of the requirement) list to be attached.	15
	iii. Repeater (Nos. 13 with Company License)	15
	iv. Pistol 8 mm (Nos. 13 with copies of License)	10
F)	Security Training	10 Marks
	The Security Company provide mandatory training to the Un-Armed Guards (civilian) through a registered security institute (list of guards and training certificates held by the guards be provided)	10
G)	Financial Soundness/ Status	25 Marks
	i) Bank statement for latest one year	10
	ii) Credit worthiness undertaking showing the capacity of bidder as per Annexure-III .	15
	iii) Undertaking that the company has never been blacklisted by any Government organization	Mandatory
	iv) Undertaking that company has never been involved in litigation with the Authority (DRAP)/ Government of Pakistan.	Mandatory
	v) License for operating wireless devices/ security equipment	Mandatory
	Total Marks	100
	Required Marks for Pre-Qualification	70

Note:

- i) *The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) *Those who obtain 70 or more marks, their Financial Bid shall be opened and will be selected on lowest cost basis.*

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to Drug Regulatory Authority of Pakistan (Government of Pakistan) that our Security Company _____ is financially sound to pay the salaries of deputed security guards and other related expenses for two months, if payment is delayed by the Authority (DRAP) due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20____ between “Drug Regulatory Authority of Pakistan (DRAP), Islamabad” (hereinafter referred to as the Employer) of one part, and “M/S _____ (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Employer is desirous of availing the security services/ trained security personnel/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide security services in conformity in all respects with the provision of the Contract.
5. The Employer hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Employer

Name: _____

Name: _____

Designation: _____

Designation: _____

Date _____

Date _____