

**Lahore  
Knowledge  
Park**



# **BIDDING DOCUMENTS FOR HIRING OF SECURITY SERVICES**

**Issue Date: July 22, 2019  
Closing Date: August 08, 2019**

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)  
HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF THE PUNJAB.  
Ground Floor, 15-A Abu Bakar Block, New Garden Town, Lahore.**



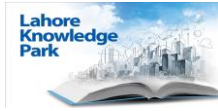
Government of the Punjab



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## Lahore Knowledge Park Company TENDER NOTICE FOR HIRING OF SECURITY SERVICES UNDER FRAMEWORK (RATE) CONTRACT BASIS

The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s 42 (not-for-profit) of the Companies Act 2017, through Higher Education Department (HED), Government of the Punjab.

LKPC invites sealed tenders (Technical + Financial) under PPR Rules 2014, for provision of Security Services for LKPC project site and office situated at Rakh Dera Chahl, Bedian Road, Lahore and 15, Abu Bakar Block, New Garden Town, Lahore respectively, from reputed firms/companies registered with Sales Tax Department and with valid National Tax Number as in the following manner:

S. Nos.	Description of Services	Nature of Contract	Specifications/Quantity
01	Security Services (Security Supervisors & Guards)	Framework (Rate) Basis	As per Bidding Document

### **Bid Opening Date, Time & Venue:**

Submission of Bids: August 08, 2019 At 11:00 am  
Opening of Bids: August 08, 2019 At 11:30 am  
Venue: Lahore Knowledge Park Company,  
15- Abu Bakar Block, New Garden Town, Lahore.

### **Tender Documents (TORs):**

Interested eligible bidders may get the Tender Documents (TORs) immediately after the publication of this Tender on submission of written application along with tender fee of Rs. 1,000/- (non-refundable) in form of "CDR, Bank Draft, or Pay Order" in favor of "Lahore Knowledge Park Company", during working hours from the address given below.

### **TERMS AND CONDITIONS**

1. The procurement will be done under Punjab Procurement Rules-2014 by using single stage one-envelope bidding procedure and will be evaluated on **Least Cost Basis**.
2. Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 2% of the estimated price (Estimated price Rs. 14,000,000/-) in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive.
3. Technically responsive and the lowest evaluated bidder shall be awarded the contract.
4. The Bidders must have valid license from the Home Department.
5. Tenders received after the due date & time will not be brought under consideration.
6. Copies of Income Tax and Sales Tax number should be furnished by the firm along with the tender.
7. The Competent Authority may reject all the bids or proposal at any time prior to the acceptance of bid or proposal as per Rule 35 of PPR-2014.
8. The Financial Bid shall be considered as inclusive of all taxes.

Advertisement and bidding documents can also be downloaded from the websites: [www.lkpc.com.pk](http://www.lkpc.com.pk) or [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) or can be obtained through email from: [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk) or in hard copy from the address given below:



### **Manager Admin & Procurement**

Lahore Knowledge Park Company  
15-Abu Bakar Block, New Garden Town, Lahore, Pakistan.  
Cell: 0300-4648128  
Tel: 042 99075000  
Email: [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk)

## 1. Overview of Facility and Scope of Works:

The Lahore Knowledge Park Company (LKPC) is a public sector large scale organization duly registered with the SECP u/s Section 42 (not-for-profit) Company under the Companies Act 2017, through the Higher Education Department, Government of the Punjab, Pakistan.

The Service provider must be reputed company, shall have good name, standing, requisite experience, expertise and professional reputation for performing similar job/ assignment.

LKPC requires the services of **Security Supervisors and Security Guards** equipped with latest weapons to secure the premises, under Framework Contract of Punjab Procurement Rules-2014.

Description		Location	Numbers	Remarks
<b>Guarding Staff</b>				
1	Security Supervisor Armed (Hav/JCO)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Under Framework Contract as per requirement	Shift in-change
2	Security Guards Armed	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	Including relievers
3	Cook	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	
4	Security Supervisor Armed (Hav/JCO)	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do	
5	Security Guards Armed	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do	Including reliever
<b>Vehicle for Patrolling</b>				
6	Motor Cycles (New)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	For Patrolling (Including POL & Maintenance)
<b>Communication Equipment</b>				
7	Walkie Talkie Sets with Base Station	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	

Note: The Competent Authority of LKPC has right to increase/decrease the quantity at any stage during the contract period as and when required basis under Framework (Rate) Contract Basis.

## **2. Services Required by Client (LKPC):**

2.1 The Service Provider (Contractor) shall provide, render and ensure Security Services as assigned by the Lahore Knowledge Park Company (Client) on round-the-clock basis, 24 hours per day, 07 days per week in two shifts 12 hours, each shift including off days and holidays. The Contractor shall be required to perform all necessary security services and duties as outlined in this Scope of Work. Unless directed by Client, the requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies, and adverse weather conditions or disasters (natural, deliberate, or accidental).

2.2 The Contractor shall abide by all the terms and conditions laid down:

2.2.1. To control unauthorized access to LKP project site.

2.2.2. To check entry and exit of the personnel, if required screen / inspect visitors and their baggage(s). Perform suppression and removal of invaders, demonstrators and unauthorized entrants.

2.2.3. To safeguard the property against theft, damage and misuse. Damage shall include setting up of banners, posters, advertisements, graffiti etc. without Client's permission in the mentioned facilities.

2.2.4. In case of any theft/ trespassing/unauthorized access or any other act that is under non-compliance of Client's terms and conditions, the Contractor may be delegated power to retain and handover or hold the offender as per Client's Rules and Regulations to police as per case demand. The Contractor will also help the Client in lodging FIR with Police, if required.

2.2.5. To recognize and respond to security threats or breaches.

2.2.6. To recognize and respond to emergency situations and safety hazards such as fire, power outages, medical emergencies, accidents, short circuits.

2.2.7. To maintain log of all security violations and report occurrences to the Client as quickly as possible considering the nature of the violation;

2.2.8. To patrol the premises from outside as required by this contract or as directed by the Client to prevent trespassing, vandalism, sabotage, catch a vehicle, etc.

2.2.9. To monitor and provide information about public events or other activities in the geographic area that may impact slaughtering & other Operations.

2.2.10. To perform monitoring and reporting of breach/breakage in fencing.

2.2.11. To provide evidence of Security Staff attendance at each designated point on daily basis.

2.3 The Contractor shall be responsible for furnishing all Guards' uniforms, flashlights, batteries, communication device i.e. walkie talkie sets with Base station, motorbikes for patrolling (including petrol + maintenance), raincoats, large & medium umbrellas, and other related equipment.

- 2.4 The Contractor shall be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is the responsibility of the Contractor to see that all their activities are properly coordinated with the client's operations and modify assignments as required;
- 2.5 The Contractor shall be responsible for all acts done by the personnel engaged by it. The Contractor shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services. The Contractor or its personnel shall not at any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the visitors. The Contractor shall provide appropriate and necessary management and supervision for all of his employees and shall be solely responsible for instituting and invoking disciplinary action against employees not in compliance with Client's terms and conditions and instructions.
- 2.6 The Contractor shall ensure proper License/permission, authorization, approval and consent including registrations, all applicable permits including all statutory and regulatory approvals from the concerned authorities, wherever applicable, in order to perform security services. The Contractor shall obtain compliance with all the Applicable Laws, Rules and Regulations, which are applicable to the Contractor or personnel deputed by him and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation.
- 2.7 An authorized representative of the Contractor shall ensure his/her presence at short notice when required by the Client.
- 2.8 The Contractor shall not sub-contract any of its responsibilities contained in this Agreement to any sub agent or subcontractor without prior written permission of the Client, and if Client gives such written permission (which permission may be of a general or specific nature), it shall not be construed as waiver of any accrued rights and / or liabilities and the Contractor shall be fully responsible for all acts and omissions of its sub-contractors or sub agents.
- 2.9 The Contractor is responsible for the medical and accident insurance of its staff, payment of all dues like social security, EOBI etc. The Client shall not accept any responsibility of the designated security personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Contractor.
- 2.10 The Contractor shall ensure that it does not engage or continue to engage any person with criminal record / conviction or otherwise undesirable persons and shall bar such person from participating directly or indirectly in the provision of Security Services.
- 2.11 The Contractor shall be liable to the penalty for any loss incurred or suffered / any damage caused to movable or immovable property of the Client, on account of delayed, deficient or inadequate Security Services, or interruption in the Security Services for reasons directly and solely attributable to the Contractor.
- 2.13 The Contractor shall manage the rotation of guards on periodic basis i.e. weekly, fortnightly or monthly basis as per roster given by the Client.

### **3. Security Personnel Capabilities:**

- 3.1 The Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the Client's expectations.
- 3.2 All on-duty staff of the Contractor shall wear proper uniform. The Contractor shall also provide seasonal uniforms and weather-appropriate protective clothing to their staff necessary to support continuous performance of contract requirements.
- 3.3 The Contractor shall ensure all guards are provided with the appropriate identification. The identification shall include display of valid security company ID, containing a picture of the guard / supervisor, at all times while in the facility as part of their uniform requirements.
- 3.4 All Security Guards assigned must be alert, punctual, physically fit, in good health, without physical / mental abnormalities / defects which could interfere with the performance of his / her duties including good vision without color blindness. They should possess good physique, necessary skills, knowledge, expertise and experience to satisfy the requirements of the security work involved. They should not be suffering from any contagious / major diseases
- 3.5 The age limit of security guard shall be from 25 to 50 years and supervisor 40 to 60 years.
- 3.6 The Contractor shall ensure that none of his personnel report in drunken state or consume drugs, prohibited substances, etc., while on duty.
- 3.7 No security personnel shall leave premises assigned, unless properly relieved by the next security personnel. The security posts / places shall not be left unmanned at any time during the period of the contract.
- 3.8 The Contractor shall ensure ban on double duties of Guards in continuation.
- 3.9 The Contractor shall provide minimum of 80% Ex-armed staff for security to Client and all supervisor must be Ex-armed minimum subaidar level.
- 3.10 The Contractor shall liable all the rules and regulations of the labour laws, social security and all other laws applicable in Pakistan.

### **4. Key Service-level Parameters:**

In case of non-performance of the Contractor for scope of work / responsibilities or its obligations, fine shall be charged as defined in Annexure-K. Such fine shall be limited to 05% (five percent) of the annual contract value. If the cumulative amount of such fine exceeds 05% of the annual contract value, then it shall be considered as event of default on part of the Contractor.

### **5. Bid Security:**

- 5.1 The Bidder shall furnish the Bid Security in the following manner:
  - 5.1.1 Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 2% of the estimated price (Estimated price Rs. 14,000,000/-) in favor of "Lahore



- Knowledge Park Company”, without which the offer shall be rejected being non-responsive.
- 5.1.2 Issued by a scheduled bank operating in Pakistan, in the name of the Client (Lahore Knowledge Park Company).
- 5.1.3 Have a minimum validity period of 90 days from the last date for submission of the Tender.
- 5.2 The proceeds of the Bid Security shall be payable to the Client, on the occurrence of any / all of the following conditions:
- 5.2.1 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 5.2.2 If the Bidder, having been notified of the acceptance of the Tender by the Client during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 5.2.3 If the Bidder fails to provide the performance security in stipulated timeframe or format.
- 5.3 The Bid Security shall be returned to the technically unsuccessful Bidder with unopened/sealed financial bid, as well as to the unsuccessful bidders following the financial bid opening procedure. The Bid Security shall also be returned to the successful Bidder on furnishing the Performance Security.

## **6. Tender Validity:**

The Tender shall have a minimum validity period of Ninety (90) days from the last date of Bid submission. The Client may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing.

## **7. Opening of Tender:**

Bid(s) shall be opened, at the given place; time and date, in the presence of representatives of interested Firms who may like to attend, for which they shall ensure their presence without further invitation.

Submission Time & Date:	August 08, 2019 At 11:00 am
Opening Time & Date:	August 08, 2019 At 11:30 am
Venue:	At: Lahore Knowledge Park Company, 15-Abu Bakar Block, New Garden Town, Lahore

## **8. Clarification of the Tender by the Client:**

The Client shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is solid discretion of the Client.

## **9. Determination of Responsiveness of the Tender:**

- 9.1 The Client shall determine the substantial responsiveness of the Bidder to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
- 9.1.1 meets the eligibility criteria for the Bidder for the Services;
- 9.1.2 meets the delivery period / point for the Services;
- 9.1.3 offers fixed price quotations for the Services in PKR

- 9.1.4 is accompanied by the required Bid Security as part of financial bid envelope;
- 9.1.5 is otherwise complete and generally in order;
- 9.1.6 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

- 9.2 A material deviation or reservation is one which affects the scope, quality or performance of the Services or limits the Client's rights or the Tenderer's obligations under the Contract.
- 9.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation. However, the Client may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender; but subject to approvals of the Tender Evaluation Committee.

#### **10. Rejection / Acceptance of the Tender:**

- 10.1 The Client shall have the right, at his exclusive discretion, to accept a Tender, reject all tender(s), cancel / annul the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.
- 10.2 The Tender shall be rejected if:
  - 10.2.1 It is substantially non-responsive; or
  - 10.2.2 It is submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
  - 10.2.3 It is incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or
  - 10.2.4 It is subject to interlineations / cuttings / corrections / erasures / overwriting; or
  - 10.2.5 The Bidder fails to meet the minimum mandatory score of 65% against Technical Evaluation Criteria; or
  - 10.2.6 The Bidder engages in corrupt or fraudulent practices in competing for the Contract award.
  - 10.2.7 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
  - 10.2.8 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

#### **11. Performance Security:**

- 11.1 The successful Bidder shall furnish Performance Security as under:
  - 11.1.1 Within ten (10) working days of the receipt of the Letter of Acceptance by the Client;
  - 11.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan.
  - 11.1.3 Denominated in Pak Rupees;
  - 11.1.4 Having minimum validity period of one year from the date of Letter of Acceptance or until the date of expiry of yearly support period.
  - 11.1.5 The successful Bidder shall furnish a Bank Guarantee @ 05% of the Contract amount..
  - 11.1.6 The proceeds of the Performance Security shall be payable to the Client, on occurrence of any / all of the following conditions:
    - 11.1.6.1 If the Contractor commits a default under the Contract;
    - 11.1.6.2 If the Contractor fails to fulfill any of the obligations under the Contract.
    - 11.1.6.2 If the Contractor violates any of the terms and conditions of the Contract.

11.1.7 The Performance Security shall be returned to the Bidder within 90 working days after satisfactory completion of security services.

**12. Technical Evaluation Criteria (Data Sheet)**

The bidder must have valid registration with Home Department, (Federal Board of Revenue) FBR and (Punjab Revenue Authority) PRA. Those bidders not registered with Home Department Punjab, FBR & PRA or without valid license shall be considered technically with responsive.

NOTE: In order to qualify for the financial Bid, bidders are required to obtain a minimum score 65 out of 100.

A. Bidder's Profile and Strengths				
	Criteria	Range	Max. Score	Score Obtained
<b>A. Profile /Capacity</b>	No. of Guards	Up to 3,000 2 Points 3,001 to 5,000 4 Points 5,001 to 7,000 6 Points 7,001 to 9,000 8 Points More than 9,001 Guards 10 Points (Max.)	10	
	No. of Weapons	Up to 400 2 Points 401 to 600 4 Points 601 to 800 6 Points 801 to 1,000 8 Points More than 1,001 Weapons 10 Points (Max.)	10	
	No. of weapon licenses	Up to 4,00 2 Points 401 to 600 4 Points 601 to 800 6 Points 801 to 1,000 8 Points More than 1,001 Weapons 10 Points (Max.)	10	
	Army men in total guards	Up to 1,000 2 Points 1,001 to 2,000 4 Points 2,001 to 3,000 6 Points 3,001 to 4,000 8 Points More than 4,001 Guards 10 Points (Max.)	10	
<b>Sub-Total A</b>			<b>40</b>	
<b>B. Financial Capability</b>	Tax Payer since (Years) (Tax Returns Copies)	Up to 2 years 2 Points 3 to 4 years 4 Points 5 to 6 years 6 Points 7 to 8 years 8 Points Above 8 years 10 Points (Max.)	10	

	Equity/ Assets (As per Last year Audited Balance Sheets)	Up to 100 Million 2 Points 101 to 200 Million 4 Points 201 to 300 Million 6 Points 301 to 400 Million 8 Points Above 401 Million 10 Points (Max.)	10	
<b>Sub-Total B</b>			<b>20</b>	
<b>C. Reputation</b>	No. of Years of Service in Punjab	Up to 5 years 2 Points 6 to 8 years 4 Points 9 to 11 years 6 Points 11 to 13 years 8 Points Above 13 years 10 Points (Max.)	10	
	Years since registered with APSAA	Up to 2 years 2 Points 2 to 4 years 4 Points 4 to 6 years 6 Points 6 to 8 years 8 Points Above 8 years 10 Points (Max.)	10	
	No. of Clients in Government of the Punjab Departments/Institutions/ authorities or Government owned companies.	Up to 5 2 Points 6 to 10 4 Points 11 to 15 6 Points 16 to 20 8 Points Above 20 clients 10 Points (Max.)	10	
	ISO Certification (if any)	Each Certification will fetch 5 points Max marks = 10 Points	10	
<b>Sub-Total C</b>			<b>40</b>	
<b>Total</b>			<b>100</b>	

**Note:**

1. Technically responsive bidders those obtained minimum sixty-five percent (65%) marks and the lowest evaluated bidder shall be awarded contract.

**13. Redressal of Grievances by the Client:**

- (1) The Client (LKPC) shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- (2) Any bidder feeling aggrieved by any act of the Client after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- (3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- (4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

# **DRAFT CONTRACT FOR SECURITY SERVICES**

**BY AND BETWEEN**



**LAHORE KNOWLEDGE PARK COMPANY (LKPC)  
HIGHER EDUCATION DEPARTMENT  
GOVERNMENT OF THE PUNJAB  
(THE CLIENT)**

**AND**

**M/S. \_\_\_\_\_  
(THE CONTRACTOR)**

**FOR**

**“Hiring the Security Services”**

**Dated: -----**

## **DRAFT CONTRACT FOR HIRING OF SECURITY SERVICES**

This Contract Agreement (hereinafter referred to as the "**Contract**") is made on the \_\_\_\_ day of \_\_\_\_\_, 2019.

by and between,

**Lahore Knowledge Park Company (LKPC)**, a company incorporated u/s 42 of the Companies Act, 2017 as a non-profit company, through the Higher Education Department, Government of the Punjab, having its registered office at 15-Abu Bakar Block, New Garden Town, Lahore, through its duly authorized Chief Executive Officer, \_\_\_\_\_, having CNIC No.: \_\_\_\_\_ (hereinafter referred to as the "Client or LKPC" of the first part, which expression shall include the successors, legal representatives and permitted assigns);

**AND**

**M/s.** \_\_\_\_\_, with its office located at \_\_\_\_\_ of the other part, through its duly authorized Manager \_\_\_\_\_, having CNIC No. \_\_\_\_\_ (hereinafter referred to as the "Contractor or \_\_\_\_" of the second part, which expression shall, include the successors, legal representatives and permitted assigns).

**Both Lahore Knowledge Park Company (Client) and M/s. \_\_\_\_\_ (Contractor) may hereinafter be referred to individually as "Party" and collectively as "the parties."**

**WHEREAS;**

The Client (LKPC) requires the services of security guards at its office and at the site of Lahore Knowledge Park situated at Rakh Dera Chahal, Bedian Road, Lahore.

**AND WHEREAS;**

The Contractor (M/s. \_\_\_\_\_) having experience in providing the security services to the organizations, being the lowest bidder in open competitive procurement process as per Punjab Procurement Rules, 2014 has offered to provide the security services to the Client and the Client agreed to avail the said services in accordance with the terms and conditions laid in this contract.

**NOW THEREFORE;**

Both the parties agree to enter into this contract as per the terms and conditions given hereunder:

## 1. SCOPE OF SERVICES

- 1.1 The Contractor i.e. M/s. \_\_\_\_\_ shall provide Security Staff/ Guards to keep watch and ward and protection of Lahore Knowledge Park site located at Rakh Dera Chahal, Bedian Road, Lahore and at LKPC office located at 15-Abu Bakar Block, New Garden Town, Lahore as per the requirements of the Client i.e. LKPC.
- 1.2 The security guards shall be provided by the Contractor on round-the-clock basis, 24 hours per day, 07 days per week in two shifts of 12 hours each, including off days and holidays.
- 1.3 The Contractor shall abide by all the terms and conditions laid down:
  - 1.3.1 To control unauthorized access to LKP project site.
  - 1.3.2 To check entry and exit of the personnel, if required screen / inspect visitors and their baggage(s). Perform suppression and removal of invaders, demonstrators and unauthorized entrants.
  - 1.3.3 To safeguard the property against theft, damage and misuse. Damage shall include setting up of banners, posters, advertisements, graffiti etc. without Client's permission in the mentioned facilities.
  - 1.3.4 In case of any theft/ trespassing/unauthorized access or any other act that is under non-compliance of Client's terms and conditions, the Contractor may be delegated power to retain and handover or hold the offender as per Client's Rules and Regulations to police as per case demand. The Contractor will also help the Client in lodging FIR with Police, if required.
  - 1.3.5 To recognize and respond to security threats or breaches.
  - 1.3.6 To recognize and respond to emergency situations and safety hazards such as fire, power outages, medical emergencies, accidents, short circuits.
  - 1.3.7 To maintain log of all security violations and report occurrences to the Client as quickly as possible considering the nature of the violation;
  - 1.3.8 To patrol the premises from outside as required by this contract or as directed by the Client to prevent trespassing, vandalism, sabotage, catch a vehicle, etc.
  - 1.3.9 To monitor and provide information about public events or other activities in the geographic area that may impact slaughtering & other Operations.
  - 1.3.10 To perform monitoring and reporting of breach/breakage in fencing.
  - 1.3.11 To provide evidence of Security Staff attendance at each designated point on daily basis.

- 1.4 The Contractor shall be responsible for furnishing all Guards' uniforms, flashlights, batteries, communication device i.e. walkie talkie sets with Base station, motorbikes for patrolling (including petrol + maintenance), raincoats, large & medium umbrellas, and other related equipment.
- 1.5 The Contractor shall be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is the responsibility of the Contractor to see that all their activities are properly coordinated with the client's operations and modify assignments as required;
- 1.6 The Contractor shall be responsible for all acts done by the personnel engaged by it. The Contractor shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services. The Contractor or its personnel shall not at any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the visitors. The Contractor shall provide appropriate and necessary management and supervision for all of his employees and shall be solely responsible for instituting and invoking disciplinary action against employees not in compliance with Client's terms and conditions and instructions.
- 1.7 The Contractor shall ensure proper License/permission, authorization, approval and consent including registrations, all applicable permits including all statutory and regulatory approvals from the concerned authorities, wherever applicable, in order to perform security services. The Contractor shall obtain compliance with all the Applicable Laws, Rules and Regulations, which are applicable to the Contractor or personnel deputed by him and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation.
- 1.8 An authorized representative of the Contractor shall ensure his/her presence at short notice when required by the Client.
- 1.9 The Contractor shall not sub-contract any of its responsibilities contained in this Agreement to any sub agent or subcontractor without prior written permission of the Client, and if Client gives such written permission (which permission may be of a general or specific nature), it shall not be construed as waiver of any accrued rights and / or liabilities and the Contractor shall be fully responsible for all acts and omissions of its sub-contractors or sub agents.
- 1.10 The Contractor is responsible for the medical and accident insurance of its staff, payment of all dues like social security, EOBI etc. The Client shall not accept any responsibility of the designated security personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Contractor.
- 1.11 The Contractor shall ensure that it does not engage or continue to engage any person with criminal record / conviction or otherwise undesirable persons and shall bar such person from participating directly or indirectly in the provision of Security Services.



1.12 The Contractor shall be liable to the penalty for any loss incurred or suffered / any damage caused to movable or immovable property of the Client, on account of delayed, deficient or inadequate Security Services, or interruption in the Security Services for reasons directly and solely attributable to the Contractor.

1.13 The Contractor shall manage the rotation of guards on periodic basis i.e. weekly, fortnightly or monthly basis as per roster given by the Client.

1.14 The Contractor shall provide the security staff/vehicles/communication equipment in the following manner:

Description		Location	Numbers	Remarks
<b>Guarding Staff</b>				
1	Security Supervisor Armed (Hav/JCO)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Under Framework Contract as per requirement	Shift in-change
2	Security Guards Armed	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	Including relievers
3	Cook	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	
4	Security Supervisor Armed (Hav/JCO)	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do	
5	Security Guards Armed	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do	Including reliever
<b>Vehicle for Patrolling</b>				
6	Motor Cycles (New)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	For Patrolling (Including POL & Maintenance)
<b>Communication Equipment</b>				
7	Walkie Talkie Sets with Base Station	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do	

1.15. The Client has right to increase/decrease the above mentioned quantity at any stage during the contract period as and when required basis under Framework Contract.

2. **DURATION OF CONTRACT**

2.1 The duration of the contract is for the period of one year starting from \_\_\_\_\_, 2019 to \_\_\_\_\_, 2020.

2.2 This contract will be initially for the period of one year and may be extended for further two years on yearly basis after approval of the Competent Authority of LKPC.

3. **PRICE AND PAYMENT SCHEDULE**

Description		Location	Numbers	Rate/person /unit (Inc. of Taxes) PKR	Total Amount (Inc. of Taxes) PKR	Remarks
<b>Guarding Staff</b>						
1	Security Supervisor Armed (Hav/JCO)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Under Framework Contract as per requirement			Shift in-change
2	Security Guards Armed	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do			Including relievers
3	Cook	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do			
4	Security Supervisor Armed (Hav/JCO)	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do			
5	Security Guards Armed	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	Do			Including reliever
<b>Vehicle for Patrolling</b>						
6	Motor Cycles (New)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do			For Patrolling (Including POL & Maintenance )
<b>Communication Equipment</b>						
7	Walkie Talkie Sets with Base Station	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	Do			
	<b>Total Quoted Amount (Inc. of Taxes)</b>					

- 3.1 The Client has right to increase/decrease the above mentioned quantity at any stage during the contract period as and when required basis under Framework Contract.
- 3.2 The Contractor will issue invoice by 1<sup>st</sup> of each month. The Client will ensure to make the payment within 30 days after submission of invoice.
- 3.3 The Contractor may withdraw its services in case the payment against invoice is delayed beyond 30 days.
- 3.4 Payment towards worker's Insurance, Social Security and EOBI or any other dues that may become applicable shall be paid by M/s. \_\_\_\_\_ at no extra cost to client.
- 3.5 In case of casualty/death of any guard, his benefits liabilities will be borne by the M/s. \_\_\_\_\_
- 3.6 In case of casualty/death of a third party by the Guard, any liability arisen shall be borne by the M/s. \_\_\_\_\_.

#### 4. **TERMINATION**

- 4.1 The Client shall have the right without assigning any reason, to terminate this Agreement by giving one month's notice in writing to the Contractor and the M/s. \_\_\_\_\_ shall not be entitled to any compensation in case of such termination.
- 4.2 In case client does not serve advance notice and wants immediate termination, one month's extra cost of M/s. \_\_\_\_\_ contingent will be paid by the client.

#### 5. **ARBITRATION**

- 5.1 In the event of any dispute arising between the M/s. \_\_\_\_\_ and the Client in relevance to this contract, M/s. \_\_\_\_\_ and Client shall attempt in the first instance to resolve such dispute through friendly consultation. If the dispute has not been resolved through consultation within sixty (60) days after one party has served written notice on the other party requesting the commencement of such consultations, then the disputes shall be finally settled by arbitration.
- 5.2 The dispute shall be referred for arbitration in Lahore to a Sole Arbitrator agreed mutually by the Parties in accordance with the Arbitration Act 1940 or any amendment thereto or re-enactment thereof for the time being in force.
- 5.3 The arbitration award shall be final and binding on the parties.
- 5.4 The arbitration fee shall be borne by the losing party or as otherwise provided in the arbitration award.

#### 6. **NOTICES**

6.1 Any notice under this Contract shall, unless otherwise stated, be in writing and delivered by post or facsimile transmission or in person to each party at the addresses as given below or at such addresses as notified to the other party in writing.

a. In case of M/s. \_\_\_\_\_ Office

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Tel: 042-3 \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: 042- \_\_\_\_\_

Email: \_\_\_\_\_

b. In case of (Client)

Chief Executive Officer

Lahore Knowledge Park Company

15- Abu Bakar Block, New Garden Town, Lahore.

Telephone. 042-99075000

Email: [ceo@lkpc.com.pk](mailto:ceo@lkpc.com.pk)

## 7 **FORCE MAJUERE:**

7.1 If either party is prevented from fulfilling its obligations under this Contract by reason of any supervening event beyond its control including by way of limitation, acts of terrorism, war, national emergency, flood, earthquake, strike or lockout (other than a strike or lockout induced by the party so incapacitated) or act of God, the party unable to fulfill its obligations shall immediately give notice of this to the other party and shall do everything in its power to resume full performance as soon as possible and in this event neither party shall be deemed to be in breach of its obligations under this Agreement. If and when the period of such incapacity exceeds four (4) months, then this Agreement shall automatically terminate unless the parties first agree otherwise in writing.

## 8. **GOVERNING LAWS:**

8.1 This contract shall be governed by and construed in accordance with the laws of Pakistan.

## 9. **GENERAL PROVISIONS**

9.1 Guards will be physically/ medically fit and shall provide a medical certificate from a recognized medical institution.

9.2 Security Guards will be trained, regularly on the job training and firing practices will also be conducted by M/s. \_\_\_\_\_.

- 9.3 M/s. \_\_\_\_\_ shall ensure that the Guards are not affiliated with or belong to any actual or potential terrorist organization or hate group.
- 9.4 M/s. \_\_\_\_\_ will provide 12 bore shot guns in working condition with 10 rounds on each gun and the licenses pertaining to these guns shall be procured by M/s. \_\_\_\_\_ and provided to the Client.
- 9.5 Client will provide accommodation for living, office, stores, etc. with all amenities to the M/s. \_\_\_\_\_ contingent within the premises of LKP site.
- 9.6 Structural security arrangements i.e. watch towers, sentry posts, boundary wall/fence, security lights etc. will be done by the LKPC.
- 9.7 On the written report from client unsuitable guard(s) will be replaced at earliest possible time by M/s. \_\_\_\_\_.
- 9.8 Guards will be employees of M/s. \_\_\_\_\_ and will execute a contract of employment with M/s. \_\_\_\_\_ to perform duties for Client.
- 9.9 Security Supervisor/Guards will be directly under command of LKPC.
- 9.10 Guards will be deployed on bona-fide duty only subject to the approval of the Client.
- 9.11 The age limit of security guard shall be from 25 to 50 years and supervisor 40 to 60 years.
- 9.12 Guards who are already deployed cannot be replaced or removed unless agreed in writing by the Client.
- 9.13 Besides M/s. \_\_\_\_\_, Client will exercise supervision of guards and report any misconduct of guards to M/s. \_\_\_\_\_ for prompt remedial measures.
- 9.14 All inquiries will be joint inquiries to ascertain and apportion blame and responsibility.
- 9.15 The M/s. \_\_\_\_\_ as its own expenses shall provide its security guards with necessary uniform, arms, outfit, etc., required for the effective discharge of security services to LKPC. The Guards will remain in M/s. \_\_\_\_\_ uniform.
- 9.16 M/s. \_\_\_\_\_ will provide telephone, fax number and email of their office to Client. Client will provide local telephone/fax/e-mail facilities to M/s. \_\_\_\_\_ supervisors/guards to contact M/s. \_\_\_\_\_ Regional Office (Operation Room) as and when required.

9.17 M/s. \_\_\_\_ will not be held responsible for any direct transaction of advance or loan by the client to personnel of M/s. \_\_\_\_.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of the Client (LKPC)

For and on behalf of the Contractor (M/s. \_\_)

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chief Executive Officer,  
Lahore Knowledge Park Company,  
15-Abu Bakar Block, New Garden  
Town, Lahore.

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
Designation \_\_\_\_\_  
M/s. \_\_\_\_\_,  
Address: \_\_\_\_\_.  
Lahore.

**Witness:**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Title \_\_\_\_\_

**Witness:**

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Title \_\_\_\_\_

**14. Contract:**

The Client shall, after receipt of the Performance Security from the successful Tenderer, send the Contract provided in the Tender Document, to the successful Tenderer. Within ten working days of the receipt of such Contract, the Tenderer shall sign and date the Contract and return it to the Client.

**15. Contract Documents and Information:**

The Contractor shall not, without the Client's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Client in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

**16. Contract Language:**

The Contract and all documents relating to the Contract, exchanged between the Contractor shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

## **17. Insurance:**

The Contractor shall provide such insurance as is sufficient to protect against their theft, damage or deterioration during course of the service, storage/transit to their final destination as indicated in this Contract. The Contractor shall arrange and pay for the insurance of the vehicle, equipment or any such item to the place of destination and time, as required by the Client.

## **18. Payment:**

The procedure for payments to Contractor shall be as under:

- 18.1 The Contractor shall submit an Application for Payment (Invoice), in the prescribed form, to the Client. The Application for Payment shall (Invoice): be accompanied by such invoices, receipts or other documentary evidence as the purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Contractor, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Certificate of Payment, if any.
- 18.2 The Client shall issue a Certificate of Payment, in the prescribed form, with a copy to the Contractor, verifying the amount due, within seven days of receipt of an Application for Payment. The Client may withhold a Certificate of Payment on account of defect(s) / short coming(s) in the services provided. The Client may make any correction or modification in a Certificate of Payment that properly be made in respect of any previous certificate.
- 18.3 The Client shall pay the amount verified in the Certificate of Payment within twenty-one (21) days of receipt of a Certificate of Payment. Payment shall not be made in advance. The Contractor shall make payment after deduction of applicable tax, through cross cheque in name of Contractor.
- 18.4 Payments shall be made against successful delivery of services as per Security plan and Contractor approved by the Administration Department of LKPC

## **19. Price:**

The Contractor shall not charge prices for the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule (Financial Bid).

## **20. Assignment / Subcontract:**

The Services will not assign or sub-contract its obligations under the Contract, in whole or in part.

## **21. Extensions in time for performance of obligations under the Contract:**

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served

on the Contractor, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Contractor shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

## **22. Liquidated Damages (LD):**

If the Contractor fails / delays in performance of start of Service liquidated damages @ 0.25 % of monthly charges per day shall apply.

However, the amount so deducted shall not exceed, in the aggregate, the value of the performance security.

## **23. Forfeiture of Performance Security:**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract may, without prejudice to any other right of action/remedy it may have, forfeit Performance Security of the Contractor. Failure to supply required services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

## **24. Termination for Default:**

24.1 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract, or engages in any illegal activities, the Client may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served to the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor; provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

24.2 If the Client terminates the Contract for default, in whole or in part, the Client may procure, upon such terms and conditions and in such manner as it deems appropriate, Services / Works, similar to those undelivered, and the Contractor shall be liable to the client for any excess costs for such similar Services / Works. However, the Contractor shall continue performance of the Contract to the extent not terminated.

## **25. Termination for Insolvency:**

If the Contractor becomes bankrupt or otherwise insolvent, the Client may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

## **26. Termination for Convenience:**

26.1 The Client may, at any time, by written thirty (30) days' notice served on the Bidding Document for Security Services

Signature & Stamp



Contractor, terminate the Contract, in whole or in part.

- 26.2 The Services which are complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Client. For the remaining services, the Client may elect:

**27. Force Majeure:**

- 27.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the purchaser or of the Contractor. Non-availability of materials/supplies or of import license or of export permit shall not constitute Force majeure. If by reasons of Force Majeure supplies or services cannot be delivered by the due delivery date then the delivery date may be extended appropriately by the purchaser keeping in view all the circumstances and requirements of the Client.
- 27.2 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.
- 27.3 If a Force Majeure situation arises, the Contractor shall, by written notice served on the Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**28. Dispute Resolution:**

- 28.1 The Client and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after thirty working days, from the commencement of such informal negotiations, the Client and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

**29. Statutes and Regulations:**

- 29.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

29.2 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

**30. Taxes and Duties:**

The Contractor shall be entirely responsible for all applicable taxes, duties and other such levies imposed by the concerned local provincial and federal authorities in Pakistan.

**31. Contract Cost:**

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Client and shall in no case be responsible / liable for those costs /expenses e.g. Contract Stamp duty charges etc.

**32. Authorized Representative:**

The Client, or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation. From the Client, Administration Department will be authorized.

32.1 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Client, or the Contractor.

32.2 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.

32.3 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.

32.4 Notwithstanding above Clause, any failure of the Authorized Representative to disapprove Services or Works shall not prejudice the right of the Client to disapprove such Services or Works and to give instructions for the rectification thereof.

32.5 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Client/the Client who shall confirm, reverse or vary such decision or instruction.

**33. Special Stipulations:**

<b>SCHEDULE-A, SPECIAL STIPULATIONS</b>	
<b>For ease of Reference, certain special stipulations are as under:</b>	
<b>Bid Security</b>	The Contractor shall furnish the Bid Security as under: for the whole Tender; Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 2% of the estimated price (Estimated price Rs. 14,000,000/-) in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive; Having minimum validity period of 90 days from the last date for submission of the Tender.

<b>Performance Security</b>	The successful Bidder shall furnish Performance Security as under: within ten (10) working days after receipt of the Letter of Acceptance; in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan; denominated in Pak Rupees; Having minimum validity period until the date of expiry of contract of security services. The successful Bidder shall submit a Bank Guarantee for 05% of the annual contract value. The Performance Security shall be returned to the Tenderer within 90 working days after completion of security services.
<b>Signing of Contract</b>	The Client shall, after receipt of the Performance Security from the successful Bidder, execute the Contract with mutual consents of both the Parties.
<b>Start date of Security Services</b>	To provide the services on said date and time, as specified by the Client.
<b>Contract Period</b>	The contract will be initially for the period of one year. However, it may be extendable for further two (02) years on yearly basis after approval of the Competent Authority.
<b>Liquidated damages for failure / configuration of Services by the Contractor</b>	If and when applicable, liquidated damages (LD) shall be levied for delay start date of services @ 0.25 % of the annual contract value (Monthly quoted price x 12) However, the amount so deducted shall not exceed, in the aggregate, the value of the performance security. The Liquidated Damages are attributable to such part of the Services as cannot, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s)
<b>Legal Status to Work in Pakistan</b>	The Bidder must be allowed and meet all conditions set forth by the GoPb to work with all concerned parties of the private, public, and not for profit sectors.

#### **Annexure-A: Technical Proposal Submission Form**

##### **Proposal Submission Form**

To

(Manager Admin. & Procurement  
Lahore Knowledge Park Company  
15- Abu Bakar Block, New Garden Town  
Lahore.)

Dated: \_\_\_\_\_

Sir,

We, the undersigned, offer to provide the **Hiring of Security Services** in accordance with your Tender Document dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in single envelope.

Bidding Document for Security Services

Signature & Stamp

We undertake, if our Proposal is accepted, to provide Security Services in LKPC facilities. We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document. We are enclosing herewith all required documents mentioned in Technical Evaluation Criteria (Data Sheet).

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

Yours sincerely,  
Authorized Signature and Seal (Stamp) (In full and initials)

Name and Designation of Signatory  
Name of Firm  
Address

**Annexure-B: Financial Proposal Submission Form  
(Framework Contract)**

Name of the Security Firm: \_\_\_\_\_

Address of the Security Firm: \_\_\_\_\_

NTN No: \_\_\_\_\_

Sales Tax No: \_\_\_\_\_

Description		Location	Qty.	Rate per person/item (Inclusive of all Taxes) PKR
<b>Guarding Staff</b>				
1	Security Supervisor Armed (Hav/JCO)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	01	
2	Security Guards Armed	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	01	
3	Cook	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	01	
4	Security Supervisor Armed (Hav/JCO)	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	01	
5	Security Guards Armed	LKPC (15-Abu Bakar Block, New Garden Town, Lahore)	01	
<b>Vehicle for Patrolling</b>				
6	Motor Cycles (New)	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	01	
<b>Communication Equipment</b>				
7	Walkie Talkie Sets with Base Station	Lahore Knowledge Park project site situated at Rakh Dera Chahl, Bedian Road, Lahore.	01	
<b>Accumulated Quoted Bid Price of all items/services Inclusive of all Taxes</b>				

**Note:**

1. The Quoted Unit Price for each item / service should be lumpsum and final and must be inclusive of all kinds of applicable taxes.

2. The Bid Evaluation will be made on the basis of Accumulated Quoted Bid Price of all items /service inclusive of all taxes.
3. The validity of the Financial Proposal is ninety (90) days from the date of submission.
4. Technical responsive and lowest evaluated bidder shall be awarded the contract.

Authorized Signature & Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

### **Annexure-C: Company Profile**

The bidder shall provide the following

- Brief introduction of the company and organizational background
- Brief details of Total number of Guards
- List & Nos. of Automatic Weapons with their valid license number
- Total number of weapon along with valid license numbers
- Army men in Total Guards.
- Experience in relevant assignments
- All documentary proof which is required in Technical Evaluation Criteria

### **Annexure-D: List of Clients**

The bidder shall provide the following

- List of total number of clients
- At least Five (5) client references for verifications
- Separate list of client in Government of the Punjab Departments/ Institutions

### **Annexure-E: Financial Proof**

The bidder shall provide the following

- Copies of Income Tax Returns minimum 3 years' maximum 10 years
- Last year Audited Balance Sheet, as proof of equity/asset

### **Annexure-F: Associated Documents**

The bidder shall provide the following

- Proof for number of services in Punjab
- Copy of Registration with APSAA
- Copies of certifications i.e. ISO
- All other related documents

### **Annexure-G: Instructions for preparation of power of attorney**

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Client is signed by an authorized Director/ Partner or Proprietor of such Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

**Annexure-H: Format of POWER OF ATTORNEY**

(bidder's letter head officially signed and stamped)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr. / Ms. (full name and residential address) bearing Pakistan's Computerized National Identity Card (CNIC) no. (Complete CNIC No.) who is presently engaged with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the Operation) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_  
 For \_\_\_\_\_

(Signature)  
 (Name, Designation and  
 Address) Accepted  
 (Signature)

(Name, Title and Address of the Attorney)  
 Date:

**Annexure-I: Undertaking**

**UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019  
 Signature  
 (Company Seal)

In the capacity of \_\_\_\_\_  
 Duly authorized to sign bids for and on  
 behalf of:

## **Annexure- J: Format for Covering Letter**

To

(Manager Admin. & Procurement  
Lahore Knowledge Park Company  
15- Abu Bakar Block, New Garden Town,  
Lahore.)

### **Sub: Tender for Hiring of Security Services for Lahore Knowledge Park Company**

Dear Sir,

- a) Having examined the tender document and Appendices we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of \_\_\_\_ days (as per requirement of the Services) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the (insert name of the Procuring Authority), incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all the prequalification criteria indicated on your tender document. The details are as under

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Authorized Signatures with Official Seal

### **Annexure-K: Standard Monetary Deductions for Default/Non-performance of Services**

Rate per Service Hour (RPSH) = (Monthly Bid Value x 12) / [(G1 +G2) x 12 x 365]

- G-1= No of Security Staff in First shift
- G-2= No of Security Staff in Second shift

Bidding Document for Security Services

Signature & Stamp



<b>Description of Infraction</b>	<b>Fine for each occurrence(PKR)</b>
Security staff coming on duty not on time for every shift / absence from post during hrs.	2 X RPSH (up to 30 min) 4 X RPSH (31 min – 60 min) 8 X RPSH (61 min – 120min) 30 X RPSH (more than 120 min)
After shift leaving duty without giving charge to next guard	2 X RPSH
Security staff found sleeping/dozing in drunken state/ doing personal work during duty hrs.	4 X RPSH
For delay in reporting outward incidents including but not limited to robber theft any use of fire arms resulting in injury or death or any damage of the infrastructure within the facility	5 X RPSH (up to 30 min) 10 X RPSH (31 min – 60 min) 100 X RPSH (more than 60 min)
Any act / instance which is nonconforming to Client / regulation/ defined scope of work , not covered above	10 X RPSH may increase depending on sensitivity of act/instance
Guards found without seasonal uniform and proper identification	5X RPSH
Double Duty of the Guard	5X RPSH