

Rehabilitation of RHC’s and Conversion of 50 RHC’s into 24/7 Services

BID SOLICITATION DOCUMENTS

For
Health Facilities Security

Sr. No	NAME OF ITEMS	Tender
1.	Services of Security Company	1st Time

The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

TABLE OF CONTENTS

S #	CONTENTS
1.	Introduction
2.	Instruction to Bidders
3.	Eligible Bidders
4.	General Conditions
5.	Invitation For Bids
6.	Bid Security
7.	Bid Validity
8.	Statement of Requirement with Specification
9.	Special Conditions of the Contract
10.	Evaluation Criteria
11.	Blacklistment of Defaulted Bidder/Contractor
12.	Redressing of Grievances
13.	Award of Contract
14.	Payment
15.	Terms & Conditions

1. INTRODUCTION:

Project Director, Upgradation of all RHC's and BHU's, Health Department, Khyber Pakhtunkhwa invites sealed bids from the eligible bidders for Security Services. Open Competitive bidding under rule 6(2) (b) "**Single Stage Two Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority KPPRA Rules 2014.

<i>Description</i>	<i>Dates</i>
Tender Notice	29-03-2021
Closing/Last submission/Opening	13-04-2021
Bid security	Rs-500,000/-

2. INSTRUCTIONS TO BIDDERS:

- i. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, and Rules made there-under along with Standard Bidding Documents of Primary Care Project of upgradation of all RHC's and BHU's and conversion of 50 RHC's and 200 BHU's into 24/7 services.
- ii. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked "**Technical Bid**" and "**Financial Bid**" which should be packed in one outer sealed envelope.
- iii. The technical bids will be opened on **13-04-2021** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
- iv. **An affidavit, duly attested by the Oath Commissioner/Notary public, shall be submitted with technical bid; to the effect that the requisite Bid Security (500,000/-) in original is attached within the financial bid in shape of CDR.**
- v. Pre-bid meeting with the interested bidders will be held on the above mention time and date in the office of PD PMU/Director Curative, DGHS, Warsak Road, Peshawar.
- vi. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
- vii. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
- viii. For any query, clarification regarding Services / Bid Solicitation Documents (BSD), the applicants may send a written request at least one week prior to the opening date mentioned in advertisement.
- ix. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
- x. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without bid security;
 - b. Received after due date and time fixed for bid submission;
 - c. The tender document and the bid are unsigned;
 - d. The offer is ambiguous;
 - e. Bid must be typed; hand written contents shall NOT be accepted;
 - f. Bid found in violation of condition mentioned in tender notice or BSD.
11. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
12. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc will lead to rejection of offer.
13. The bidder submitting bid in the name different from his own will be summarily rejected.
14. Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

3. ELIGIBILITY CRITERIA:

Eligible bidders / tenderers is/are bidders / tenderers who is/are: -

- Registered with Security & Exchange Commission of Pakistan or copy of certificate of Incorporation or registration or equivalent;
- Must be registered with Tax authorities and having valid income tax and also having sound financial strengths can participate.
- Registered with Ministry of Interior, Government of Pakistan or Home Department, Government of KPK.
- Must be involved in relevant business for last 5 years.
- Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or any private organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory).
- Fresh Security Clearance from Special Branch, Peshawar.
- Annual business volume for last three (3) years. (2017-18, 2018-19, 2019-20).
- Conditional tender will not be accepted.
- Each paper of the tender has to be signed and stamped by the authorized signatory of the Security Agency/Firm.
- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- The bidder must be registered with Income / Sales Tax, NTN and Professional tax. (Mandatory)
- Financial statement/ auditable balance sheet of the company for last three (03) years (2017-18, 2018-19, 2019-20 (Mandatory).
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any institution duly attested by Oath Commissioner/Notary public.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the KPPRA Rules.
- If the bidder provides details concerning his qualifications as false/incorrect or incomplete.

4. GENERAL CONDITIONS: -

- i. PD PMU, Primary Care Project of RHC's and BHU's, Peshawar shall evaluate the proposal as per evaluation criteria set out in these documents.
- ii. Alternative bid via single bid shall not be considered and shall be rejected.
- iii. At any time prior to the deadline for submission of bids, PD PMU, Primary Care Project of RHC's and BHU's, Peshawar may, for reason to be recorded, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
- iv. If a bid is not substantially responsive, it will be rejected for the said bidding.
- v. PD PMU, Primary Care Project of RHC's and BHU's, Peshawar may accept or reject any or all of the bids under KPPRA Rules, 2014.

5. INVITATION FOR BIDS

PD PMU, Primary Care Project of RHC's and BHU's, invites sealed tenders under National Competitive Bidding for the **Security Services** (2019-22) for Hospital, under rule 6(2)(b) "**single stage two envelope procedure**" of KPPRA Rules 2014, from Register Firm with the Income / Sales tax,

The bidders are required to submit bid security @ 500,000/- shall be submitted from the account of the firm/bidder/contractor who submits the bid in favor of PD PMU, Primary Care Project of RHC's and BHU's. An affidavit is mandatory, figure in the technical bid that bid security is placed in the financial bid. Pre-bid meeting with the interested bidders will be held on **13-04-2020** at 10:00 Hrs at the address given below.

The tenders complete in all respect must reach the undersigned by 10:00 Hrs on **13-04-2020**, which will be opened at 10:30 hrs on the same day in committee room of the DGHS in the

presence of the Tender opening committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID Security

Bid security from the account of the firm/bidder/contractor. Bid security @ 500,000/- in shape of Call Deposit Receipt (refundable) drawn in favor of “PD PMU, Primary Care Project of RHC’s and BHU’s,” should be kept sealed in the financial proposal. An affidavit is mandatory in the technical bid that bid security is placed in the Technical proposal.

The bid security may be forfeited:

- i. If a Bidder withdraws its bid during the period of bid validity specified in advertisement by the Bidder on the Bid Form; or
- ii. In the case of a successful Bidder, if the Bidder fails to sign the contract.

7. BID VALIDITY:

- i. The bids should be valid for a period of 180 Days from the date of opening.
- ii. In exceptional circumstances, after recoding the reasons, PD PMU, Primary Care Project of RHC’s and BHU’s, may solicit the Bidder’s consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

Scope of Services

- i. The contractor shall provide twenty-four by seven (24/7) security Services at the health facilities identified across Khyber Pakhtunkhwa by PD PMU, Primary Care Project of RHC’s and BHU’s.
- ii. The Contractor shall ensure effective control against:
 - a. Damage to property.
 - b. Theft/pilfering at the property.
 - c. Injuries and accidents, any act of violation.
 - d. Sabotage, Arson and undercover activities.
 - e. Ensure that all security personnel are alert, punctual physically fit without any physical or mental abnormalities expertise and experience to satisfy requirements of security job.
 - f. Be responsible to send replacement immediately if the assigned personnel do not report on time/ remain absent/leaves early.
- iii. The Contractor commits that the staff on duty at the Premises will exhibit:
 - a. Polite and amicable behavior.
 - b. Helping attitude.
 - c. Perform any other task assigned to them during the performance of their duties within the scope of this Agreement.

1. General Conditions

- i. The Service provider licensees of automatic weapons and will provide weapons to the guards. No additional or separate charges will be paid by this institution in this respect.
 - ii. The service provider will be responsible to get each guard medical examined and will provide medical certificate.
 - iii. The service shall provide character certificate/police clearance certificate to each security personnel.
 - iv. Security personnel provided by the service provider should not be less than 21 years and not more than 45 years of age. The guards should be well trained and capable enough to handle the situation.
 - v. During duty hours, the security personnel will be directly answerable to the PCMC, of the respective Health Facility.
 - vi. The contract will be initially for a period of two (02) years, Financial Year (FY), 2020-21 & 2021-22) which can be extended for period with mutual consent.
 - vii. Availability/ arrangement of additional guards (if so required) will be ensured within 24 hours.
 - viii. The procuring body i.e PD-PMU DGHS, Peshawar reserves the rights to disqualify a firm/agency if it finds, at any time, that the information provided/submitted were false and materially inaccurate.
 - ix. In case the offer is withdrawn, amended or revised during the validity period of the offer, the earnest money is liable to be forfeited.
 - x. The participating bidders will have to submit an affidavit to the effect that they have carefully read all terms and conditions of the tender documents and they accept them as well.
 - xi. The shift timings of Guards shall be from 06:00 pm to 06:00 am (next morning), however, PD PMU, Primary Care Project of RHC's and BHU's, Peshawar may change shift timings if required.
 - xii. The successful Bidder/company/firm shall have full authority over the deployment of the Guards and shall be independent in working out a duty schedule and their working time. However, this work schedule shall have prior approval of PD PMU, Primary Care Project of RHC's and BHU's, to meet its specific security requirements. Contractor shall depute active, trained and healthy personnel as Guards at the Premises. Contractor commits that they shall use the latest/modern and state of the art weaponry and security devices. Contractor shall also appoint a senior person within its organization for coordination with the concerned person identified by PCMC to address day to day problems and emergent situations. Contractor commits that in case of absence of any Guard(s) deputed at the Premises, due to any reason, shall be replaced with the equal number of Guards without any extra charges.
 - xiii. Contractor shall ensure that all the staff deputed at the Premises meets the following criteria.
1. Human Resource
 - a. 66 security personnel male and the number can be increased or decreased according to requirement of the Health Facilities.
 - b. Not more than Fifty (45) years of age.
 - c. Not less than 21 years of age.
2. Competencies:
 - a. The guards should be literate, can read & write and shall have fluency in speaking Pashto and Urdu Language.

- b. Capable to carry out the security job.
3. Weapon:
 - a. Automatic weapons to all security guards at gates shall be provided.
4. Uniforms:
 - a. Every Guard shall be dressed in proper company's uniform with cap, belt and shoes on.
 - b. Contractor takes responsibility to provide uniforms to the Guards deputed at the Premises.
5. Miscellaneous:
 - a. Guards to be employed by Contractor shall exclusively perform their duties at the Premises and shall not be employed anywhere else.
 - b. Guards shall be discouraged from developing friendly relations while on duty.
 - c. The agency will be responsible to provide metal detector at all entrance and exit points of the Health Facility.
 - d. The contractor shall be bound to provide personal file completed in all respect to the procuring body before the deployment of security personnel at the premises of the Health Facilities under progress.
6. Communication

The agency will be responsible to provide UHF/VHF radio sets at all the supervisory staff. Contractor shall provide documentary proof to PD PMU, Primary Care Project of RHC's and BHU's, on a quarterly basis, reflecting compliance of all commitments as stated under the provisions of this Agreement.
7. Contractor/company shall ensure that the Guards deputed at the Premises are of unimpeachable character and possess requisite knowledge and experience. Contractor shall also be responsible for the performance of the Guards.
8. The management/representative of the Contractor/company shall visit the Premises quarterly in order to monitor the performance of Guards as well as the operational capacity of the weapons.

II. Duration of Agreement

- i. This Agreement shall be valid for a period of two (02) Years with initial 06 months as probation period. However, with the mutual consent (in writing) of the Parties, the terms and conditions of this Agreement may survive for after the expiry of this period on mutual consent of both parties.
- ii. The contract can be terminated by procurement body on the notice of 15 days in probation period.
- iii. The procuring body shall have right to terminate this Agreement upon giving one month written notice to the other Party and without assigning any reason thereof. In the event of termination, the Parties agree to promptly settle any outstanding billings and payments due under this Agreement.

9. SPECIAL CONDITIONS OF THE CONTRACT: -

- i. If any of the given specifications/parameters do not meet the required specifications, their offer will not be considered and shall summarily be rejected.
- ii. In case of a successful bidder, who repudiates the contract or fails to furnish contract and as the case may be shall proceed for blacklisting and the work order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.
- iii. All bidders shall comply with code of ethics formulated by KPPRA.

10. Evaluation Criteria for Security Services

Total Marks (Technical Criteria + Financial Criteria): 70 + 30 =100

No chance will be provided for re-submission of secondary documentation. The bidders must carefully read the instructions; Non-compliance to the stated instruction may lead to their technical disqualification.

Mandatory Clauses

The Below documents/certificates should be attached. If the following 5 clauses are not fulfilled the firm will be non-responsive.

Sr.No	Mandatory Clauses	YES
1	Registered with Security & Exchange Commission of Pakistan or copy of certificate of Incorporation or registration or equivalent	
2	Registered with Ministry of Interior, Government of Pakistan or Home Department, Government of KP.	
3	Relevant Experience should be more than 5 years.	
4	Fresh Security Clearance from special branch Peshawar.	
5	The bidder must be registered with Income / Sales Tax, NTN and Professional tax.	

(Technical Evaluation Marks: 70)

S.No	Details	Marks
1	List of Security Equipment’s Offered (Weapons, Metal Detectors & UHF/VHF Radio Set)	5
2	Performance certificate from present and previous clients (only one per client) Each Certificate carry 2 marks (max 5 certificate)	10
3	Equity/ Assets (As per Last Year Audited Balance Sheets) Up to 20 Million = 3 20 to 50 Million = 6 50 to 60 Million = 10	10
4	No. of Clients in Government Department Up to 05 = 3 6 to 10 = 6 10 to 15 = 10	10
5	Availability of Office in Peshawar	1
6	No. of Years of Service in KPK Up to 5 years = 02 More than 5 years = 04	4
7	No. of Guards Up to 500 = 3 501 to 1000 = 6 More than 1000 = 10	10
8	No. of weapon licenses Up to 80 = 3 81 to 160 = 6 More than 160 = 10	10
9	Army men in total guards Up to 100 = 3 101 to 200 = 6 More than 200 = 10	10
	Total Marks	70

Total Marks 70

Technical Passing marks: 49

S #	Parameters	Sub-Parameters	Total Marks: 30
	Price		30
		Lowest Price will get full marks. The formula to calculate the marks for the price submitted is: [Lowest Price (Fm)/Price of Bid under consideration (F)] x100 x 0.30	30

Total Marks (Technical Criteria + Financial Criteria): 100

Financial bids of only technically responsive bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the best evaluated bid.

Merit Point Evaluation Methodology: Contract will be awarded to the best evaluated responsive bid which gets the maximum marks and becomes the highest ranking in the Combined Evaluation calculated through the Merit Point Average.

The bidders achieving a minimum of 49 out of 70 marks in technical will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders.

11. Financial Bid

S.NO	CATEGORY	COST(PKR)
1.	Security Guards for Provision of Security Services as mentioned in Scope of Services.	Per Head Charges in PKR
	Total Amount per Month	
Note: - <ul style="list-style-type: none">Costs Includes of all taxes.Form Shall be Filled for the whole assignment. Note: - The contractor should pay the security personnel in accordance to the rules & regulations of Khyber Pakhtunkhwa labor department.		

12. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklistment of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

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

- Consistent failure to provide satisfactory performances.
- Found involved in corrupt/fraudulent practices.
- Abandoned the place of work permanently

Conditions for debarment of Defaulted Bidder/Contractor

Failure or refusal to;

- Accept Purchases Order / Services order terms;
- Make supplies as per specifications agreed;
- Fulfill contractual obligations as per contract

- Non execution of work as per terms & condition of contract.
- Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- Persistent and intentional violation of important conditions of contract.
- Non-adherence to quality specifications despite being importunately pointed out.
- Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the PD PMU, Primary Care Project of RHC's and BHU's, Peshawar.

Procedure for Blacklistment and debarment

1. PD PMU, Primary Care Project of RHC's and BHU's, Peshawar may on information, or on its own motion, issue show cause notice to the bidder.
2. The show because notice shall contain the statement of allegation against the Bidder.
3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
7. The order of competent authority shall be communicated to the bidder by indicating reasons.
8. The order past as above shall be duly conveyed to the KPPRA and defaulting bidder within three days of passing order.
9. The duration of debarment may vary up to five years depending upon the nature of violation.

13. REDRESSING OF GRIEVANCES

- i. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- ii. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
- iii. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
- iv. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Note: Grievance notified & designated who can invite appropriate official as co-opted member for grievance

14. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the PD-PMU DGHS, Peshawar duly attested by the Oath Commissioner/Notary Public.

15. Payment:

- i. The payment will be made 100% by the 5th of next month after the satisfactory service delivery report dully signed by PD PMU, Primary Care Project of RHC's and BHU's, Peshawar.
- ii. The contractor should pay the security personnel in accordance to the rules & regulations of labour department.