

ISLAMIC REPUBLIC OF PAKISTAN

**COMMUNICABLE DISEASE CONTROL (CDC)**

**PROVINCIAL TUBERCULOSIS CONTROL PROGRAM (PTP)-SINDH**

Building No. 31C 2nd Floor Al – Murtaza Commercial Lane 4 DHA Phase 8 Karachi.

STANDARD BIDDING DOCUMENT (SBD)

for the

**OUTSOURCING SECURITY GUARD SERVICES IN TB CONTROL PROGRAM SITES SINDH FOR THE YEAR 2025 TO 2026**

Procurement Reference Number: CDC-GFTB/year/month-serial No. (CDC-GFTB/2024/09-0014)

**NATIONAL COMPETITIVE OPEN BIDDING**

|  |  |
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| **Subject of Proposal:** | **OUTSOURCING SECURITY GUARD SERVICES IN TB CONTROL PROGRAM SITES SINDH FOR THE YEAR 2025 TO 2026** |
| **Procurement Reference Number:** | **CDC-GFTB/2024/09-0014** |
| **Date of Bid Advertisement and Issue:** | **Wednesday, Sep 04, 2024** |
| **Date of Pre-Bid Meeting:** | **Tuesday, Sep 10, 2024 at 2:00 PM**  |
| **Last Date of Responding to Queries:** | **Friday, Sep 13, 2024 till close of business (COB)** |
| **Late Date of Issue of Bidding Document:** | **Tuesday Sep 17, 2024 till COB** |
| **Deadline for Submission of Bids:** | **Wednesday, Sep 18, 2024 at 12:00 NOON** |
| **Public Bid Opening:** | **Wednesday, Sep 18, 2024 at 12:30 PM** |

**Queries/Questions shall be sent by email only to: CDC, Provincial Tuberculosis Control Program-Sindh**

**Email Address:** procurementgftb@gmail.com

Attention: Mr. Ghulam Fareed Dahri, Procurement Officer

**Subject of Procurement and tender reference number must be included in email subject title.**

*Note: to avoid overcrowding at public bid opening meeting, only one representative of participating bidder, wearing a COVID protective mask, shall be allowed to attend the meeting.*

Request for Proposal (RFP)

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**COMMUNICABLE DISEASE CONTROL (TUBERCULOSIS CONTROL PROGRAM-SINDH)**

BUILDING NO. C31, 2ND FLOOR, AL MURTAZA LANE 4 DHA PHASE 8 KARACHI

**REQUEST FOR PROPOSAL / INVITATION TO BID**

1. The Communicable Disease Control (CDC) / Provincial Tuberculosis Control Program-Sindh through Common Management Unit (CMU) for the Global Fund (GFATM) grants invites sealed proposal for the **OUTSOURCING SECURITY GUARD SERVICES IN TB CONTROL PROGRAM SITES SINDH FOR THE YEAR 2025 TO 2026**, under procurement reference Number: **CDC-GFTB/2024/09-0014.**
2. Bidding shall be conducted under National Competitive Bidding through **Single Stage-Two Envelopes Procedure** Bidding Procedure detailed in the Sindh Public Procurement Rules (SPRA Rules) 2010 (as amended) and the GFATM-approved CMU Procurement Manual.
3. **Eligible well reputed security guard firm (s) having valid NOC to operate in Sindh Province and who have registered with Income Tax and Sindh Sales Tax Departments and are on Active Taxpayers List of the Sindh Revenue Board / Federal Board of Revenue (FBR)** may collect/ download from [www.cmu.gov.pk/tenders/](http://www.cmu.gov.pk/tenders/), the bidding documents in English, at free of cost, from the office of the undersigned during office working hours up **to Wednesday, Sep 18, 2024** **(close of business)**. The Bidding Documents can also be secured through sending email at procurementgftb@gmail.com **starting from Wednesday, Sep 04, 2024**.
4. There shall be **a pre–bid meeting** at the office of the undersigned **on Tuesday Sep 10,2024 at 2:00 PM.** Written questions and inquiries about the bids from potential bidders shall be emailed to procurementgftb@gmail.com **not later than four (04) days** to the deadline for bid submission.
5. The bid must be accompanied with a refundable Bid Security or Earnest money of **at least 200,000/-** of the total bid value in Pakistan Rupeesin the shape of Bank Demand Draft, Call Deposit Receipt or Bank Guarantee in the name of **Provincial TB Control Program-Sindh GFATM Grant**. **Original Bid Security or Earnest money shall be attached with the original financial bid whereas a copy shall be attached in the technical bid**.
6. The sealed bids shall reach to the office of undersigned through registered Mail Services, Courier Services or by hand submission on or before **Wednesday, Sep18, 2024 at 12:00 NOON**. Late bids shall be rejected. The bids shall be opened publicly on the same day by the Procurement committee in the presence of representatives of the bidders who choose to attend at **Wednesday Sep 18, 2024 12:30 PM** at the office of the undersigned.

**DEPUTY DIRECTOR GENERAL – CDC**

**COMMUNICABLE DISEASE CONTROL (CDC) / TB CONTROL PROGRAM-SINDH**

**BUILDING NO. C31, 2ND FLOOR, AL MURTAZA LANE 4 DHA PHASE 8 KARACHI**.

Part One: Section I.

Instructions to Bidders (ITB)

|  |  |  |  |
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|  |  |  | **A. Introduction** |
| **1.** | **Name of Purchaser and address and source of funding**  | 1.1 | Communicable Disease Control (CDC) / Provincial TB Control Programme-Sindh (PTP) Building No. 31C 2nd Floor Al – Murtaza Commercial Lane 4 DHA Phase 8 Karachi. |
|  |  | 1.2  | The Global Fund to Fight AIDS, Tuberculosis and Malaria has awarded a grant to National TB Control Program (NTP) under the Common Management Unit (CMU) for the Global Fund (GFATM) Grants and part of the funds shall be utilized for the Sub-Recipient i.e. Communicable Disease Control (CDC) / Provincial TB Control Programme (PTP)-Sindh, **OUTSOURCING SECURITY GUARD SERVICES IN TB CONTROL PROGRAM SITES SINDH FOR THE YEAR 2025 TO 2026.**  |
| **2.** | **Eligible Bidders and eligible goods/services**  | 2.1 | This Invitation for Bids is open to eligible original well reputed **security guard** firm (s) who have registered with Income Tax and Sindh Sales Tax Departments and are on Active Taxpayers List of the Sindh Revenue Board / Federal Board of Revenue (FBR), with a National Tax Number |
|  |  | 2.2 | Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government of Pakistan (Federal, Provincial), a local body or a public sector / international organization in accordance with ITB Clause 32. For evidence of blacklist by any public organization, the reference source of information shall be the public database of the respective Federal and Provincial Public Procurement Regulatory Authority. The law mandates public entities to notify the Federal and Provincial Public Procurement Regulatory Authorities of any supplier/firm blacklisted by a public entity; therefore, the Federal and Provincial Public Procurement Regulatory Authorities databases shall serve as the primary and the only reference point for any blacklisted supplier / firm by any public organization. CDC/PTP-Sindh shall not verify blacklisting information with any individual public entity where such information is not published on the public database of the respective Federal and Provincial Public Procurement Regulatory Authority.  |
|  |  | 2.3 | Bidders shall not be eligible to bid if their Directors, Managing Partners, Chief Executives Officer have any relative working in CDC/PTP/CMU or worked with **CDC/PTP/CMU** during the last seven (07) years. The interested bidders shall sign and submit an integrity pact (annexed to this document) to disclose any relative working with CDC/PTP/CMU. |
|  |  | 2.4 | Bidders shall not be eligible to bid if the bidder has poor market reputation and have previously defaulted on quality while supplying goods or providing services to CDC/PTP/CMU.  |
|  |  | 2.5 | All goods and related services to be supplied / provided under the contract shall have their origin in eligible source countries of the world with whom the Islamic Republic of Pakistan has commercial relations and its Bidding Documents / RFP and all expenditures made under the contract will be limited to such goods and services. |
|  |  | 2.6 | For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related goods / services are supplied /provided. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product/deliverables results that is substantially different in basic characteristics or in purpose or utility from its components. |
|  |  | 2.7 | The origin of goods and services is distinct from the nationality of the Bidder. |
| **3.** | **Cost of Bidding** | 3.1 | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the purchaser named in the Bid Data Sheet, hereinafter referred to as "the Purchaser." will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process |
|  |  |  | **B. The Bidding Documents** |
| **4.** | **Content of Bidding Documents** | 4.1 | The Goods / services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation To Bid, the bidding documents include:* Instructions to Bidders (ITB)
* Bid Data Sheet (BDS)
* General Conditions of Contract (GCC)
* Special Conditions of Contract (SCC)
* Schedule of Requirements
* Technical Specifications and or Terms of Reference (ToRs)
* Bid Form and Price Schedules
* Contract Form
* All clarifications and addendums issued during the bidding period
* Necessary annexures
 |
|  |  | 4.2 | The Bidder is expected to examine all instructions, forms, terms and specifications / TORs in the Request for Proposal /bidding documents. Failure to furnish all information required by the RFP/bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. |
| **5.** | **Clarification of Bidding Documents** | 5.1 | A prospective Bidder requiring any clarification of the bidding documents may notify the purchaser in writing at the purchaser's address indicated in Bid Data Sheet (BDS). The purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents directly from the purchaser. |
| **6.** | **Amendment of Bidding Documents** | 6.1 | At any time prior to the deadline for submission of bids, the purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment, without substantially changing nature of procurement. |
|  |  | 6.2 | All bidders those have obtained the bidding documents, from the Purchaser, will be notified of the amendment in writing which will be binding on them. |
|  |  | 6.3 | In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids. |
|  |  |  | **C. Preparation of Bids and Bidding Procedure** |
| **7** | **Single stage – two envelopes bidding procedure** | 7.1 | **Single stage – two envelopes** bidding procedure shall be applied:1. The bid shall comprise a single package containing two **separate envelopes**. Each envelope shall contain separately the financial proposal and the technical proposal;
2. the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
3. initially, only the envelope marked “TECHNICAL PROPOSAL” shall be publicly opened in the presence of bidder’s representatives who are able to attend the public technical bid opening ceremony;
4. the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Purchaser without being opened. During Technical Bid opening, the purchaser shall also examine the sealed financial proposal to make ensure that it is free of tempering. The purchaser shall initial/sign and stamp on the sealed financial proposal to ensuring that it cannot be opened and re-sealed without detection;
5. the Purchaser shall evaluate the technical proposal, without reference to the price and reject any proposal which does not conform to the specified preliminary and technical requirements;
6. during the technical evaluation no amendments/modifications in the technical proposal shall be permitted, unless as provided under ITB 22;
7. the financial proposals of bids shall be opened publicly at a time, date and venue as announced and communicated to the Bidders. Bidders who fail preliminary and technical evaluation shall not be invited for the financial bid opening ceremony;
8. After the evaluation and approval of the technical proposal, the Purchaser shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only.
9. Based on the procedure adopted for the respective procurement, the procuring agency shall announce the result of bid evaluation, in the form of final evaluation report giving justification for acceptance or rejection of bids at least fifteen (15) days prior to award of procurement contract.

Provided that in case where technical proposal is to be evaluated separately, prior to opening of financial proposal, the technical evaluation report shall be announced before opening of the financial proposal. 1. The financial proposals of bidders found technically non-responsive shall be returned un-opened to the respective Bidders; and
2. the bid that passes preliminary and technical evaluation and has quoted the lowest price for outsourcing security services for the grant period of 2024-2026 shall be declared as the best evaluated bidder for that grant.
3. Financial comparative analysis of technically qualified bids shall be made by comparing the total bid price quoted by a firm to for the grant period of 2025 to 2026; the bidder with the lowest overall price for a grant, covering the period of 2025 to 2026 shall be declared as the best evaluated bidder to provide the outsource security services of that grant. A bidder is free to quote for each year separately:
4. A bidder shall not be permitted to withdraw a technical or financial bid after the deadline for bid submission and before the public announcement of results of financial bid evaluation, unless the bidder is declared technically unqualified. All financial bids of technically qualified bidders shall be opened, irrespective of whether the bidder has withdrawn from the procurement process or not.
 |
| **8** | **Language of Bid** | 8.1 | The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern. |
| **8A.** | **Documents Comprising the Bid** | 8A.1 | The bid prepared by the Bidder shall comprise the following components:1. a Bid Form and a Price Schedule completed in accordance with ITB Clauses 9, 10 and 11.
2. documentary evidence established in accordance with ITB Clause 12 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
3. documentary evidence established in accordance with ITB Clause 13 that the goods / services and ancillary services to be supplied / delivered by the Bidder are eligible goods and services and conform to the bidding documents; and
4. bid security furnished in accordance with ITB Clause 14.
5. See under Part 1: Section III for Summary Evaluation Methodology and criteria and list of required documents
 |
| **9.** | **Bid Form** | 9.1 | The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods / services to be supplied/provided, a brief description of the goods/services, country of origin, quantity, and prices. |
| **10.** | **Bid Prices** | 10.1 | The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods / services it proposes to supply / provide under the contract. |
|  |  | 10.2 | Prices indicated on the Price Schedule shall be Delivery at place / site prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately. The bidder shall be responsible for all guards out of pocket costs including and not limited to meals, incidental costs, transport / fare charges to all sites as listed in the TORs. |
|  |  | 10.3 | The Bidders’ separation of price components in accordance with ITB Clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit Purchaser’s right to contract on any of the terms offered. |
|  |  | 10.4 | Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, two or more prices for a single item / service will be treated as non-responsive. |
| **11.** | **Bid Currencies** | 11.1 | Prices shall be quoted in Pakistan Rupees unless otherwise specified in the Bid Data Sheet. |
| **12.** | **Documents Establishing Bidder’s Eligibility and Qualification** | 12.1 | Pursuant to ITB Clause 2 and 8, the Bidder shall furnish, as part of its bid, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the contract if its bid is accepted.  |
|  |  | 12.2 | The documentary evidence of the Bidder’s eligibility to bid shall establish to the Procuring agency’s satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2. |
|  |  | 13.3 | The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency’s satisfaction:1. that the Bidder has the financial, technical, and management capability necessary to perform the contract;
2. that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
3. See Part 1: Section III: Evaluation Methodology and Criteria for a summary of minimum documents required to establishing bidder’s eligibility and qualification
 |
| **13** | **Documents Establishing Goods’/Services’ Eligibility and Conformity to Bidding Documents** | 13.1 | Pursuant to ITB Clause 2 and 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply / provide under the contract. |
|  |  | 13.2 | The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment/service provision. |
|  |  | 13.3 | The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, flow-charts drawings, and data, and shall consist of:1. a detailed description of the essential technical and performance characteristics of the goods or methodology of service delivery;
2. a list giving full particulars, including available sources and current prices of spare parts / special tools, etc., necessary for the proper and continuing functioning of the goods / services for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods / services by the Procuring agency, if applicable; and
3. an item-by-item commentary on the Procuring agency’s Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications/requirements.
 |
|  |  | 13.4 | For purposes of the commentary to be furnished pursuant to ITB Clause 13.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency’s satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications /requirements. |
| **14.** | **Bid Security** | 14.1 | Pursuant to ITB Clause 8, the bid must be accompanied with a refundable Bid Security or Earnest money of **as mentioned at page No. 3 of this bidding document** in Pakistan Rupees in the shape of Bank Demand Draft, Call Deposit Receipt or Bank Guarantee in the name of **Provincial TB Control Programme-Sindh, GFATM Grant** having **Provincial / Federal Tax Number (9030854)****Original Bid Security or Earnest money shall be attached with the original financial bid whereas a copy shall be attached in the technical bid** |
|  |  | 14.2 | The bid security shall be valid for the entire bid validity period plus an additional twenty-eight (28) days. The additional twenty-eight (28) days shall be counted after the last day of the bid validity period. **For avoidance of doubt, if the bid validity period is 120 days counted from the date of the deadline for bid submission, the bid security shall be valid for at least 148 days (120 days plus 28 days).**  |
|  |  | 14.3 | The bid security is required to protect the Purchaser against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to ITB Clause 14.7. |
|  |  | 14.4 | Any bid not secured in accordance with ITB clauses 14.1 and 14.2 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 23. |
|  |  | 14.5 | Unsuccessful bidders’ bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 15. |
|  |  | 14.6 | The successful Bidder’s bid security will be discharged upon the Bidder’s submission of the performance bond specified under the bid contract terms and conditions.  |
|  |  | 14.7 | The bid security may be forfeited:(a) if a Bidder withdraws its bid during the period of bid validity.; or(b) in the case of a successful Bidder, if the Bidder fails:(i) to sign the Contract in accordance with ITB Clause 31; or(ii) to complete the services in accordance with Clause 14 of the General Condition of Contract.(c) Notwithstanding ITB clause 14.7 (a) above, a bidder shall not be permitted to withdraw a technical or financial bid after the deadline for bid submission and before the public announcement of results of financial bid evaluation, unless the bidder is declared technically unqualified. |
|  |  | 14.7 | A correction of non-material arithmetic errors in the bidder’s bid price that results into an increase in the total bid price shall not invalidate an initially valid and sufficient bid security submitted based on the original total bid price. A bid shall not be rejected on the reason that the correction of non-material arithmetic errors has resulted into an increase in bid price; and therefore, the submitted bid security which was initially sufficient is now insufficient.  |
| **15.** | **Period of Validity of Bids** | 15.1 | Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. |
|  |  | 15.2 | In Exceptional circumstances, the Purchaser may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 14 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. |
| **16.** | **Format and Signing of Bid** | 16.1 | The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each “ORIGNAL BID” and “COPY OF BID” as appropriate. In the event of any discrepancy between them, the original shall govern. |
|  |  | 16.2 | The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder or the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. **The bid shall be bind without any loose papers and all pages sequentially numbered; any unbound or loose bids or papers shall not be accepted.**  |
|  |  | 16.3 | Any interlineations, erasures, or overwriting shall not be valid even if they are initialed by the person or persons signing the bid. The bid should be duly binded and each page signed/stamped by authorized person. |
|  |  |  | **D. Submission of Bids** |
| **17.** | **Sealing and Marking of Bids** | 17.1 | The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGNAL” and “COPY.” The envelopes shall then be sealed in an outer envelope. The outer envelope should be clearly marked with Tender No and Tender title given on the title of this Document |
|  |  | 17.2 | The inner and outer envelopes shall: Be addressed to the Purchaser at the address given in the Bid Data Sheet; andBear the name indicated in the Bid Data Sheet, the invitation for Bids title (Subject of Procurement) and number (Procurement reference Number) indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE **Wednesday, Sep 18,2024 12:30 PM" t**o be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 18. |
|  |  | 17.3 | The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”. |
|  |  | 17.4 | If the outer envelope is not sealed and marked as required by ITB Clause 17.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening. |
| **18.** | **Deadline for Submission of Bids** | 18.1 | Bids must be received by the Purchaser at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet. |
|  |  | 18.2 | The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. |
| **19.** | **Late Bids** | 19.1 | Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 18 will be rejected and returned unopened to the Bidder. |
| **20.** | **Modification and Withdrawal of Bids** | 20.1 | The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids in ITB 18.1.A bidder shall not be permitted to withdraw a technical or financial bid after the deadline for bid submission and before the public announcement of results of financial bid evaluation, unless the bidder is declared technically unqualified. All financial bids of technically qualified bidders shall be opened, irrespective of whether the bidder has withdrawn from the procurement process or not.  |
|  |  | 20.2 | The Bidder’s modification or withdrawal notice shall be prepared sealed, marked and dispatched in accordance with the provision of ITB Clause 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.  |
|  |  | 20.3 | No bid may be modified after the deadline for submission of bids, except as provided for in ITB 22.  |
|  |  | 20.4 | No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder’s forfeiture of its bid security, pursuant to the ITB Clause 14.7 |
|  |  |  | **E. Opening and Evaluation of Bids** |
| **21** | **Opening of Bids by the Purchaser** | 21.1 | The Purchaser will open all bids in the presence of bidders’ representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet in accordance the **Single stage – two envelopes bidding procedure detailed in ITB 7**. The bidders’ representatives who are present shall sign a register/ attendance sheet evidencing their attendance. |
|  |  | 21.2 | The bidders’ names, bid modifications or withdrawals, total bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 19. |
|  |  | 21.3 | Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Bids withdrawn before the deadline for bid submission of bids shall be returned unopened to the bidders.  |
|  |  | 21.4 | A bidder shall not be permitted to withdraw a technical or financial bid after the deadline for bid submission and before the public announcement of results of financial bid evaluation, unless the bidder is declared technically unqualified. All financial bids of technically qualified bidders shall be opened, irrespective of whether the bidder has withdrawn from the procurement process or not. |
|  |  | 21.5 | The Purchaser will prepare minutes of the bid opening. |
| **22.** | **Clarification of Bids** | 22.1 | To assist in evaluation and comparison of Bids the Procuring Entity may, at its discretion, ask the bidder for a clarification of its Bid and submission of additional supporting information. The request for clarification and the response shall be in writing and shall not change the unit prices or technical specifications of the Bid.  |
|  |  | 22.2  | For avoidance of doubt, the purchaser shall not ask for clarifications that result into amendment of the **unit prices**, material amendment of the **technical specifications/TORs**, as well as the **Bid Form**.  |
|  |  | 22.3 | The purchaser shall be at liberty to request for any historical documents from bidders during the bid evaluation process. Historical documents are non-material and shall not constitute change in the technical nature of the bid. For avoidance of doubt, historical documents are documents and information that **existed prior to the public announcement of the bid**, and may include and not limited to company registration documents; manufacturers and dealers authorization; firm and service quality certifications; bidder and staff practicing licenses and trading licenses and authorization; previous importation documents; previous contracts, contract performance certificates and purchase orders, work orders; service registration status; bidder’s bank information, bank certificates and bank statement; tax registration certificates and status; and company’s operating capacity; |
| **23.** | **Preliminary examination** | 23.1 | The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. |
|  |  | 23.2 | Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.  |
|  |  | 23.3 | The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. |
|  |  | 23.4 | Prior to the detailed evaluation, pursuant to ITB Clause 23 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservation to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The Purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence, unless as provided for under ITB 22. |
|  |  | 23.5 | If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity. |
| **24.** | **Evaluation and comparison of Bids** | 24.1 | The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 23. |
|  |  | 24.2 | The Purchaser’s evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivery at site price inclusive of prevailing duties, taxes and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid. The bidder is responsible for all guards out of pocket costs including and not limited to meals, incidental costs, transport/ bus fare charges to the site as listed in the TORs. |
|  |  | 24.3 | See Part 1: Section III for the detailed Evaluation Methodology and Criteria |
| **25.** | **Contacting the Purchaser** | 25.1 | Subject to ITB Clause 22, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing. |
|  |  | 25.2 | **Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder’s bid**. |
|  |  |  | **F. Award of Contract:** |
| **26.** | **Post- qualification** | 26.1 | In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 12. |
|  |  | 26.2 | The determination will take into account the Bidder’s financial, technical, and management capabilities. It will be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB Clause 12, as well as such other information as the Procuring agency deems necessary and appropriate. |
|  |  | 26.3 | An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder’s bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily. |
| **27.** | **Award Criteria** | 27.1 | Subject to ITB Clause 28, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. |
| **28.** | **Purchaser’s Right to Vary Quantities at Time of Award** | 28.1 | The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. |
| **29.** | **Purchaser’s Right to Accept any Bid and to Reject any or All Bids** | 29.1 | The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser will inform the affected Bidder or bidders of the grounds for the Purchaser’s action, if so requested, by the Purchaser shall not be required to justify the grounds. |
| **30.** | **Notification of Award** | 30.1 | Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.  |
|  |  | 30.2 | The notification of award under ITB 30.1 will constitute the formation of the Contract. |
|  |  | 30.3 | The Purchaser shall announce to all participating bidders the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids **at least fifteen (15) days prior** to the award of contract. |
|  |  | 30.4 | Within the period specified in ITB 30.3 above, a bidder may seek clarification or challenge the award decision. Prior to signing of a formal contract, the Purchaser shall endeavor to resolve all complaints, disputes, and issue clarifications thereof. In case the Purchaser establishes that the complaint or request for clarification submitted by the bidders to be truthful and/or of material nature, the Purchaser shall recall the notification of award, at no liability and costs to the Purchaser from the notified successful bidder(s). The Purchaser shall review the award decision and issue a new notification of award. Lodging of a compliant or seeking clarification on an award decision by a bidder may not stop the Purchaser from proceeding with the contracting process and issue a purchase order or sign a contract to some or all successful bidders, provided that the bidder’s query is considered to be non-material or of no consequence to the resulting contract or affects only limited bidders.  |
| **31.** | **Signing of Contract** | 31.1 | At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract form provided in the bidding documents, incorporation all agreements between the parties. |
|  |  | 31.2 | Within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser. |
|  |  | 31.3  | The resulting contract shall be as specified in the Bid Data Sheet, for the specified period or renewable as specified in the Bid Data Sheet. The quantities ordered under the contract and price shall be as specified in the Bid Data Sheet.  |
| **32.** | **Performance Security** | 32.1 | The successful bidder shall furnish to the purchaser a Performance Security in the form, validity period, and the amount stipulated in the Bid Data Sheet within a period of twenty-eight (28) days after submission of the bidder’s Letter of Acceptance. |
|  |  | 32.2 | Failures of the successful bidder to comply with the requirements of Sub-Clause 31.2 or Clause 32.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. |
| **33.** | **Corrupt Practices or Fraudulent** | 33.1 | The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of its policy, the purchaser: |
|  |  | 33.2  | defines, for the purposes of this provision, the terms set forth below as follows:“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non- competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his dutyWill reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;Will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.Will declare a firm ineligible if the firm is Blacklisted by any government and non-government organization. And a certificate to this effect by bidder must be attached with the bid. |

# Part One: Section II

**Bid Data Sheet (BDS)**

The following specific data for the goods / services to be procured shall complement, supplement, or amend the provisions in the instructions to Bidders (ITB): Section I. Whenever there is a conflict; the provisions herein shall prevail over those in ITB.

|  |  |  |
| --- | --- | --- |
|  |  | **A. Introduction** |
| **ITB 3.1**  | **The purchasers name and address**  | **COMMUNICABLE DISEASE CONTROL (TUBERCULOSIS CONTROL PROGRAM-SINDH)**BUILDING NO. 31C 2ND FLOOR AL – MURTAZA COMMERCIAL LANE 4 DHA PHASE 8 KARACHI. |
|  |  | **B. Request for Proposal (RFP) / Standard Bidding Document (SBD)** |
| **ITB 5.1**  | **Purchaser's address** | BUILDING NO. 31C 2ND FLOOR AL – MURTAZA COMMERCIAL LANE 4 DHA PHASE 8 KARACHI.Queries/Questions can also be sent by email only to: CDC, Provincial Tuberculosis Control Program-Sindh, at email Address: procurementgftb@gmail.com **Attention : Mr. Ghulam Fareed Dahri**Subject of Procurement and tender reference number must be included in email subject title  |
|  |  | **C. Preparation of Bids and Bidding Procedure**  |
| **ITB 8.1**  | **Language of the Bid** | Language of the Bid and communications shall be English  |
| **ITB 10.2** | **The price quoted shall be:** | in Pakistan Rupees i.e. inclusive of all applicable taxes & out of pocket expenses. The bidder is responsible for all guards out of pocket costs including and not limited to meals, incidental costs, transport/ bus fare charges to the site as listed in the TORs. **The bidder shall be responsible for taking out appropriate employee insurance cover to comprehensively insure the deployed guard team against all risks likely to be faced by during their travel to and stay at all site’s premises and the bidder shall borne all risks associated with the security services assignment without recourse to the purchaser, whatsoever, unless exempted by GCC 17 Force majeure clause.**  |
| **ITB 10.4** | **The price shall be:** | Fixed and must include the Income Tax, other taxes and duties, where applicable as per law and exclusive of General Sales Tax (GST). If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.  |
| **ITB 11.1**  | **Bid Currencies** | Pakistan Rupees  |
| **ITB 13.3**  | **Qualification requirements** | 1. A Bidder may bid for providing security services for one grant provided in the Schedule of Requirements/ToRs. **However, for each selected grant, the bidder shall bid for the entire grant period of 2025 to 2026. Further extendable with mutual agreement and performance of the firms.**
2. Alternative quotations for a single service shall not be accepted.
3. For a Summary of the Evaluation methodology and criteria, and required documents, see Part 1: Section III of this biding document.
 |
| **ITB 14.1** | **Amount of bid security****/ Earnest Money in** **shape of Bank** **demand Draft or Bank** **Guarantee** | **200,000/- PKR** |
| **ITB 14.1**  | **Form of Bid Security** | The tenders found deficient of the amount as bid security compared to total bid price will not be considered.1-A correction of an arithmetic error that changes the total bid price shall not invalidate a valid bid security that was correctly calculated and submitted based on the original bid price. An originally valid bid security shall remain valid even when after the correction of an arithmetic error that results into an increase in the total bid price. 2- The Bid security should be in the form of Pay Order/Demand Draft in favor of **Provincial TB Control Programme-Sindh, (Federal/Provincial Tax Number (F/PTN) i.e. 9030854.** **No personal cheques will be acceptable at any cost.** 3-The previous bid security will not be considered or carried forward. |
| **ITB 15.1** | **Period of Validity of Bids** | The bid validity shall be **One Hundred and Twenty (120) days counted from the date of the deadline for bid submission** |
| **ITB 16.1**  | **Number of copies of the bid**  | **One original and One Additional Copy**;The original and the additional copy shall be prepared in accordance with the one stage- two envelope bid submission. Original Bid Security or Earnest money shall be attached with **Original Bid Security or Earnest money shall be attached with the original financial bid whereas a copy shall be attached in the technical bid** |
|  |  | **D. Submission of Bids** |
| **ITB 17.2** | **Purchaser at the address** | Same as ITB 3.1 |
| **ITB 17.2** | **Bids title (Subject of Procurement) and number (Procurement reference Number)** | Bid title: **Outsourcing Security guard Services in TB Control Program Sites Sindh for the grant period of 2025 to 2026**Under Procurement Number: **CDC-GFTB/2024/09-0014**Do not open before: **Wednesday Sep 18, 2024 at 12:30 PM** |
| **ITB 18.1** | **Address for Bid submission** | Deputy Director General CDC Communicable Disease Control (CDC) / Provincial TB Control Programme (PTP)-Sindh BUILDING NO. 31C 2ND FLOOR AL – MURTAZA COMMERCIAL LANE 4 DHA PHASE 8 KARACHI. |
|  | **Deadline for submission of bids** | **Before and at Wednesday Sep 18, 2024 at 12:00 PM** |
|  |  | **E. Opening and Evaluation of Bids** |
| **ITB 21.1** | **Time and date of bid opening**  | **Wednesday Sep 18, 2024 at 12:30 PM** |
|  | **Address for bid opening**  | CDC Conference Room, Communicable Disease Control (CDC) / Provincial TB Control Programme (PTP)-Sindh BUILDING NO. 31C 2ND FLOOR AL – MURTAZA COMMERCIAL LANE 4 DHA PHASE 8 KARACHI |
| **ITB 24.1** | **Evaluation and comparison of Bids** | Additional Evaluation methodology and criteria is provided under Part 1: Section III  |
|  |  | **F. Award of Contract:** |
| **ITB 28.1** | **Percentage increase or decrease in quantities at the award stage** | Not Applicable  |
| **ITB 31.3** | **Type, duration of the resulting contract** | The resulting contract shall be a framework contract valid till the completion of the deliveries / deliverables of required goods / services and related allied services, that is, **December 31, 2026.**  |
| **ITB 32.1**  | **Form of performance bond**  | The performance bond shall be in form of a Bank Guarantee using the Form in this bid, in Pakistan Rupees, valid for a period of not less than twelve (12) months. The awarded bidder(s) shall be required to renew its bank guarantee prior to issue of a work order for the subsequent outsourcing periods.  |
|  | **Amount of performance bond**  | **10%** of the total awarded contract price, released after completion of delivery and acceptance of goods/services by the purchaser.  |

**Part 1. Section III**

**Summary Evaluation Methodology and Criteria**

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| **Preliminary (bidder) and Technical (Service) Evaluation Methodology** |
| **1. Methodology Used** |
|  The evaluation methodology to be used for the technical proposals evaluation of bids received shall be the Quality Based Selection.  |
| **2. Summary of Methodology** |
| 2.1 The Quality Based Selection methodology recommends the lowest priced bid, which is eligible, compliant and **substantially responsive to the technical and commercial requirements of the Request for Proposal / Bidding Document**, provided that the Bidder is determined to be qualified to perform the contract satisfactorily. 2.2 The evaluation shall be conducted in three sequential stages – * + 1. **Step-1:** a preliminary evaluation shall determine the eligibility of bidders and the administrative compliance of bids received;
		2. **Step-2:** Technical evaluation to determine the technical responsiveness of the eligible and compliant bids; and
		3. **Step-3:** a financial and commercial evaluation compare costs of the eligible, compliant, technically qualified bids received and determine the best evaluated bid.

2.3 Failure of a bid at any step of the evaluation shall prevent further consideration at the next step of evaluation. Substantial responsiveness shall be considered a pass.**Scoring Methodology will be as following:*** The minimum passing criteria for the technical evaluation will be 70 marks. Only those organizations who score 70 or more will be considered for opening of their financial bids.
* Out of a total of 100 percent, 70 percent marks will be allocated for the technical evaluation scores obtained and 30 percent marks will be allocated to the cost proposed for the assignment
* A weighted average of both technical and financial scores will be taken and the ultimate bidder with highest score will be considered as successful
	+ The weightage of financial proposal is 30% in total
	+ The financial weightage will be calculated by formula as given below

=(lowest bid/bid offered) \* 30 %* **Total Score calculation formula:**

Total score = (Technical score \* 70%) + (Financial score \* 30%) |
|  |
| **Evaluation criteria** |
| **3. Eligibility and Evaluation Criteria and Documents required for Bid** |
| **3(A) STEP-1: Minimum Eligibility Criteria (Knock Out Criteria)**Preliminary evaluation shall determine the eligibility of bidders and the administrative compliance of bids received to the requirements of the bid as listed below, and shall be evaluated on a **pass or fail basis**. The purchaser may request for clarifications if needed pursuant to ITB 22. All interested bidders are requested to go through the bidding documents thoroughly and prepare your bid along with documented evidence accordingly.**The Minimum Eligibility criteria is mandatory and will be evaluated on the basis of following requirements/documents:**1. The bid should be properly sealed and submitted in line with the **“Single Stage-Two Envelope Bidding Procedure”**; that is, a bid comprises of a single package containing two **separate envelopes**. Each envelope shall contain separately the **“Financial Proposal”** and the **“Technical Proposal”**. (Please properly bind all the documents in sequence, attach table of contents along with page number of each document provided and also mention the page number in sequence for all the documents submitted)
2. The bidder should submit a copy of the company registration or incorporation certificate or current trading license; any other legal registration document wherever applicable.
3. Bidder must be registered with Income Tax and General Sales Tax (GST) Departments and should be on Active Taxpayers List of the Federal Board of Revenue (FBR), with a National Tax Number (NTN). Bidder to submit copies of certificates and a printed copy of proof of Active Taxpayer List (ATL)
4. Bidder should prepare and submit the Bid Submission Sheet (Bid Form), duly filled, signed and sealed/stamped, in accordance with ITB. No alteration is to be made in the Bid Submission Sheet (Bid Form) except in filling up the blank space as directed.
5. Bidder should prepare and submit a detailed Specification and Compliance Sheet duly filled, signed and sealed/stamped, in accordance with ITB, showing the extent of compliance to the Purchasers specifications. Where applicable, a bidder shall clearly indicate the extent to which the products offered differ or deviate from requirements and specifications of the purchaser.
6. The bidder must submit valid copy of the Bid Security or Earnest money in the shape of Bank Demand Draft, Call Deposit Receipt or Bank Guarantee in the name of **Provincial TB Control Programme**, valid for at least 148 days (120 days of bid validity plus 28 days). Only a copy of the Earnest money should be attached with the technical bid.
7. The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices in ITB 33 and should not be black listed by any Government or non-government organization. **An affidavit duly attested by notary public shall be attached with the bidding document as evidence. The text in the body should state, “***Bidder by the names of….…………. declares not to have been barred, blacklisted, suspended by any procuring entity with regard to their professional conduct, making of false statement, misrepresentation, corruption during any procurement process or contract performance. The company is not in a procurement or contract dispute or legal proceeding with any procurement entity over the poor performance of its contract, delivery of poor-quality services, failure to meet delivery schedules, failure to meet warranty claims, failure to provide timely defect replacements/service, failure to declare the origin and source of products/services. The company declares that the company no conflict of interest in participating in this procurement process and has not colluded with another vendor participating in this bid*”. **The content of the text in the affidavit shall be examined for completeness**. For the conformation of blacklisting of any firm, the procuring agency will solely rely on the list available on PPRA website or Provincial PPRA websites and shall not approach any public or private organization for clarifications.
8. Bidders’ Directors, Managing Partners, Chief Executives Officer have no relationship with any staff working in CDC/PTP/CMU or worked with CDC/PTP/CMU during the last seven (07) years.
9. Bidder has signed and attached the **Integrity Pact** statement as provided under the section for sample forms,
10. There are no claims against the bidder of poor market reputation or previous default on quality while supplying goods / services to CDC/PTP/CMU or any other Public, Private or Multinational Organization (Please provide signed and stamped undertaking on your organizational letterhead).
11. **The firm will pay the Govt Agreed minimum wages per month to each guard mentioned as in the price schedule (Please provide an affidavit on letterhead)**
12. Joint Venture (JV) documents if applicable (Please provide original proof for Joint Venture)
13. The bidder shall review, sign and submit together with the technical proposal a signed copy of the purchaser’s terms of reference (ToR) together with the firm’s technical proposal and this whole document of SBD.
14. The bidder has the valid NOC for operating throughout Sindh Province for the provision of Security Guard services (Please provide valid documented proof)
15. The bidder must be member of All Pakistan Security Agency Association (APSAA) (Please provide valid documented proof)
16. The bidder shall submit proper documentary evidence for financial soundness of the firm in the form of a Bank statement for the last twelve (12) months with inflow of more than PKR 05 Million and bank certificate OR Alternatively, Audited Books of Accounts for at least the last two financial years from 2021-2022, 2022- 2023 business turnover should not be less than PKR 05 Million per year as per last 02 years accounts
17. The whistle blowing policy (Anti-fraud & Corruption policy) exists and applicable in CDC Sindh, if you identify any type of abnormalities mentioned in the policy, please notify it immediately to ­­­­­­­­­­­­­­­Deputy Director General and Senior Finance Officer Email: zulfiqar.dahrejo@yahoo.com, samigftb@gmail.com). The detailed policy is attached as Annex-A as an information which must be signed by the vendor

**NOTE:** Bidders qualifying the aforementioned minimum eligibility criteria will be qualified for Technical Evaluation in STEP-21. Bidder prepared and submitted together with the technical proposal detailed information of the guard’s team to be deployed for each site. **The information requires shall include and not limited to the composition of each team like the staff name, designation, roles and responsibilities in the proposal guard team at each site. In addition, attach detailed CVs of each team member containing the current staff designation, roles and responsibilities in the firm; academic qualifications and professional certification; experience in security; specific experience in donor funded programmes; and any specific experience in grants funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund)**
2. Firm’s experience for the provision of security services for the grants funded by The Global Fund to Fight AIDS, Tuberculosis and Malaria, in Pakistan (Please provide work order and completion certificate as an evidence)
3. Firm’s experience for the provision of security services to United Nations (UN) Organizations/agencies and International NGOs in Pakistan in the past five years (Please provide work order and completion certificate as an evidence)
4. Firm’s experience for the provision of security services to Local NGOs/Government organizations in Pakistan in the past five years (Please provide work order and completion certificate as an evidence)
5. Bidder has experience for provision of services based on copies of contracts, purchase orders, work orders or certificates of performance during the last five years. (Please provide work order and completion certificate as an evidence)
6. Company Profile and Number of staff / guards in the firm within Pakistan - submit together with the bid the total count, list of names, qualification (if any), total years of relevant experience (Please provide on firm’s letterhead as an evidence)
7. Undertaking on letterhead that firm concerned is financially sound and have sufficient funds to three-months salary from their sources
8. The bidder shall submit proper documentary evidence for financial soundness of the firm in the form of a Bank statement for the last twelve (12) months with inflow of more than PKR 05 Million and bank certificate OR Alternatively, Audited Books of Accounts for at least the last two financial years from 2021-2022, 2022- 2023 business turnover should not be less than PKR 05 Million per year as per last 02 years accounts.
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| **4. Technical Evaluation Criteria based on documents in the technical bid** |
| **Technical responsiveness** shall be evaluated through merit point systems by award of marks based on the bidder’s demonstrated experience, knowledge, skills as shown in contents of documents, **with passing marks of 70% or Above**

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|  | **Description (Please attach documented proof for below criteria)** | **Maximum Marks** |
| **1** | **Commitment to provide the services as per requirement** |   |
| a | The submitted proposal and specifications of services stated by the vendor in the Specifications and Compliance sheet match with the specifications stated in the SBD | 10 |
| **2** | **Specific experience of firm related to the assignment**  |   |
| b | Firm’s experience for the provision of security services for the grants funded by The Global Fund to Fight AIDS, Tuberculosis and Malaria, in Pakistan (1-5 contracts = 5 marks) | 05 |
| c | Firm’s experience for the provision of security services to United Nations (UN) Organizations/agencies and International NGOs in Pakistan in the past five years (1-5 firms = 5 marks) | 05 |
| d | Firm’s experience for the provision of security services to Local NGOs/Government organizations in Pakistan in the past five years One mark for each contract - maximum 05 marks | 05 |
| e | Bidder has experience for provision of services based on copies of contracts, purchase orders, work orders or certificates of performance during the last five years. **Three (03) marks for each contract, maximum of five (05 contracts, purchase orders or work orders of similar or related services). Each contract or Purchase Order must be valued at PKR 1,000,000.00 (01 million PKR) OR above per year.**  | 15 |
| **3** | **Firms Professional Competence**  |   |
| f | Company Profile and Number of staff / guards in the firm within Pakistan - submit together with the bid the total count, list of names, qualification (if any), total years of relevant experience Less than 20 guards = 0 Marks, 20-50 guards= 5 Marks, 51-100 Marks = 10 Marks and more than 100 guards= 15 marks | 15 |
| g | Undertaking on letterhead that firm concerned is financially sound and have sufficient funds to three-months salary from their sources | 10 |
| h | Financial worth of firm. **Option 1**: Attach **last twelve (12) months** bank statement with inflow of more than PKR 05 Million=7.5mks and Bank Certificate =7.5 marks **Option 2**: Alternatively, attach audited Books of Accounts with turnover more than 5 million for at least the last two financial years from 2021-2022; 2022-2023= 7.5 marks for each financial year books of accounts, maximum 15marks  | 15 |
| i | Annual Sale/turnover: PKR 01-03 million = 05 marks; PKR 03 -07 million= 7.50 marksAbove PKR 07 million =10 marks | 10 |
| **4** | **Geographical**  |  |
| j | Number of offices in Pakistan/Sindh (submit together with the bid the details of Pakistan Offices, physical address, telephone and fax numbers, and contact person)1. One mark for each major city office other than Sindh - maximum 05 marks1. One mark for each major city of Sindh - maximum 05 marks
 | 10 |
| **Total Marks (Passing marks = or > 70)** | **100** |

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| **5. Financial and Commercial Comparison Criteria based on contents of the financial bid**  |
| Bids that pass technical evaluation shall be opened in the presence of bidders at a time and date to be communicated to bidders, and bids shall be assessed for financial and commercial responsiveness as below: * 1. The supplier’s bid shall be reviewed to confirm that the bidder has accepted to meet all the general and special conditions of the contracts without any material deviation or reservations.
	2. Bidder prepared and submitted a **Price Schedule** and details work/implementation plan(s) duly filled, signed and sealed/stamped, in accordance with ITB, with prices quoted as Delivery at site price inclusive of prevailing duties, taxes and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided for in the bid.
	3. The bidder shall be responsible for all guards out of pocket costs including and not limited to meals, incidental costs, transport/ bus fare charges to site as listed in the TORs.
	4. The bidder has submitted in the financial proposal **an original valid Bid Security or Earnest money** **as mentioned at page 3 of this standard bidding document** in Pakistan Rupeesin the shape of Bank Demand Draft, Call Deposit Receipt or Bank Guarantee in the name of **Provincial TB Control Programme (PTP)-Sindh, valid for at least 148 days (120 days of bid validity plus 28 days)**. **No personal cheques will be acceptable at any cost.** A correction of non-material arithmetic errors in the suppliers bid that may increase the total bid price shall not invalidate a valid bid security submitted based on an original bid price.
	5. For period, the bidder shall be required to submit their prices, which shall be fixed and not subject to revision during the entire grant period or else the contract shall be cancelled and the performance bond forfeited:

**Scoring Methodology will be as following:**The minimum passing criteria for the technical evaluation will be 70 marks. Only those firms who score 70 or more will be considered for opening of their financial bids. Out of a total of 100 percent, 70 percent marks will be allocated for the technical evaluation scores obtained and 30 percent marks will be allocated to the cost proposed for the assignment A weighted average of both technical and financial scores will be taken and the ultimate bidder with highest score will be considered as successfulThe weightage of financial proposal is 30% in totalThe financial weightage will be calculated by formula as given below=(lowest bid/bid offered) \* 30 %**Total Score calculation formula:*** 1. Total score = (Technical score \* 70%) + (Financial score \* 30%)
 |

**PART 2: Section I.**

#### Scope of work

#### The Scope of work provides a summary term of reference and requirements under the tender as shown below. For detailed terms of reference for each grant, see under the Terms of Reference Section and Annex A

#### The purpose of this request is for outsourcing security guards services for various health care centers in Sindh Province. The services of Successful bidder shall furnish uniformed security personnel to include, but not limited to, and to make reasonable effort to protect property against theft, illegal entry of persons and/or damage and destruction by spectators, and other intentional acts of violence at designated offices/sites of CDC (Tuberculosis) Sindh.

**Scope of work Authorised by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorized for and on behalf of: |  | *(DD/MM/YY)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp or seal:  |

**PART 2: Section II.**

**Terms of Reference,**

 **(a) The provider shall and must indicate clearly details where the offered services do not meet the security services methodology of the purchaser. The vendor’s failure to highlight the differences between service methodology required by the purchaser and service methodology offered by the vendor shall be construed to mean that the services offered by the vendor meets all the service methodology of the purchaser.**

**(b) The Purchaser shall not accept vendor’s request(s) for change of service methodology during evaluation or after contract award; All such vendor’s requests shall lead to cancellation of the bid and/or award and forfeiture of the bid security and/or performance bond.**

(c) Bidder shall prepare and submit together with the technical

 proposal detailed information of the guard’s team to be deployed for each site of CDC/PTP-Sindh. The information requires shall include and not limited to the composition of each team like the staff name, designation, roles and responsibilities in the guard’s team. In addition, attach detailed CVs of each team member containing the current staff designation, roles and responsibilities in your firm; academic qualifications (if any) and professional certification; experience in security services; specific experience in donor funded programmes; and any specific experience in grants funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund).

**The Terms of Reference, service Methodology and detailed work plan, and guard’s Team Composition reviewed and authorised by: Annex -B**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorized for and on behalf of: |  | *(DD/MM/YY)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp or seal:  |

**Part 2: Section II**

**Standard Forms**

**Form 1: Bid Form/ Cover Letter/Signed & Stamped)**

Date:

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

To,

**To, The Deputy Director General** Communicable Disease Control (CDC) / Provincial TB Control Programme-Sindh, SR-GFATM, Karachi.

Dear Sir,

Having examined the bidding documents for ……. (Subject of Procurement) ………under procurement reference……………….and all addendums where applicable, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods / services in conformity with the said bidding documents for the sum of Rs……………………………………………..

We undertake, if our Bid is accepted, to deliver the goods / services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this “Bid Form”, will remain with the Purchaser according to Clause 14 of Instructions to Bidders.

We also agree to abide by this Bid for a bid validity period of One Hundred and Twenty (120) days from the date fixed for Bid opening under Clause 18 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this day of 20 .

[in the capacity of/ Designation] [signature]

 Duly authorized to sign Bid for and on behalf of

 **Firm’s stamp:**

**Form 2: Price Schedule**

Subject of Procurement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: the bidder shall be at liberty to submit a bid covering, subject to terms and conditions of this bid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description of Work** | **No. of Security Guards per month** | **Unit Price of each Guard per month (exclusive of Sale Tax) in PKR As per Govt Agreed minimum wages**  | **Company service charges per month for each guard** | **Total Price of Guards per month (exclusive of Sales Tax) PKR** |
| **1** | **Security Guard with Weapon**  | 22 |  |  |  |
|  | **Grand Total without GST** |  |  |  |  |

**Note: - The minimum wage of each guard must be paid as per government notified minimum wage (Taken whenever revised time to time). The bidder will be selected based on the lowest commission rate.**

**The contract period should be for 02 Two years (or till the grant period ended or further extendable on the mutual agreement between both parties with 02 months’ notice period)**

|  |
| --- |
| **Current Requirements** |
| **Project** | **Location** | **Guards** | **Day Shift** | **Night Shift** |
| **GF-TB** | Communicable Disease Control Program SR Office Karachi Sindh  | 02 | 01 | 01 |
| PMDT CMCH, Hospital Larkana | 02 | 01 | 01 |
| PMDT ICD Hospital Kotri  | 02 | 01 | 01 |
| CIVIL Hospital, PMDT Site Mirpurkhas | 02 | 01 | 01 |
| PMCH Hospital, PMDT Site Shaheed Benazirabad  | 02 | 01 | 01 |
| GMMC, Hospital PDMT Site Sukkur  | 02 | 01 | 01 |
| Civil Hospital, PMDT site, Mithi  | 02 | 01 | 01 |
| Civil Hospital, PMDT Site Badin  | 02 | 01 | 01 |
| PMDT Site JPMC Karachi | 02 | 01 | 01 |
| PMDT Site, Dow Hospital Ojha Campus Hospital  | 02 | 01 | 01 |
|  | PMDT INDUS Hospital Karachi | 02 | 01 | 01 |
| **Total** |  | **22** |  |  |
|  |  |  |
| **Summary** |  |
| Total Current Deployment  | 22 |  |
| Guards Type  | Security Guards with weapon  |  |

**The Price Schedule is authorised by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorized for and on behalf of: |  | *(DD/MM/YY)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp or seal:  |

### Form 3. Contract Form

THIS AGREEMENT made the day of 2024 between Office of the Sub-Recipient, Communicable Disease Control (CDC) / Provincial Tuberculosis Control Programme (PTP)-Sindh, BUILDING NO. C31, 2ND FLOOR, AL MURTAZA LANE 4 DHA PHASE 8 KARACHI (hereinafter called “the Purchaser”) of the one part and [**name of security guard firm**] (hereinafter called “the service provider”) of the other part:

WHEREAS the Purchaser invited bids for certain Goods/Services and has accepted a bid by the security guard firm for the provision of deliverable of those services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”.)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz.:
3. The Bid Form and the Price Schedule submitted by the Bidder;
4. The Scope of work;
5. The Terms of Reference, service Methodology and detailed work plan, guard’s Team Composition; Delivery schedule
6. The General Conditions of Contract;
7. The Special Conditions of Contract;
8. The Purchaser’s Notification of Award.
9. In consideration of the payments to be made by the Purchaser to the Supplier / security guard firm as hereinafter mentioned, the Supplier / security guard firms hereby covenants with the Purchaser to provide the Goods /services and to remedy defects / corrections therein in conformity in all respects with the provisions of the Contract.
10. The supplier / security guard firms shall deliver all goods / services at mentioned place of delivery in defined TORs, service standards, defined deliverables and invoice(s).
11. The Purchaser hereby covenants to pay the Supplier / security guard firms in consideration of the provision of the goods / services the remedying of defects / corrections therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS. whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_the for the Purchaser) Signed, sealed, delivered by the for the **Security Guard** Firms.

**Form 4: Form of Integrity Pact**

Contract No. Dated Contract Value:

 Contract Title:

………………………………… [**name of Security Guard Firm**] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [**Security Guard firms**] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[**Security Guard firms**] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[**Security Guard firms**] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [**Security Guard firms**] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by [**Security Guard firms**] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: ……………… Name of security gaurd firms: …………

Signature: …………………… Signature: …………………………

[Seal] [Seal]

#### Form 5: Form of Bid Security in form of a Bank Guarantee

(Bank Guarantee)

Guarantee No. Executed on

Letter by the Guarantor to the Employer

Name of Guarantor (Bank) with address:

Name of Principal (Tenderer) with address:

Penal Sum of Security (express in words and figures):

Tender Reference No. Date of Tender

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Tender and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the

 , (hereinafter called The “Employer”) in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Tender numbered dated as above for (Particulars of Tender) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering said Tender that the Principal furnish a Tender Security in the above said sum to the Employer, conditioned as under:

1. That the Tender Security shall remain valid for a period of 30 days beyond the period of validity of the tender;
2. That in the event of;
	1. The Principal withdraws his Tender during the period of validity of Tender, or
	2. The Principal does not accept the correction of his Tender Price, pursuant to Instructions to Tenderers, or
	3. Failure of the successful tenderer to
		1. Furnish the required Performance Security, in accordance with the Instructions to Tenderers, or
		2. Sign the proposed Contract Agreement, in accordance with Instructions to Tenderers, then the entire sum be paid immediately to the said Employer for delayed Completion and not as penalty for the successful tenderer's failure to perform.

NOW THEREFORE, if the successful tenderer shall, within the period specified there for, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Tender as accepted and furnish within thirty (30) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfillment of the said Contract or in the event of withdrawal of the said Tender within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

#### Guarantor (Bank)

Witness: 1 Signature

1 2. Name

 3. Title Corporate Secretary (Seal)

2

(Name, Title & Address) Corporate Guarantor (Seal) (Seal)

**Form 6: Form of Performance Security in form of a Bank Guarantee**

(On Non Judicial Stamp Paper of the Government of Pakistan of appropriate value)

Guarantee No. Date of Issue Date of Expiry Amount Secured

To:

Additional Director-III, Office of the Sub-Recipient, Communicable Disease Control (CDC) / Provincial Tuberculosis Control Programme (PTP)-Sindh, Hyderabad

WHEREAS

“the Contractor”) has undertaken in pursuance of Contract to execute

 (hereinafter

called “the Contract”).

AND WHEREAS it has been stipulated in the said Contract that the Contractor shall furnish a Bank Guarantee by a recognized bank or Insurance Bond from an approved and duly recognized as AA rating insurance company for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

NOW THEREFORE, we (the bank) affirm that we are the Guarantor and responsible, on behalf of the Contractor/ **Security Guard firms**, up to a total of Rs. (Rupees only) such sum being payable in the types and proportions of such currencies in which the Contract Price is payable, and we undertake to pay, upon first written demand and without cavil or argument, any sum or sums within the limits of Rs (Rupees only) as aforesaid without needing to prove or to show grounds or reasons for demand of the sum specified therein.

We hereby waive the necessity of demanding the said debt from the Contractor / **Security Guard firms** before presenting us with the demand.

We further agree that no change or addition to or other modification of items/service of the contractor / **Security Guard firms** or of the work to be performed there under or any of the Contract Documents which may be made between The Sub-Recipient for The Global Fund Grant, Communicable Disease Control (CDC), Provincial Tuberculosis Control Programme (PTP)-Sindh, Hyderabad and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect up to the date of issuance of Taking Over Certificate or Works i. e. up to .

We further agree to replace this guarantee with a fresh guarantee 60 days prior to the date of expiry of the guarantee being replaced, for an amount equivalent to 50% of the amount of Performance Security valid from the date of issuance of Taking Over Certificate / completion of tasks up to eight four (84) calendar days after issuance of deliverables. If the guarantee is not replaced 30 days prior to the expiry of this guarantee, The Principal Recipient for The Global Fund Grant, National Tuberculosis Control Program Islamabad shall have the right to call for encashment without any rhyme or reason.

SIGNATURE AND SEAL OF THE GUARANTOR

Date

**Form 7: Undertaking**

I have read the terms and conditions thoroughly regarding “Tender dated , I hereby

undertake to abide by these terms & conditions in letter and spirit.

Signature:

Name of Authorize Person:

Name of Firm & Full Address with Stamp:

Dated:

**Part Three: Section. I**

**General Conditions of Contract (GCC)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Definitions** | 1.1 | In this Contract, the following terms shall be interpreted asindicate: |
|  |  |  | “The Contract” means the agreement entered into between the Purchaser and the Supplier / **Security Guard firms**, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. “The Contract Price” means the price payable to the Supplier / **Security Guard firms** under the Contract for the full and proper performance of its contractual obligations.“The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.“The Services” means those service or services ancillary to the supply/provide of the Goods/service, such as transportation and insurance, and any other incidental services, such as annual audits of service delivery, installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier / **Security Guard firms** covered under the Contract.“GCC” means the General Conditions of Contract. “SCC” means the Special Conditions of Contract. “The Purchaser” means Office of the Principal Recipient-The Global Fund Grant-National Tuberculosis Control Program-CMU-Islamabad of Islamabad.“The Supplier/ **Security Guard firms**” means the individual or firm supplying the Goods / Services under this Contract.“Day” means calendar day. |
| **2.** | **Application** | 2.1 | These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract. |
| **3.** | **Standards** | 3.1 | The Goods / services supplied / provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the defined standards of quality services. Such standards shall be the latest issued by the concerned institution. |
| **4.** | **Inspections and Tests**  | 4.1 | The inspections and tests may be conducted on the premises of the Supplier / **Security Guard** firms or its subcontractor(s), at point of delivery, and/or at the Goods’/service final destination. If conducted on the premises of the Supplier / **Security Guard** firms or its subcontractor(s), all reasonable facilities and assistance, including access to allied documentary evidence and production data,shall be furnished to the inspectors at no charge to the Purchaser. |
|  |  | 4.2 | Should any inspected or tested Goods/services fail to conform to theSpecifications, the Purchaser may reject the Goods/services, and the Supplier/ **Security Guard** firms shall either replace the rejected Goods / services or make alterations / correction necessary to meet specification requirements free of cost to the Purchaser. |
|  |  | 4.3 | The Purchaser’s right to inspect, test and, where necessary, reject the Goods / services after the Goods’ / service arrival /delivered in shape of deliverable at the Purchaser’s delivery point shall in no way be limited or waived by reason of the Goods/services.having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods’ / service deliverable shipment fromthe factory/warehouse/ **Security Guard** firms. |
|  |  | 4.4 | Nothing in GCC Clause 4 shall in any way release the Supplier / **Security Guard** firms from any warranty or other obligations under this Contract. |
| **5.** | **Packing / Deliverable** | 5.1 | The Supplier / **Security Guard** firms shall provide such packing/printed of the Goods / services as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing/printed shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing / printed case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ / service final destination and the absence of heavy handling facilities at all points in transit. |
|  |  | 5.2 | The packing/deliverable, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser. |
| **6.** | **Delivery and Documents** | 6.1 | Delivery of the Goods /services shall be made by the Supplier / **Security Guard** firms in accordance with the terms specified in the Schedule or Requirements. |
| **7.** | **Transportation** | 7.1 | The Supplier / **Security Guard** firms is required under the Contact to transport the Goods / service to a specified place of destination Head Office, of PR and SRs. |
| **8.** | **Warranty** | 8.1 | The Supplier / **Security Guard** firm’s warrants that the Goods / service supplied / delivered under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise / latest service standards in the Contract. The Supplier / **Security Guard** firms further warrants that all Goods / service supplied / delivered under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser’s specifications) or from any act or omission or the Supplier/ **Security Guard** firms, that may develop under normal use of the supplied / delivered Goods / services in the conditions prevailing in the country of final destination. |
|  |  | 8.2 | The earnest money submitted by the supplier / **Security Guard** firms shall be retained during the warranty period as mentioned in technical specification and will be released after expiry of warranty period. |
| **9.** | **Payment** | 9.1 | The method and conditions of payment to be made to the Supplier / **Security Guard** firms under this Contract shall be specified in SCC. |
|  |  | 9.2 | The Supplier’s / **Security Guard** firms request(s) for payment shall be made to the Purchaser in writing, accompanied by a sales tax invoice describing, as appropriate, the Goods /services delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract. |
|  |  | 9.3 | Payments shall be made promptly by the Purchaser, but in no case later than forty five (45) days after submission of an invoice or claim by the Supplier / **Security Guard** firms. |
|  |  | 9.4 | The currency of payment is Pakistan Rupees. |
| **10.** | **Prices** | 10.1 | Prices charged by the Supplier / **Security Guard** firms for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier / **Security Guard** firms in its bid, with the exception of any price adjustments authorized in SCC or on the Purchaser’s request for bid validity extension, as the case may be. |
| **11.** | **Charge Orders** | 11.1 | The Purchaser may at any time, by a written order given to the Supplier / **Security Guard** firms pursuant to GCC Clause 21, make changes within the general scope of the Contract. |
|  |  | 11.2 | If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s / **Security Guard** firms performance of any provisions under the Contract, and equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier / **Security Guard** firms for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier’s / **Security Guard** firms receipt of the Purchaser’s change order. |
| **12.** | **Contract Amendments** | 12.1 | No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. |
| **13.** | **Assignment** | 13.1 | The Supplier / **Security Guard** firms shall not assign, in whole or in part, its obligations to perform under this Contract. |
| **14.** | **Delays in the Supplier’s Performance** | 14.1 | Delivery of the Goods and performance of Services shall be made by Supplier / **Security Guard** firms in accordance with the time schedule prescribed by Purchaser in the Schedule of Requirements. |
|  |  | 14.2 | If at any time during performance of the Contract, the Supplier / **Security Guard** firms or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of services, the supplier / **Security Guard** firms shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause (s). |
|  |  | 14.3 | Except as provided under GCC Clause 17, a delay by the Supplier / **Security Guard** firms in the performance of its delivery obligations shall render the Supplier / **Security Guard** firms liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages. |
| 15. | **Liquidated Damages** | 15.1 | Subject to GCC Clause 17, if the supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or |
|  |  |  | Un-performed Services -. If not delivered / provided within the specified period, penalty @1% per week or any part thereof up to initial maximum delay of 5 weeks; then 2% per each subsequent week of delay, thereafter, procuring agency may terminate order after total “10” weeks of delay and procure order on account of supplier. |
| 16. | **Termination for Default** | 16.1 | The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier/ **Security Guard** firms, may terminate this Contract in whole or in part:If the Supplier/ **Security Guard** firms fails to deliver / provide any or all of the Goods / services within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; orIf the Supplier / **Security Guard** firms fails to perform any other obligation(s) under the Contract.If the Supplier/ **Security Guard** firms, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.For the purpose of this clause:“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non- competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty. |
|  |  | 16.2 | In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier/ **Security Guard** firms shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier / **Security Guard** firms shall continue performance of the Contract to the extent not terminated. |
| 17 | **Force Majeure** | 17.1 | For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier / **Security Guard** firms and not involving the Supplier’s / **Security Guard** firm’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. |
|  |  | 17.3 | If a Force Majeure situation arises, the Supplier / **Security Guard** firms shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier / **Security Guard** firms shall continue to perform its obligations 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. |
| 18. | **Resolution of Disputes** | 18.1 | The Purchaser and the Supplier / **Security Guard** firms shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. |
|  |  | 18.2 | If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier / **Security Guard** firms have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration. |
| 19. | **Governing Language** | 19.1 | The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language. |
| 20. | **Applicable Law** | 20.1 | The Contract shall be interpreted in accordance with PPRA Ordinance 2002, Public Procurement Rules 2004, Sindh Public Procurement Rules 2010 and other laws of Islamic Republic of Pakistan. If there is any discrepancy between the laws and these bidding documents, the provisions of the laws and rules will prevail. |
| 21. | **Notices** | 21.1 | Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party’s address specified in SCC. |
|  |  | 21.2 | A notice shall be effective when delivered or on the notice’s effective date, whichever is later. |
| 22 | **Taxes and Duties** | 22.1 | Supplier / **Security Guard** firms shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods / services to the Purchaser. |

**Part Three: Section II.**

**Special Conditions of Contract (SCC)**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provision herein shall prevail over those in the General Conditions of Contract. The Corresponding clause number of the GCC is indicated in parentheses.

#### Inspection and Tests (GCC Clause 4)

GCC 4.1 **Inspection and test prior to supply of Goods and at final acceptance are as follows:**

The Purchaser or its representative shall have the right to inspect and review the deliverables at SR level to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The **Security Guard** firm shall not be liable for the purchaser’s delays in finalizing the purchaser’s internal review and approval processes.

#### Packing (GCC Clause 5)

GCC 5.2 **Packing & accessories:** All deliverables shall be submitted in both bound manual copies and soft copies on unreturnable portable Flash Disks, sealed in protective envelopes at the SR offices.

#### Payment (GCC Clause 9)

GCC 9.1 & 9.3

The method and conditions of payment to be made to the Supplier / **Security Guard** firms under this Contract shall be as follows:

Payment for services provided will be managed on monthly basis on submission of invoices, duly verified by the site incharge. There will no advance payment at any cost. Payment shall be made in Pakistani Rupees.

#### Price (GCC Clause 10)

GCC 10.1 **Price shall be:** Fixed.

#### Liquidated Damages (GCC Clause 15)

#### GCC 15.1 Applicable rate: 1% of the service period’s quoted price per week of delayed deliverable for the first four (04) weeks, followed with 2% of the service period’s quoted price per each subsequent week up to a maximum of eight (08) weeks, beyond which the contract shall be cancelled and bid performance guarantee forfeited to the program accounts. Further, the firm will be Black Listed from participating in all Global Fund funded programmes in Pakistan and the same notified to PPRA.

#### Resolution of Disputes (GCC Clause 18)

GCC 18.2 **The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows:**

In the case of a dispute between the Purchaser and the Supplier / **Security Guard** firms, the dispute shall be referred to arbitration in accordance with the laws of the Islamic Republic of Pakistan.

#### Governing Language (GCC Clause 19)

GCC 19.1 The Governing Language shall be: English.

Supplier’s address for notice purpose:

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**Annex-A**

**Detailed Anti-Fraud and Corruption Policy**

i.                     The purpose of this policy is to combat against fraudulent activities outlining the responsibilities of all the involved parties. The scope of this policy is to take actions if fraud or any such attempt is suspected as per the prescribed mechanism for reporting a fraudulent activity, verification or investigation of such allegation and the recovery action plan.

ii.                   CMU has zero tolerance for fraud and corruption, meaning thereby that CMU staff members and other individuals or parties not directly connected with CMU should not to engage in fraud or corruption related activities.

iii.                  For the purpose of this policy, fraudulent and corrupt practices shall be defined as under:

Fraudulent Practices: “Any illegal acts or any attempt to commit an act characterized by intentional deception, concealment, or violation of trust. Fraud covers acts or omissions involve the element of deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, manipulation or concealment of material facts and collusion. It usually involves depriving or attempt to deprive someone of something by deceit or obtaining or attempt to obtain something by deceit, which might either be straight theft, misuse of funds or other resources, or more complicated crimes such as false accounting and the supply of false information. Fraud is not restricted to monetary or material benefits but includes intangibles such as status and information.”

Corrupt Practices: A corrupt practice is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party. Corrupt practices include, but are not limited to, bribery, kickbacks and facilitation payments in connection with CMU activities or programmes.

iv.                 In connection with fraudulent and corrupt practices as defined above, CMU specifically forbids all employees and other individuals not directly connected with CMU from each of the following acts:

         Bribery: Engaging in any form of bribery, including offering, promising, giving, accepting or soliciting payments designed to gain any improper business advantage;

         Political Contributions: Promising, giving or soliciting contributions to political parties or to organizations or individuals engaged in politics as a subterfuge for bribery;

         Charitable Contributions: Promising, giving or soliciting charitable contributions or engaging in charitable sponsorships as a subterfuge for bribery;

         Gifts, Entertainment and Hospitality: Offering or accepting gifts, entertainment, or hospitality as a subterfuge for bribery;

         Facilitation Payments: Facilitation payments are prohibited in CMU; and

         Fiscal Impropriations: CMU does not allow unauthorized or unethical use of funds;

         Fraudulent accounting or reporting; aiding or involving in inappropriate directly or indirectly gaining unauthorized or illegal financial benefits.

v.                   The Anti-Fraud and Corruption Policy recognizes that CMU is at risk of loss due to fraud and corruption from within and outside. In meeting our responsibilities relating to fraud and corruption, whether attempted internally or externally, we're committed to an effective anti-fraud and corruption policy designed to:

         Encourage prevention;

         Promote detection;

         Ensure effective investigation where suspected fraud or corruption has occurred; and

         Prosecute offenders where appropriate.

vi.                 There is an expectation and requirement that all members, employees, consultants, contractors and service users be fair and honest and if able to do so, provide help, information and support to assist the investigation of fraud and corruption. It is responsibility of the management as well as all employees of CMU to facilitate in prevention and detection of fraud and corrupt practices and reporting the same as per prescribed criteria in the whistle-blowing policy or any other channels as may be appropriate.

vii.                Where an individual makes a report under this policy in good faith, reasonably believing it to be true, no retaliation against the individual will be tolerated should the disclosure turn out to be misguided or false. The same policies shall apply to such individual as provided in this manual for whistle-blower protection.

viii.              Any employee found to have been involved in fraudulent or corrupt practices shall be subject to disciplinary action as per CMU policies and if proven shall be terminated on account of gross misconduct.

ix.                 CMU’s management as well as Internal Audit Department shall periodically review the contents of the Anti-Corruption and Anti-Fraud Policy from time to time to ensure that it reflects the best practices and shall propose to the Audit Committee/NC, those amendments and updates that contribute to the development and ongoing improvement thereof, taking into account any suggestions or proposals made by the Internal Audit or other professionals of the CMU.

x.                   CMU shall maintain the record of all fraud incidents (reported and suspected) along with actions taken as per prescribed fraud report register.

xi.                 Fraud risk assessment shall be carried out by CMU management at periodic intervals at operational and programme level to identify areas vulnerable to fraud/ corruption and to devise and implement appropriate fraud risk mitigation strategies.

Complaint or Whistle blowing of all kinds will be kept confidential.

Signature of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Firm/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact no. with Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Annexure # B

**TERMS OF REFERENCE (TORS)**

1. The provision of services shall be as per schedule provided by Admin Department.
2. Services to be provided as required (Need Based Deployment) and within the time period determined by the Procuring agency. The successful bidder will be required to give satisfactory assurance of its ability and intention for the provision of services pursuant to the contract, within the time set forth therein.
3. Following categories shall not be considered as ex-service man as far security guard is considered:
	1. Ex –service cooks
	2. Ex Razakar service police
	3. Lashker NCB’s etc.
4. The Bidder is required to guarantee the payment of Minimum Wage Rate for relevant category to the security guard/worker as per prevailing labor laws.
5. The SOPs/ Plan to give relief to staff on account of leave/ sickness & holidays etc. shall be borne, managed and provided by the contractor. The Procuring agency in any case, requires an un- interrupted deployment/ substitute deployment of the security guards.
6. Deduction/Penalties imposed by the Procuring Agency for misconduct or unsatisfactory performance of the security staff shall be borne by the contractor. The amount of penalties shall be deducted from the monthly bills.
7. The contractor, in case of any theft will pay the amount to the extent of responsibility fixed on him, by the Procuring agency, which shall be deemed as final.
8. The contractor will be responsible and accountable for the behavioral conduct, illegal, immoral or criminal activities of deployed security guards.
9. The contractor shall ensure that all the weapons, provided to the deployed security guards for the services, are in good condition.
10. All the deployed security guards must remain in a neat & clean uniform and the provision of uniform to the deployed security guards shall be the responsibility of the contractor.
11. Any change/replacement in the security guards shall be made after the consultation and approval of the Procuring agency.
12. Only those security guards will be deployed who will be declared as medically fit by the contractor. Medical Fitness certificate (not older than three months from the date of deployment) must be attached at the time of deployment/ replacement of security guards.
13. The contractor shall be bound to comply the instructions issued by Administration of Procuring Agency, regarding maintenance of Security.
14. The deployed security Guards will be bound perform 12 Hour Duty from 8:00 am to 8:00 pm & 8:00 PM to 8:00 am with proper handing and taking over of duty and logbook shall be maintained.
15. The deployed security guards shall possess the following;
	1. CNIC
	2. Company ID Card
	3. Authority Letter for Carrying weapon
	4. Weapon license (if required)
	5. Weapon/ hand held detector
16. Guard Dress / Weapon /Equipment Requirement
17. T Shirt with company monogram. (During summer season).
18. Shirt with company monogram. (During winter season).
19. Trouser (Tucked in boots).
20. Blue Socks. v DMS (Duty military shoes).
21. Cap with company monogram.
22. Brass whistle and Ammunition pouch.
23. Pistol pouch (black) for guards carrying pistols.
24. Sling for guards carrying repeater, SMG, rifle.
25. Web belt.
26. Flash light (Black / grey) for night duty. Provision of battery will be the responsibility of Security Company.
27. In case of use/ misuse of the weapons and any carelessness showed by the security guards, the contractor shall be held responsible
28. The contractor shall provide 02 passport size photographs and copy of CNIC, duly attested by the in-charge of the concerned security firm, of all deputed security guards for client record.
29. The record and attendance shall be maintained by the Administration of the Office/ Site of procuring agency.
30. Contractor will be responsible to have full insurance cover for his deployed staff for loss of life or any kind of injury, during deployment. Proof of Insurance cover must be provided before signing of contract.
31. The deployment shall be for 12 hours working shift in a day and 7 days in a week.
32. The CDC (TUBERCULOSIS CONTROL PROGRAM) SINDH – TB Control reserves the right to waive off/relax or impose condition which deem necessary at any stage of contract in the best interest of CDC (TUBERCULOSIS CONTROL PROGRAM) SINDH-, without explaining any reason.
33. The general fitness, education and experience of security guard will be maintained by the Security Guard firm for the provision of standard quality services.