



University of Science & Technology Bannu

Main Campus, Bannu Township Ph. No. 0928-633817-18, Fax No. 0928-633821, URL: <http://www.ustb.edu.pk>

Dated: December 21, 2020

Tender Notice No.07/2020-21

TENDER NOTICE FOR THE YEAR 2020-21

University of Science & Technology Bannu, a public sector university invites sealed tenders on single stage one envelopes basis from reputable Security Companies, which are registered with relevant Home Departments/Ministry of Interior, Sales Tax and Income Tax Department as well as Khyber Pakhtunkhwa Revenue Authority (KPRA) with active taxpayer's status to provide Security Services, including posting of Security Guards / personnel at different Campuses for provision round the clock security services.

The tender documents/ToRs will be issued on submission of a Bank Draft of Rs.2000/- (Non-refundable) from December 23, 2020 to January 11, 2021 during the office hours (Saturday and Sunday holidays) from the office of Store Officer. The tenders/quotations will be received in sealed envelopes through Registered Post/Courier Services on January 11, 2021 up to **11:00 a:m** along with earnest money equal to 02% of One year quoted salary of (104) Security Guards in the form of Call Deposit in favor of Treasurer UST, Bannu and will be opened on the same day at **11:30 a:m** in the Conference Room, Admin Block of Main Campus, Bannu Township, Bannu, in the presence of the bidders / their representatives who may like to attend.

Detail ToRs/terms and conditions are given in the tender documents. The UST, Bannu reserves the right to reject any or all tenders clarifying the reasons for rejection. This advertisement is also available on the University and KPPRA website www.ustb.edu.pk, www.kppra.gov.pk.

Registrar

University of Science & Technology, Bannu



University of Science & Technology, Bannu

OFFICE OF THE STORE OFFICER/SECRETARY PURCHASE COMMITTEE

Main Campus, Bannu Township Bannu, Khyber Pakhtunkhwa, Pakistan

Ph # 0928 – 633236, Fax # 0928-633821, <http://www.ustb.edu.pk>

ToRs-for Hiring of Security Company for Security Services at University of Science & Technology, Bannu

1. That the Security Company shall provide security services comprising **104** security guards (armed) for the security of all the four campuses of the University. This strength can be increased or decreased with the approval of the competent authority (The Vice Chancellor UST Bannu). It shall cover 12 (Twelve) hours shift. In lieu, the 2nd Party/ University will pay an amount of _____ per armed guard per month payable in a crossed cheque only to the Company for which it is advised that the Company shall open an account in University Bank Branch Bannu.
2. The contract shall be valid initially for Six months (up to 31 July 2021) with effect from 1st February 2021. Extension in the period can be granted to a term of another six months if the security service rendered by the 1st Party/ Security Company is considered at least SATISFACTORY to be evaluated jointly by the Director Administration /Dy. Director Administration & Security of the University and the representative of the Company in the 2nd week of May 2021.
3. The agreement can be terminated at the notice of 4 weeks & can be given by 2nd Party/The University of Science & Technology, Bannu at any time of the contract.
4. The Company will ensure safety & security of the 2nd party/ university (all campuses) and compliance of all formalities as regards security of employees, material and installations etc.
5. The Company alone is responsible for the conduct & discipline of all of their security guards including their supervisors.
6. It is the Company who is responsible for the safe custody of their weapons and equipment etc including its theft, damage or loss etc. It is also their responsibility to keep their weapons clean/ well maintained and ensure that these are ready to fire anytime/ at the time of emergency.
7. The Company will oversee the conduct, discipline and behavior of their security guards and in case there is a need to change the security guard indicated by the Director Administration / Deputy Director Administration & Security, the company through its supervisor will change the guard within 24 hours and a suitable relief provided who is acceptable to the Director Administration / Deputy Director Administration & Security of the University.

8. All payments to the 1st party/ the company will be through crossed cheque only. The cheque will not be opened later.
9. The Company further agrees to the following terms & conditions and opts to act upon these in true letter and spirit:
 - a. That the armed guards provided by the Company shall have the following ratio at least:
 - (1) Ex- servicemen (Army/ FC only): 60 %
 - (2) Physically fit civilians: 40%
 - (3) Under No circumstance (physically fit civilians), male guards lesser than the age of 22 years and over 55 years will be posted/ provided.
 - (4) Lady security guards/ Lady Searchers shall not be below the age of 35 years and above 55 years. Preferably these ladies shall be married ones.
 - (5) All guards including females shall be literate and shall be able to compile/ write security reports/ daily situation reports of the place of their deployment. They shall also have the skills to handle Android phones for writing messages/ making calls for reporting situations at hand.
 - (6) All guards shall be trained in Search duties and shall know how to search personnel, vehicles and stores etc being brought in/ out of the university.
 - (7) All guards shall have the basic knowledge of Fire Fighting and Evacuation of sick persons to the nearest hospitals.
 - (8) All guards shall be physically fit and mentally alert. A medical certificate duly signed by the Medical Officer of the nearest government hospital (KGNTH/ DHQT Hospital or Women & Children Hospital – in case of the female security guards) will be submitted with seven days of the contract with the Director Administration/ Deputy Director Administration & Security.
 - (9) The Company will also verify all guards from the Local Police of their places of residence. No guard whatsoever shall possess any criminal record or have extreme religious or sectarian/ tribal views. A certificate to this effect about all guards will be deposited by the Company within one week of the signing of the contract.
 - (10) All guards will be evaluated by a committee of officers headed by the Director Administration with the DD Admin & Security, the Admin Officer and the Security Supervisor of the University as members for Physical Fitness and Weapons Handling.
 - (11) The Company will make an effort to enroll guards from the local areas however skill and efficiency shall be given due weightage if suitable local persons are not available and qualified persons are available from neighboring districts.

- (12) The Company will arrange on job training for their guards to the satisfaction of the Director Administration/ Deputy Director Administration & Security at least once in six months.
- (13) The Company Security Guards will wear ----- Uniform and the Company is responsible for their administration including food, clothing etc. In addition to the accommodation available in the watch towers, the university will not provide any other living rooms/ accommodation to the guards. The uniform shall be according to weather conditions.
- (14) The Company will clearly state their inventory as how many weapons and walki talki sets are available with them.
- (15) The Company will provide weapons compatible to the threat identified to them by the Director Administration/ Deputy Director Administration & Security. No guard will be without a weapon.
- (16) Ammunition for the training of guards will be provided by the security company and firing practice will be done twice a year for 100 % guards including lady searchers.
- (17) The Company will also provide required number of torches and Under Vehicle Search Mirrors, etc. Repairs, maintenance /& replacement of this equipment will be the responsibility of the 1st Party/ the Company within 3 days.
- (18) Supervisors of the Company are responsible to the Director Administration/ Deputy Director Administration & Security only. The Company Supervisors will make daily roaster of duties of security guards and will submit it in person to the Director Administration/ Deputy Director Administration & Security on daily basis through University Supervisors.
- (19) The Company Supervisors will maintain liaison/ coordination with the local Police Stations and will keep an eye on the surroundings and shall always keep the University Supervisors/ Director Administration/ Deputy Director Administration & Security updated.
- (20) A security guard can be given casual leave for a maximum of two days in a month that too if relief is provided by the Company. No absent guard will be paid.
- (21) Leave to the security guards be granted by the Director Admin, Dy Director Admin & Security or the Admin officer of the University after recommendation of the Company Security Supervisor.
- (22) A security guard who absents himself without leave for consecutive 3 days or more will NOT be employed again.
- (23) The 2nd party/ University enjoy the right to deduct per day amount for the number of absent security guards from the Company's Monthly Emoluments. The

statement of guards given by the University's Supervisors will be taken as final and will not be disputed. However, the company will also provide daily statement of their present/ absent guards to the university security supervisor for submission to the Director Administration/ Deputy Director Administration & Security.

- (24) The Company will maintain a reserve Pool of at least (Four) armed security guards to be utilized by the 2nd Party/University at the time of need as QRF– Quick reaction Force.
 - (25) The Company will provide means of transportation (cycle/ motor cycle) to their own supervisors for the checking of guards by day and night. It is mandatory for the Company Supervisors to have a round/ check guards at least three times a day and three times a night with irregular intervals.
 - (26) The Company will ensure that the security guards employed on Control Rooms are educated enough to maintain cameras and are trained/ cautioned about the maintenance of electronic security/ photoges. Any leakage of electronic information (videos or pictures etc) pertaining to any one from the Control Rooms will be considered as Offence against the Company and legal consequences will be faced by the Company including law suits etc.
 - (27) Except the Vice Chancellor, the Registrar, the Director Administration, the Deputy Director Administration & Security, the Admin Officer or the University Security Supervisors, NOBODY is allowed to enter the Control Room or permitted to get any video or picture from Control Room Operators. Control Room Operators are to be educated accordingly.
 - (28) The Company upon winning the bid will provide a consolidated list of all security guards and supervisors with their Names, father name, address and mobile numbers to the Admin Office of the University.
10. The 1st Party/ the Security Company will pay all admissible governmental taxes (Local, Provincials or Federal) whether the existing ones or if increased by the government at any stage. Such deductions will be made at source by the Finance Office of the university while preparing the monthly cheques.
 11. At no stage of the contract, the Company will ask for raise in the rates per guard on any pretext or on any other concession at any stage.
 12. The Security Company also agrees that the University can occasionally utilize the security guards for the cleanliness of the area near security posts/ general area or loading/ unloading of equipment / luggage etc on the direction of Director Administration/ Deputy Director Administration & Security.
 13. In case of any routinely dispute, the decision of the 2nd Party/ University (Director Administration/ Deputy Director Administration & Security) will be taken as FINAL & will

NOT be challenged at any forum. However the ultimate Decision Making lies with Vice Chancellor of the University hence the Company may make an appeal to the Vice Chance Chancellor against the decision of Director Administration/ Deputy Director Administration & Security which be the last word.

14. That the Managing Director of the Company will visit the 2nd Party/ University once a month and discuss issues if any with the University.
15. The security providing company will be checked/ evaluated in the following aspects. Besides providing photo copies of the following documents with the Company profile, all participating Companies are requested to bring along the following documents in ORIGINAL and present it before the Committee before the opening of the bids. Photo Copies will NOT be accepted.

Serial	Parameters
1.	Profile of the Company: Please submit a brief profile.
2.	Valid/ Renewed Security Licence (Federal Govt).
3.	NOC from KP Provincial Govt/ Home Deptt.
4.	Valid/ Updated Income Tax Certificates Federal/Provincial.
5.	Registration with EOBI
6.	Registration with SECP
7.	Registration with KPRA
8.	Registration with Social Security
9.	Types and Number of weapons with bore held by the Company: Weapons Licenses showing calibres/bores will be checked).
10.	Registration with Labour Deptt:
11.	Insurance Coverage Certificate: Must clearly indicate for how many persons?
12.	Financial bid (with tax) as under: <ul style="list-style-type: none"> a. Armed Security Guard: Rs. b. Lady Searcher: Rs.

	<p>c. Supervisor: Rs.</p> <p>d. Total: Rs.</p>
13.	<p>Earnest Money (2 %) of 104 security guards for one year.</p> <p>Mention cheque No with Banker and date:</p>
14.	<p>A certificate by the MD of the Company on stamp paper (of Rs. 100.00) as AFFIDAVIT duly signed by the Oath Commissioner that his Company is NOT blacklisted for any reason in Pakistan.</p>
15.	<p>Contact details: Mention post address and Mobile numbers:</p> <p>a. Name of MD:</p> <p>b. Name of Training Officer (who will conduct training of security later)</p> <p>c. Marketing Officer</p> <p>d. Name and security qualification of supervisor interacting with the University:</p> <p>e. Address of Head Office:</p> <p>f. Address of Local Office in Bannu if any.</p>
16.	<p>Any COMPANY with inadequate/ incomplete information/ documents will NOT be considered for bidding.</p>

16. All participating Companies will deposit 2% (calculated over 104 guards for one year) amount as earnest money. Company with lesser amount will be declared ineligible).

17. Any Company blacklisted anywhere in Pakistan will NOT be allowed to participate in the bids.

This issue with the approval of Vice Chancellor.

Director Administration