

FEDERAL EMPLOYEES BENEVOLENT
&
GROUP INSURANCE FUNDS
(FEB&GIF)

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FEDERAL EMPLOYEES BENEVOLENT & GROUP INSURANCE FUNDS**GENERAL INSTRUCTIONS**

1. FEB&GIF intends to award a contract for provision of security services at Benevolent Fund Building located at Shahra-e-Suhrawardy, Zero Point, Islamabad (and its attached offices/locations) to an income tax/ GST registered Security Company/Firm duly authorized by Ministry of Interior fulfill the prescribed criteria requirement and having prescribed experience in the said field and also having proven record of providing security services to other Government departments /autonomous bodies through a contract etc.
2. For the purpose clearly marked sealed bids **“Technical” and “Financial”**, in separate envelopes, duly prepared in accordance with the instructions given in the bidding documents, must reach at FEB&GIF HQs Block-A, Benevolent Fund Building, Shahra-e-Suhrawardy, Zero Point, Islamabad on or before **08.12.2023 Friday by 10:30 am**. The Bids will be opened on the same day at **11:00 am**.
3. Following are the terms of reference for tender: -
 - (i) Name of firm.
 - (ii) Date of establish security Firm.
 - (iii) Registered Firms/Agencies having NOC form the Ministry of Interior, Govt of Pakistan and valid license to operate in Islamabad Capital Territory (ICT) are eligible.
 - (iv) Name of Chief Executive and Manager Operations.
 - (v) Registration number of EOBI and ESSI with deposit during last financial year.
 - (vi) Security firm having fully operational office established in Islamabad /Rawalpindi is eligible for tender.
 - (vii) Reference of govt/semi govt department(s) with name, address contact number of concerned supervising officer of that department to whom security services are being presently / previously provided.
 - (viii) Security Company will be required to arrange residential accommodation and messing facility for the security guards in close vicinity of duty area or having reliable transportation arrangement. Pick and drop at place of duty will be the responsibility of firm.
 - (ix) Firm will provide reliever(s), who will remain at the disposal of supervisor of the firm at the place of duty to cater for leave of any security staff etc.
 - (x) Detail of weapons with type and valid licenses held by the company, which will be issued to guards deployed in FEB&GIF.
 - (xi) Procedure of operational checks.
 - (xii) Detail regarding ex-Army employees and ex-Police employees having less than 55 years of age and serving in firm since last two years.
 - (xiii) Induction criteria / procedures for recruitment and verification.
 - (xiv) Type of communications equipment installed, with PTA license. Location of base station and coverage area of Islamabad shown on map and communications held countrywide.

- (xv) Privileges / facility entitled for the guards including week/monthly leave with pay and procedure of reliever/replacement.
 - (xvi) Insurance of security related employees.
 - (xvii) Tenure of shift/procedure for rotation.
 - (xviii) **NTN Number, financial statement and policy for disbursement of monthly pay in accordance with the federal government policy amended from time to time, during existence of the signed agreement/contract period with FEB&GIF (including extended period if any).**
 - (xix) Tender documents must be completed in all respect and all pages are to be attested/signed/stamped by concerned authorized officer of the firm. Incomplete documents will be liable to disqualification and legal action.
 - (xx) The firms/Agencies providing unsubstantiated and/or incorrect information will be liable for disqualification and legal action will be recommended to the concerned quarters.
 - (xxi) Firms fulfilling the eligibility criteria as mentioned in the advertisement may be evaluated as per prescribed criteria mentioned in **Annex "C"**. Overall minimum Seventy (**70%**) marks are essential to qualify for **bidding** process.
 - (xxii) **The successful bidder will enter into Contract Agreement and shall deposit performance/Bank Guarantee from schedule bank equal to 10% of total amount of the one year contract in FEB&GIF Admin wing before signing of the contract.**
 - (xxiii) Bids must be accompanied by a bid security amounting to Rs.100,000/- to be attached with technical bid in the shape/form of pay order/bank draft in favour of "Board of Trustees, FEB&GIF, Islamabad" which will be released after receiving of the Performance/Bank Guarantee.
 - (xxiv) **Employer reserves the rights to invite the next bidder in case the first bidder is unable to provide requisite manpower, weapons and other security equipment's/services as per pre-decided schedule, inclusive of all the formalities.**
 - (xxv) A firm whose contract has ever been terminated/ blacklisted by FEB&GIF or any other Govt Departments not eligible to participate in the instant tender.
 - (xxvi) The Security Companies to whom notice of non-compliance/ poor performance was served during currency of their contract with FEB&GIF are also not eligible to participate in the instant tender.
 - (xxvii) The validity period of the bid will be Thirty (30) days.
 - (xxviii) Duty timing of security guards will be 24/7 (24 hours, 7days in a week) in shifts.
4. Only Successful firms will be intimated and asked for an agreement contract on non-judicial stamp paper on the basis of terms and condition as prescribed by FEB&GIF.
5. FEB&GIF reserves the right to reject any or all the firms (s) bids without assigning any reasons.

FEDERAL EMPLOYEES BENEVOLENT & GROUP INSURANCE FUNDS

BIDDING FOR PROVISION OF SECURITY SERVICES AT BF BUILDING, SHAHRA-E-SUHRAWARDY,
ZERO POINT, ISLAMABAD

1. Detail of Security services provided to Govt/Semi Govt/autonomies Departments with more than 13 persons with Security apparatus (10 Marks)

(a) Details of Departments:

S.#	Name of Department	Address	Name of concerned officer of the department with Contract No.

b) Details of Security Services:

Sr#	Department	Category	Duration of contract with date			Rate per person	Total contract amount
			From	To	Total period		

2. Detail of weapons and other equipments that can be deployed on employer's demand (15 marks)

Sr#	Name & type of weapon and other equipment	Number available and can be deployed on employers demand

3. Procedure for checking of security staff by the security firm (10 marks)

- i. Once a week.
- ii. Twice a week.
- iii. Thrice s a week.

4. Number of Ex-Army /Ex-Police personals working in the firm & deployed in Islamabad / Rawalpindi (10 marks)

S#	Category	Total number
(a)		
(b)		
(c)		
(e)		

5. Induction criteria / procedure for recruitment/verification (15 marks)

(a) Eligibility criteria for induction :

- (i) Qualification
- (ii) Physical fitness
- (iii) Ex-Army/Police personnel

(b) Recruitment procedure

- (i) Advertisement
- (ii) References
- (iii) Test/Interview

(c) Verification procedure

- (i) Through local Police Stations
- (ii) At their own source

6. Communication system (encircles and attaches copy) (10 marks)

- a. Base station established in Islamabad at (location)
- b. Type of equipment:
- c. TA operating licenses
- d. Coverage area (attach map of Islamabad and other provincial HQs with highlighted of coverage area):

7. PRIVILEGES /FACILITIES ENTITLED FOR GUARDS (15 marks)

- a. Accommodation and messing
- b. EOBI
- c. ESSI
- d. Insurance in case of accident up to Rs. 100,000/-
- e. No of days off /leave with pay in month.
- f. Extra guards as a reliever will be provided without any extra charge.
- g. Salary to the guards or to be disbursed on or before 5th of each month without waiting of invoice from client.

8. TENURE OF SHIFT (5 Marks)

- a. 08 Hours duty.
- b. 12 Hours Duty
- c. Rotation after 01 week.
- d. Rotation after 02 weeks.
- e. No Rotation.

9. FINANCIAL POSITION

(10 Marks)

- a. Copy of Audit accounts /reports for last three years.
- b. Copy of contribution deposited against EOBI, ESSI and insurance during last financial year.

10. FINANCIAL PROPOSAL

The Financial Proposal shall give the item-wise monthly rate for each category of Security personals inclusive of all costs associated with the assignment such as monthly remuneration for Security Guards/personals (in the field and at headquarters), subsistence (per diem, stay/visit), transportation (for mobilization and demobilization), services and equipment's/arms including all government taxes as per law of land.

11. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

After (Technical Evaluation) is completed, FEB&GIF shall notify those Security Companies whose proposals did not meet the minimum overall qualifying marks of (70%) or were considered nonresponsive to Terms and conditions, indicating that their Financial Proposals will be returned unopened after completing the selection process. FEB&GIF shall simultaneously notify the Security Companies scoring minimum overall qualifying mark, i.e.70% indicating the date and time set for opening of the Financial Proposals. The opening date shall not be sooner than 3 days after the notification date. The notification letter may be sent by courier and electronic mail/ facsimile. The list of technically qualified shall be uploaded on FEB&GIF website (www.febgif.gov.pk) on the earliest possible date.

The Financial Proposals shall be opened in the presence of the technically qualified Company' representatives. The name of the companies' representative. Name of the company, quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened and work contract shall be awarded to **lowest Evaluated Bidder** who has qualified in both financially & technically evaluation.

Opening of financial bid of Security guards of BF Building, Zero Point, Islamabad on dated

S#	Company Name	Item wise Rate	Representative Name	CNIC	Bid prequalified firm	Signature.
01		a. b. c.				
02.		a. b. c.				
03.		a. b. c.				

FEDERAL EMPLOYEES BENEVOLENT & GROUP INSURANCE FUNDS

CONTRACT FOR PROVISION OF SECURITY SERVICES

AT

BF BUILDING, SHAHRA-E-SUHRAWARDY, ZERO POINT, ISLAMABAD

AGREEMENT FOR SECURITY SERVICES

This Agreement ("Agreement") is made at Islamabad on this ____ day of ____ 2024.

By and Between

Federal Employees Benevolent & Group Insurance Funds, a public sector organization established in pursuance of the FEBF&GIF Act, 1969 with its head office located at **BF Building, Shahra-e-Suhrawardy, Zero Point, Islamabad** (*hereinafter referred to as the "FEB&GIF"*, which expression shall, where the context so admits, include its successors in interest and permitted assigns) as Party of the First Part.

And

_____, a company incorporated under the Companies Ordinance 1984 and having its registered office _____ (*hereinafter referred to as the "Security Company"*, which expression shall, where the context so admits, include its successors in interest and permitted assigns) as Party of the Other Part.

The FEB&GIF and the Security Company shall hereinafter be referred to as the "Parties" collectively and the "Party" individually and interchangeably.

Whereas;

a) The FEB&GIF is desirous of acquiring professional security services ("**Services**") for a safe and secure working environment at its BF Building located at Zero Point, Islamabad.

b) The Security Company is a reputable and well experienced concern in similar industry and has the requisite expertise and adequate manpower to provide the Services as required by the FEB&GIF.

c) The Security Company represents and warrants that it is duly licensed and authorized by the Government of Pakistan for carrying out the Services as required by the FEB&GIF and valid licence.

d) The Security Company has agreed to provide, and the FEB&GIF has agreed to engage the Security Company for, the Services in accordance with the terms and conditions set forth in this Agreement.

Now, therefore, upon the terms and subject to the conditions of this Agreement, it is hereby agreed by and between the Parties as under:

1. Duration

This Agreement will become effective as of _____ 2024, and will remain in effect for a period of one (01) years (the "Term") from the date when this agreement became effective or until terminated in accordance with Clause 5 or 7 of this Agreement.

Prior to the expiration of the Term, this Agreement may be extended or modified by written mutual agreement between the Parties. When used in this Agreement, the phrase "the Term" shall refer to the entire duration of the Agreement.

2. Services

The Security Company is Service Provider and doing business of providing safety, surveillance and security services viz., providing well managed & trained guard force strictly adhering to safety standards & norms. The Service Provider is committed to highest levels of ethics, honesty and integration and dedication for providing safe, reliable and efficient services for protecting person & property of FEB&GIF through watchman, Armed Guards (Gun man) through its own personnel and on the assurance given by them that they will be able to provide the required number of trained Security Personnel at the site/location as desired by FEB&GIF in accordance with best industry practice and to the entire satisfaction of the FEB&GIF. FEB&GIF has full right to increase/decrease number of security guards as and when required and Security Company shall be arranged the required manpower within two (2) days.

Personal Attributes of Security Guard:

A. The Security Company shall make sure that the suitable guard:

- (i) be trained, ex-servicemen, soldierly bearing, physically and also medically fit (**Category A**)
- (ii) Security guard shall have at least middle level school education and Supervisor must hold Secondary School Certificate (SSC).
- (iii) The deputed security person shall be adult up to the age of 50 years and supervisor may be upto 55 years of age.
- (iv) Security Supervisor /ex-army /police men must have served at least seven (07) years in services and must not have retired on medical grounds.
- (v) In case of ex-army/police employees, they must have obtained exemplary character certificate at the time of retirement.

B. The Security Company should ensure that while deputing the security guards preference should be given to those guards who are trained for firefighting/Civil Defense as well.

3. Rights & Responsibilities

A. Security Company

The Security Company shall;

- (i) supervise the security guards deputed at the Premises of the FEB&GIF at all times.
- (ii) nominate its authorized representative in order to maintain a liaison with the FEB&GIF and to receive and execute orders from the FEB&GIF.
- (iii) ensure that the security guards provided by it maintain perfect discipline and behavior and do not in any manner cause any interference, annoyance, nuisance to the FEB&GIF or its business.
- (iv) not disclose to a third party any information regarding the security arrangement of the FEB&GIF including but not limited to the assignment instructions, schedules and other subsequent agreements entered into with the FEB&GIF either in writing or verbally.
- (v) be bound to depute another security guard at the Premises with immediate effect in substitution of security guard who is dismissed by the Security Company or has proceeded on leave or is absent without leave.

- (vi) Company shall implement labour laws and ensure payment of minimum wage as determined by the federal government amended from time to time, during existence of the agreement/contract period with FEB&GIF (including extended period if any).
- (vii) provide uniforms, hand held metal detector and a vehicle search mirror at each location and also provide necessary equipment/arms with license to the security guards to the entire satisfaction of the FEB&GIF.
- (viii) The arms provided to the guards must be examined by a qualified armored on quarterly basis and must be technically in order/fit to operate and fire in the happening of any eventuality.
- (ix) at its own discretion, obtain life insurance cover for its security guards and shall take all other necessary steps to ensure that the FEB&GIF is not liable for any loss to the security guards or to any of his belongings under any circumstances whatsoever.

B. The FEB&GIF

The FEB&GIF shall;

- (i) negotiate and arrange the security plan of its Head office, Company Registration Offices and senior official residences across Pakistan.
- (ii) promptly pay any payments, as per clause 4 of this Agreement, in relation to the Services performed satisfactory under this Agreement.
- (iii) provide uninterrupted access to the Security Company at the premises where the security personnel are proposed to be deputed.
- (iv) coordinate with the Security Company concerning any arrangement(s) of the Services.
- (v) have the right, within reason, to have removed a security guard from the Premises subject to prior intimation to the Security Company and the Security Company shall be bound to remove the said security guard from the Premises forthwith upon being provided reasonable grounds thereof and depute another security guard at the Premises with immediate effect.
- (vi) have the right to increase/decrease the number of guards being deployed at FEB&GIF premises anytime subject to prior intimation to the Security Company for the needful.
- (vii) Security company should ensure and provide timely replacements of guards proceeding on leaves. The reliever should not remain deputed at location for more than two days.
- (viii) have the right to deduct maximum of 10% (of daily charges) as penalty for not providing/deputing guard(s) as per clause 2A & B of this Agreement.

4. Payments

- (i) Upon the satisfactory performance of Services under this Agreement, the Security Company shall be paid in accordance with **Annex-E** or as per actual strength deployed by the FEB&GIF.
- (ii) In case of any subsequent revision/increase in minimum wages or taxes / levy imposed by the Government, the rates may be considered for revision accordingly after end the period of agreement.

- (iii) The payment against the security services at FEB & GIF shall be made on monthly basis (based on daily attendance of security staff) upon furnishing of an invoice by the Security Company.
- (iv) The payment shall be made by the FEB&GIF within fifteen (15) days of the receipt of invoice from the Security Company.
- (v) Any payment made to the Security Company under this Agreement shall be subject to deduction of Government taxes as per law of land.

5. Termination

- (i) Either Party may terminate this Agreement if the other Party shows a breach of the terms and conditions of this Agreement within thirty (30) days of a written notice to do so.
- (ii) The FEB&GIF may terminate this Agreement if the Security Company fails to provide the Services in accordance with this Agreement or to the entire satisfaction of the FEB&GIF.
- (iii) The Security Company may terminate this Agreement if the FEB&GIF fails to make payments in accordance with this Agreement.

Provided that the termination of this Agreement shall not;

- (a) relieve either Party from any expense, liability or obligation or any remedy therefore which has accrued or attached prior to the date of such termination, nor
- (b) cause either Party to lose, surrender or forfeit any rights or benefits which have accrued at the time of termination.

6. Indemnity

The Security Company hereby undertakes with respect to any Services conducted pursuant to this Agreement to indemnify and hold harmless the FEB&GIF and its employees/tenants of any liability and to protect, defend, indemnify and hold harmless the FEB&GIF and all its employees from and against any claim of damage, death, loss, expense or injury caused due to negligence of the Security Company or any of its employees.

7. Force Majeure

- (i) The obligations of each of the Parties hereunder shall be suspended during the period and to the extent that such Party is prevented or hindered from complying therewith by "Force Majeure" (as hereinafter defined). In such event, the Party shall give notice of suspension as soon as reasonably possible to the other Party stating the date and extent of such suspension and the cause thereof. Any of the Parties whose obligations have been suspended as aforesaid shall resume the performance of such obligations as soon as reasonably possible after the removal of the cause and shall so notify the other Party.
- (ii) "Force Majeure" means any cause beyond the reasonable control of such Party including (in so far as beyond such control but without prejudice to the generality of the foregoing expression) strikes, lock-outs, labour disputes and compliance with any law or governmental order, rule, regulation or direction but solely restricted to laws, orders, rules, regulations, or directions of governmental agencies or bodies in Pakistan or of any other organization or

FEB&GIF or regulatory authority binding within Pakistan, provided that a lack of funds shall not constitute "Force Majeure".

- (iii) Nothing herein shall require the Parties concerned to settle strikes or labour disputes by acceding to demands deemed to be unreasonable by objectively evaluating the situation but subject to this, the Party concerned shall use its reasonable endeavors to remove, avoid and / or mitigate the effects of such circumstances.
- (iv) If the force majeure continues, or the carrying out of this Agreement is delayed, for a prolonged period or it becomes impossible to perform a material provision of this Agreement, either party may terminate this Agreement by notice to the other party.
- (v) For the purpose of this clause, a prolonged period is one exceeding thirty (30) days.

8. Dispute Resolution/Arbitration

- (i) The Parties shall attempt to resolve any and all disputes as to the interpretation of the Agreement or as to the performance of either Party hereunder.
- (ii) If the Parties cannot settle any dispute or difference within fifteen (15) days after first conferring, then such dispute or difference shall be settled by arbitration by a sole arbitrator appointed by Managing Director FEB&GIF with consent of Security Company unless otherwise disposed of by understanding between the Parties. The award of the arbitrator shall be final and binding. . Prior to initiation of arbitration or any other form of legal proceeding, the aggrieved Party will give the other Party written notice describing the claim and amount as to which it intends to initiate action.
- (iii) The place of arbitration shall be Islamabad, the arbitration shall be governed by the Arbitration Act, 1940 and the language of the arbitration shall be English.

9. Notices

- (i) Any notice required to be provided pursuant to this Agreement shall be in writing and may be given by delivering the same by hand at, or by sending the same by prepaid first class post, telex or facsimile to, the registered addresses of the Parties or such other address as the Parties may notify to each other. Any such notice given as aforesaid shall be deemed to have been given or received at the time of delivery (if delivered by hand), the first Working Day next following the day of sending (if sent by telex or facsimile) and the second Working Day next following the day it is sent (if sent by post). Without prejudice to the foregoing provisions of this Clause, if the Party on whom a notice is served does not acknowledge the same by the end of the third Working Day next following the day of delivery by sending, the Party serving the notice shall communicate with the Party which has not so acknowledged and, if necessary, re-deliver or re-send the notice.
- (ii) **Address for notices**
For the purposes of this Clause, a Party may take the address and facsimile number of the other Party to be:

(a) the address and number set out below; or

(b) where another address or number is notified by either of the Party to other Party, the last address of number so notified to it.

If to FEB&GIF:

Attn: **Shoaib Rauf Hashmi**
Title: Director (Admin), FEB&GIF
BF Building, Shahra-e-Suhrawardy, Zero Point,
Islamabad
Tel: +92-51-9252308, Fax: +92-51-9252354

If to Security Company:

Attn: _____

Islamabad
Tel: +92-51-_____, Fax: +92-51-_____

10. Relationship

The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.

11. Amendment

- (i) No term and condition of this Agreement may be amended without the prior consultation and understanding between the Parties.
- (ii) This Agreement shall supersede any existing arrangements and/ or understandings between the Parties in relation to the terms agreed upon under this Agreement.

12. Severability

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

13. Confidentiality

- (i) The Security Company undertakes and shall ensure complete confidentiality of all and any information in respect of this Agreement and the services stated herein, including without limitation the communications to and by the FEB&GIF about any of its activity/ information. The Security Company shall not disclose any such information to any person or allow utilization of the same in any manner by any person.
- (ii) The Security Company shall keep strictly confidential any and all business and technical information that may be disclosed or confided to it by the FEB&GIF or which the Security Company or any of its employees (guards) may obtain directly or indirectly during the course of performance of this agreement.

14. Applicable Law and Jurisdiction

(i) This Agreement is governed by the laws of the Islamic Republic of Pakistan.

(ii) Disputes arising out of this Agreement are subject to the exclusive jurisdiction of the courts of Islamabad, to which the Parties irrevocably submit.

15. Stamp Duty

This Agreement shall be stamped in accordance with Stamp Act, 1899 by the Security Company.

16. Annexure

The Annexure(s) to this Agreement shall form an integral part of this Agreement and shall be interpreted accordingly.

17. No Waiver:

The failure or delay of either Party in exercising any of its rights provided for in this Agreement shall not be deemed to be a waiver of such rights, or any of its other rights under this Agreement, nor operate so as to bar the exercise or enforcement thereof at any time or times thereafter. Any waiver must be given in writing and signed by the Party waiving its rights.

18. Entire Agreement:

This Agreement is intended by the Parties as the final expression of their Agreement and is intended also as a complete and exclusive statement of the terms of their agreement with respect to their relationship and all related matters. All other written or oral understandings, offers, agreements, terms and conditions or other communications of every kind pertaining to the scope of this Agreement described herein are hereby abrogated and withdrawn.

In witness hereof the Parties have executed this Agreement on the day and year written above.

AGREED AND ACCEPTED

On behalf FEB & GIF
Signature

Security Company
Signature

Date
Name & Designation

Date
Name & Designation

WITNESS

WITNESS

Signature:_____

Signature:_____

Name:_____

Name:_____

CNIC No. :_____

CNIC No. :_____

S. No	Location	Description	Strength	Per Guard Cost (Rs.)
DAY				
01.	BF Building, Zero Point, Islamabad	Armed Security Supervisor	One (1)	
02.	BF Building, Zero Point, Islamabad	Armed Security Guards	Twelve (12) (including on lady security guard)	
03.	BF Building, Zero Point, Islamabad	Qualified CCTV camera operator	One (1)	
Total			Thirteen (14)	
NIGHT				
01.	BF Building, Zero Point, Islamabad	Armed Security Supervisor	One(1)	
02.	BF Building, Zero Point, Islamabad	Armed Security Guards	Twelve (12) (including on lady security guard)	
03.	BF Building, Zero Point, Islamabad	Qualified CCTV camera operator	One(1)	
Total			Thirteen (14)	

S. No	Location	Description	Strength	Per Guard Cost (Rs.) (Per month)
Monthly charges for day & night shift including all taxes.				
01.	BF Building, Zero Point, Islamabad	Armed Security Supervisor	One (1)	
02.	BF Building, Zero Point, Islamabad	Armed Security Guards	Twelve (12) (including on lady security guard)	
03.	BF Building, Zero Point, Islamabad	Qualified CCTV camera operator	One (1)	
Total			Fourteen (14)	