

2016

# TENDER NOTICE/ DOCUMENT

## HIRING OF SECURITY SERVICES

The Bank of Khyber invites sealed bids from well-established/ reputed Security Agency for provision of security services to the Bank of Khyber Peshawar, at the Head Office Peshawar and all the Branches located throughout the country.



**Incharge Security**  
**The Bank of Khyber**

5/8/2016



**THE BANK OF KHYBER**  
**INVITATION TO THE BIDDERS**

**1. GENERAL/ INTRODUCTION**

1.1. The security environment in the country these days dictates fool proof Security arrangements within the Head office/ All branches of The Bank of Khyber, across the country. This prestigious organization could become Focus of those elements, which are determined to destabilize the peace and Tranquility of the country. Therefore, it is vital to hire services of well-reputed Security Services Company to protect these assets from such general Threats.

1.2 **The Bank of Khyber** hereafter referred to as “**BOK**” desires to hire Well-reputed Security Services Company ) to provide security services to its Head office at Peshawar and all branches throughout the country. List of branch Locations is attached as **Annexure - E**.

- a. Interested Companies must have License and NOCs from the Federal as well as respective Provincial Governments to operate as a security company and must have at least **FIVE years** experience of providing security services to Government/ semi Government organizations/ Banks etc.
- b. Tender document containing term of reference (TOR) may be obtained from the undersigned on any working day between **9:00 AM to 3:00 PM**.
- c. The Technical and Financial Tender/Bid (Must be enclosed in two separate sealed envelopes) to reach in this office before **11:00 AM On 30 August 2016**.
- d. Technical Bids will be opened on same day (30 August 2016) at **3:00 PM** in presence of all Bidders at **9<sup>th</sup> floor, Training Hall, State Life building, Peshawar**.
- e. Forms/ Tender document containing term of reference (TOR) can also be downloaded from our website [www.bok.com.pk](http://www.bok.com.pk)

**INSTRUCTIONS TO THE BIDDERS.**

**2. Scope of Work:**

2.1 Security Company would be hired as per evaluation criteria of this document to provide security services as mentioned in Terms and Conditions Clause-25/ **Annex - B**.

2.2 **Successful** bidder would enter to a security services contract of Two (**02**) years extendable on yearly basis upon Satisfactory performance.

2.3 Bidding shall be conducted under "**Single Stage Two Envelopes**" (Technical and Financial bids) method laid down in KPPRA Rules 2014. The contract shall be awarded as per "**Evaluation criteria**", mentioned in this document.

2.4 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annexes or Tagging format.

### **3. ELIGIBLE BIDDERS.**

The bids which meet the following minimum requisite criteria would be declared responsive for further evaluation as per Evaluation Criteria as specified in the **Clause.15 & 17 of this document.** Requisite documents must be attached in respect thereof:

- 3.1. Application letter of Intent for participation in tendering process.
- 3.2. Attested copy of NTN Registration Certificate and Tax Returns.
- 3.3. Office details at and all provincial headquarters with focal person name and Phone Numbers/Addresses.
- 3.4. Attested copy of firm valid membership with Security Agencies Association (APSAA).
- 3.5. Attested copies of EOBI / Social Security Registration of employees.
- 3.6. Attested copy of Company's Employees Valid Insurance Policy.
- 3.7. Attested copy of registration with SECP/Registrar of Firms etc.
- 3.8. Attested copy of Valid NOC(s) of Ministry of Interior/Provincial Home Departments for providing security services in the country.
- 3.9. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per **Specimen at Appendix-I.**
- 3.10. Certificate on company's letter head that if selected, the firm would deploy security supervisors/ guards, which would be security wise cleared by MoI / Police. Non compliance to the same may result in immediate termination of contract leading to forfeiture of performance security and black listing of firm as per **Specimen at Appendix-II.**
- 3.11. Duly signed and stamped Compliance Certificate as mentioned vide **Annex-A** of this document.
- 3.12. Duly signed and stamped Compliance to Scope of Work as mentioned Vide **Annex-B** of this document.
- 3.13. Duly signed and stamped certificate / undertaking on Rs. 100/- Stamp Paper by company as mentioned vide **Annex-F** of this document.
- 3.14. Undertaking / Certificate from firm that it has its own Armourer (Name / Office Card) which will check the weapons at least once in a month, after deployment of guards **Specimen at Appendix-V.**
- 3.15. Attested copy of ISO 9001:2000 or any other Standard / Quality Services Certification for the security company services, if any.
- 3.16. Submission of INTEGRITY PACT on proper Affidavit as per **Specimen at Appendix-VI.**

### **4. COST OF TENDERING.**

The company shall bear all costs associated with the preparation and submission of its documents, while the BOK, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **5. CLARIFICATIONS OF TENDERING DOCUMENTS.**

A prospective company requiring any clarification(s) may notify to BOK or an Officer authorized on its behalf in writing. The BOK or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids. Copies of BOK response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

## **6. AMENDMENT OF TENDER DOCUMENT.**

6.1 At any time prior to the deadline for submission of bids, the BOK may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing addendum.

6.2 Any addendum thus issued shall form eternal part of the tender document. To afford company's a reasonable time frame in which to take an addendum into account in preparing their bids, the BOK may at its discretion extends the deadline for submission of bids.

## **7. LANGUAGE OF DOCUMENTS.**

7.1 Bid Documents and related correspondence will always be in the English Language.

7.2 The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.

7.3. All the relevant technical literature in English Language should be attached with the bid.

## **8. PRICE.**

8.1 Price /bid offer should be quoted in Pak Rupees as per List/ format given at **clause Annex-E** of this document.

8.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.

8.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal governments etc (e.g., GST, Income Tax, Withholding Tax etc).

8.4 The price / bid offer shall be entered for the whole duration of Two-year contract.

8.5 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **9. BID SECURITY / EARNEST MONEY.**

9.1 The bidder shall furnish a bid security/ earnest money equivalent to **2% of the total value of bid** in the form of a Call Deposit, Bank Draft or a Bank Guarantee issued by a scheduled bank of Pakistan, in favour of The Incharge Security, The Bank of Khyber, State Life Building, Peshawar as per **Annex-C.**

9.2 Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the BOK as non-responsive.

9.3 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier. The bid securities of bidders, can be returned earlier if supported by a formal request on Company's letterhead with signed.

9.4 The bid security of the successful bidder will be returned only when the bidder furnish the required Performance Security and signed relevant contract agreement.

**9.5 The bid security / earnest money may be forfeited / confiscated:**

- i. If a bidder withdraws his bid during the period of bid validity.
- ii. If the bidder does not accept the correction of his bid price.
- iii. In the case of a successful bidder, if he fails to furnish the required Performance security or sign the contract agreement.
- iv. If the bidder fails to provide the requisite security services.
- v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

**10. VALIDITY OF BIDS.**

All bids shall remain valid for six months from the date of opening of bids/ financial proposals.

**11. CLARIFICATIONS / CORRECTIONS OF BID.**

11.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid.

11.2 The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted. **Arithmetical errors will be rectified on the following basis:**

- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail.
- ii. If there is a mistake in addition / totaling that can be corrected.
- iii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

**12. RESPONSIVENESS OF BIDS.**

12.1 The valid bid security / earnest is submitted.

12.2 The bid is valid till required period.

12.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.

12.4 Compliance to all important terms and conditions of this tender document on specified formats.

12.5 The bidder is eligible for tendering and possesses the requisite experience.

12.6 The bid does not deviate from basic requirements.

12.7 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.

12.8 The bid is generally in order etc.

### **13. DEADLINE FOR SUBMISSION OF BID DOCUMENTS.**

13.1 The bids shall be delivered in person or sent by Registered mail / Courier service, which should reach, The Bank of Khyber Head office, State Life Building, Peshawar Cantt, on or before **11:00 am on 30<sup>th</sup> August 2016** or as specified in the advertisement /Web sites of BOK.

13.2 The Technical and Financial Sealed Bids put in 2 x Separate Sealed Envelopes of the company, which will be kept in the Safe Custody at the BOK Head office on or before the prescribed time on given date.

13.3 Technical Bid should be submitted in sealed envelope containing necessary information regarding tender notice and warning message

**“DO NOT OPEN BEFORE THE THURSDAY THE 30<sup>th</sup> AUGUST 2016, AT 3:00 PM”.**

13.4 Opened, e-mailed or faxed bids will not be accepted.

13.5 Any bid received by the Bok after the date and time of tender opening will be returned as unopened to sender / bidder.

### **14. OPENING OF BID.**

14.1 The BOK's relevant committee will open the technical bids of only Eligible Bidders (who qualify as per **Clause 2 to 13 of the tender document at 3:00 PM on Thursday the 30th August 2016** in the presence of company's representatives who choose to be present at BOK Head office, 9<sup>th</sup> floor, State life Building.

14.2 The Committee will publically open the Sealed Technical Bids first while the Financial bids of all prospective bidders would be kept in safe custody at BOK.

14.3 After declaration of Technical Bid Results, the **Sealed Financial Bids** of only Technically Qualified firms would be opened publicly at time **e / date to be announced later**.

14.4 Whereas, Sealed Financial Bids of technically non-qualified bidders will be returned as unopened /unprocessed.

14.5 The bidding company's name, bid price, tender security and such other details as the committee at its discretion may consider appropriate, will be announced at the time of Sealed Financial Bid opening process.

14.6 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.

14.7 The BOK reserves the right to reject any one or all bids / proposals as per KPPRA rules 2014.

## **15. EVALUATION OF BIDS.**

15.1 A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

15.2 The relevant Committee will evaluate and compare only the bids previously determined to be substantially responsive. The bids can be evaluated as a whole or separately. .

15.3 It will be examined in detail whether the security services offered by the company complies with the provisions of this tender document. For this purpose, the company's data will be compared with the tender document eligibility and **evaluation criteria along with visit to company facilities/ offices for physical inspection.**

15.4 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation / stipulation shall be taken by the company.

15.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by The BOK, provided such waiver does not prejudice or affect the relative ranking of any other company.

## **16. JOB/WORK DETAILS.**

16.1 Providing Security Services to the Bank of Khyber at the Head Office located at Peshawar and all its Branches through out the Country including FATA/PATA/AJK and Gilgit Baltistan.

16.2 Requirement: Three/Four Security Personnel for round the clock security service on 12 hours shift-basis for 24 hours, Seven days a week.

16.3 The rates quotes by the Security Company once accepted by the Bank would be valid for the contracted period of 2 years and no escalation of security- charges would be entertained during the term of contract.

16.4 The completed Bids in original Tender Document, signed and sealed by the Company Owner/MD/CEO in two separate envelopes, should reach the undersigned at **11:00 AM, 30<sup>th</sup> August 2016.**

## 17. TECHNICAL EVALUATION CRITERIA.

The bids shall be evaluated on the basis of Eligibility Criteria as mentioned under **Clause 2 & 3 of the tender document**. Based on the record / documentary evidence submitted by the bidders, each firm shall be ranked as per the under mentioned Evaluation Criteria:-

### Part – I - Technical Bid.

<b>S.NO</b>	<b>Items/ Points</b>	<b>Remarks/Points/ Attachment Must for Qualifying</b>
1.	Name of Company and its profile.	<b>Must for Qualifying = 05</b>
2.	Name of Owners/Directors/ Board of Governors with CNIC and Contact numbers.	<b>Must for Qualifying = 05</b>
3.	Date of registration/ Incorporation of Company.	<b>Must for Qualifying = 05</b>
4.	Name of major Clients with certification of good performance	<b>Must for Qualifying= 05</b>
5.	Total number of Security personnel on the payroll of the company. 2 points for 100 persons.	<b>Must for Qualifying = 10</b>
6.	Company's Guards to be deployed: Ex-Armed Forces= Ex-Civil Armed Forces personnel as per specimen attached at <b>Appendix-III</b> . 2points for 100 persons , maximum 10 points	<b>Must for Qualifying= 10</b>
7.	Guards to be deployed :- Minimum 5'6" height within the following age brackets: i. 40 to 45 years,ii. 46 to 55 years. iii. 25 to 39 years,iv. Below 25 or above 55 years: Certificate must be attached on official letterhead & seal of the firm, as per specimen attached at <b>Appendix-IV</b>	<b>Must for Qualifying = 10</b>
8.	Registration number with PBA to operate as a Security Company by giving Registration attested copy.	<b>Must for Qualifying= 05</b>
9.	Registration number with Federal Government/ Ministry of interior to operate as a Security Company by giving Registration attested copy.	<b>Must for Qualifying = 05</b>



10.	Registration number with Provincial Departments to operate as a Security Company by giving Registration Number/attach copy.	<b>Must for Qualifying= 05</b>
11.	License for Security Services from Home Department of respective Federal and Provincial Governments to operate as a Security Company by giving Registration number/attested copy.	<b>Must for Qualifying = 05</b>
12.	Valid License for operating wireless communication systems in areas under their coverage, from the Ministry of Communications, Government of Pakistan by giving registration number/copy attached.	<b>Must for Qualifying= 05</b>
13.	Total number of Weapons make and Type, Licensed for : a. All Pakistan. National level license= b. Provincial level license=	<b>Must for Qualifying= 10</b>
14.	Details of Weapons make and Type, Licensed Pakistan/ specific Province only as follow = a. 7/8 mm Rifle= b. 222 bore weapon= c. automatic weapon hy bore/ Ak-47 etc d. short gun/pistol=	<b>Must for Qualifying= 10</b>
15.	Registration/ Certificate of Adherence of PEMRA rules for wireless communications.	<b>Must for Qualifying= 05</b>
16.	Registration for having NOC from FATA secretariat to operate in FATA and Tribal Agencies and AJK. Copy to be attached.	<b>Must for Qualifying= 05</b>
17.	Tax exemption certificate, attested copy to be attached (latest).	<b>Must for Qualifying= 05</b>
18.	Company's own Mol's authorized Training Infrastructure / Facility. Copy of Mol authorization letter must be attached., if any	<b>Must for Qualifying= 05</b>
19.	Sale tax Registration to be attached.	<b>Must for Qualifying= 05</b>
20.	Sate of Litigations/ Any litigation with clients, to be attached. 5 points for nil/ clean record. (Black listed copy is	<b>Must for Qualifying= 05</b>

	ineligible to apply).	
21.	Attested copy of NTN Registration Certificate and Tax Returns.	<b>Must for Qualifying= 05</b>
22.	Office details: Head office and all its provincial/regional headquarters With focal person Names, Phone Numbers/Email Addresses. 2 Points for each provinces	<b>Must for Qualifying= 10</b>
23.	Attested copy of firm valid membership with All Pakistan Security Agencies Association (APSAA).	<b>Must for Qualifying= 05</b>
24.	Attested copies of EOBI Registration of employees.	<b>Must for Qualifying= 05</b>
25.	Attested copies Social Security Registration of employees	<b>Must for Qualifying= 05</b>
26.	Attested copy of Company's Employees Valid Insurance Policy.	<b>Must for Qualifying= 05</b>
27.	PTA's approved Wireless Frequency or Type approved equipment. License valid / renewed up to ____	<b>Must for Qualifying= 05</b>
28.	Physical inspection of the company's offices / services / equipment by the Team of the Bank of Khyber for assessment and finalizing Merit	<b>Must for Qualifying=10</b>
29.	ISO 9001:2000 or any other Standard / Quality Services Certification for the good security company services.	<b>= 05</b>
30.	Whether all Certificate/ Annexes/ Appendix with this document or signed and attached?	<b>Must for Qualification= 05</b>
	<b>TOTAL</b>	<b>185 points (60 % points for qualifying)</b>

**Note:**

- i. Contract will be awarded on merit, as per technical and financial aspects
- ii. While assessing any company for final contract, securing of 60% points are must.
- iii. Low bid will be considered as one aspect for qualification and before any award of any contract, all of the above points (1 to 30) will be given due considerations.
- iv. A Committee will also carry out visit of the top bidders offices/ training facilities etc before award of contract.

- v. Registration/Incorporation of all relevant Documents to be attached.
- vi. Experience certificates/ Letter of References if available, to be attached.
- vii. Documents provided by the company, will be subsequently verified by the BOK from the concerning authority.
- viii. Essential/ Misc documents/ Certificates to be attached as per Para's mentioned above.
- ix. **Important to Note is that the selection of company will be on Quality and cost Based Selection (QCBS) System, where quality will be the prime and cost will be Secondary Consideration as per KPPRA rule 2014.**

Signature: \_\_\_\_\_

Name and Designation of Company MD/CEO/ Secretary: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Agency Seal: \_\_\_\_\_ Date: \_\_\_\_\_

## **18. PROCESS TO BE CONFIDENTIAL.**

18.1 No company shall contact BOK on any matter relating to its tendering process from the time of opening to the time of tendering announcement.

18.2 Any effort by a bidder to influence BOK in the evaluation, comparison or selection decision may result in the rejection of its bid.

## **19. COMPLIANCE CERTIFICATE.**

The company should agree and comply with all the terms and Conditions of this document.

## **20. AWARD CRITERIA & BOK'S RIGHT.**

20.1 The contract will be awarded to substantially Top 3 lowest bidder Companies duly qualified in the Evaluation selection Criteria/ fulfilling all terms and conditions given in the technical bid, provided that; such bidders have been determined to be technically qualified to satisfactory perform the contract.

20.2 The selected company will have to furnish a **performance security @ 10% of total bid / contract price** valid for the period of the contract as per **Annex-D.**

20.3 The BOK reserves the right to accept or reject any submitted bid, as per KPPRA rules 2014 and to annul the tendering process and reject any one or all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the BOK's action.

20.4 Contract will be awarded to the 3 lowest bid Companies as per profile/record/strength/ Compliance of Federal and Provincial instruction/Registration and quality of work to operate in a mutual agreed formula, Decision of the BOK Selection Committee will be final.

20.5 In case of any dispute, the decision of the BOK will be final and any deviation by any company will make it disqualify for the contract.

## **21. REQUIREMENT / FORMAT OF BID.**

All bidders shall quote their rates along with **2% Bid Security / Earnest Money** of the total bid price for One Year (12 months) in the form of a Pay Order / Demand Draft as per this Tender Document requirement / obligations on the **format given at Annex-E.**

## **22. CONTRACT AGREEMENT.**

The BOK reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/ Performance Bond and any amount due to the Agency. The Agency shall reproduce draft contract agreement provided by BOK as per this document terms and references, on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. The Agency shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the

Consent of the BOK for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the BOK.

**23. FORCE MAJEURE.**

23.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the BOK or of the Security Service Provider i.e., Natural calamity, Earthquake, Flood, or any other Severe Climatic circumstances. Non-availability of materials /supplies / required security services or any other event leads towards clear negligence of the Security Guards / Supervisors or the Security Company shall not constitute Force majeure.

23.2 If by reasons of Force Majeure supplies or security services cannot be delivered by the due delivery date, then the delivery date may be extended appropriately by the BOK keeping in view its all the circumstances and requirements.

23.3 The Security Service Provider shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

23.4 If a Force Majeure situation arises, the Security Service Provider shall, by written notice served on the BOK, indicate such condition and the cause thereof. Unless otherwise directed by the BOK in writing, the Security Service Provider shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**24. FINANCIAL BID:** Financial bids to cover following aspects:

<b>S. NO</b>	<b>ITEMS/ REQUIRMENT</b>	<b>TIMING/SHIFT</b>	<b>Rate per Security Guard per city/ Province Valid for Two years, branch City /Province wise, total bid.</b>
a	Providing Security Services at The Head Office building of BOK Peshawar. Requirement: Armed Security Personnel. 12 hours shift-basis.	<b>12 hours shift-basis, 7 days a week, Monday to Sunday.</b>  <b>(24 Hours)</b>	
b	Providing round-the-clock Security Services at the Branches: Approximately four/ three Armed Security Personnel per branch (1 night+ 2/3 day) per location as specified at Annex – E of this document.	<b>12 hours shift-basis, 7 days a week, Monday to Sunday,</b>  <b>(24 Hours).</b>	

**NOTE:**

- I. Bid will be offered as per branch location/city/province wise, refer Annex-E.
- II. Top 5 bidders will be enlisted, 3 will be awarded contract as per merit/ mutual approved formula and remaining 2 companies will remain as reserve.
- III. It is understood that the rates quotes by respective Company once accepted by the Bank would be valid for the contracted period of 2 years and no escalation of security-charges/taxes would be entertained by the Bank during the term of contract, except any fresh tax/charges imposed or exempted (both conditions) by any Federal/Provincial Government, will be adjusted/accepted by both the parties as per rules/law.
- IV. Quoted rates should be inclusive of all Govt. taxes/duties etc.
- V. The successful bidders accompanied with Earnest Money of Rs.150, 000/= (pay order, refundable) in the name of the Bank of Khyber.
- VI. Earnest Money of the bidders will be returned after termination of agreement.
- VII. Incomplete and/or conditional tenders and tenders shall not be entertained.
- VIII. All the contents of terms and condition have been read/ agreed and will be implemented in true letter and spirits
- IX. Further Detail rates of this financial bid to be offered/ filled and submitted as per **Annex – E** of this document, attached please.

**Name of Company:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Mailing Address with phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Agency Seal**

**25. Specific Terms and Conditions :** Following points are also of prime importance and covered as specific terms and conditions, to be adhered by the Security Agency:

- a. Holds valid Registration with Government of Pakistan Ministry of Interior to operate as a Security Company NOC (copy required along with the application for enlistment).
- b. Holds valid License for Security Services from Home Department of respective Provincial Governments, as applicable.
- c. Must have a valid registration / NOC from FATA secretariat to operate in the Tribal areas.
- d. Holds a valid License for operating wireless communication systems in areas under their coverage, from the Ministry of Communications, (PEMRA) Government of Pakistan.
- e. Deploy ex-armed forces (preferably fighting arm) or ex-Para-Military forces personnel as guards and supervisors for the services being contracted. **"No civilian will be employed as security guard by the contracted company"**.
- f. Deploy only such guards and supervisors who are energetic and physically fit, have no known medical impediments that may adversely affect their performance of duties, (Medical fitness certificate by the physician be attached, after enlistment).
- g. Guards to be adequately trained for carrying out such guarding services and such training are refreshed at periodic intervals, and who are assessed to have a motivated, positive and objective professional disposition towards carrying out their duties.
- h. Required Guards to undertake a Training/Practice Firing Session (through a recognized establishment / training institute) prior to first-time-deployment in the banking and thereafter twice a year.
- i. Seek proper verification of credentials (in the context of these Guidelines, Credentials refer to documents specifying and attesting to the correctness of Particulars of identity, residence, past employment, character, and professional and biological competence of an individual) of all guards and supervisors deployed.
- j. Must hold area offices and essential managerial / supervisory staff in all the four provinces including Federal capital/AJK/FATA /PATA and Gilgit- Baltistan.
- k. Indulge in fair labour practices, and pay to their guards/supervisors deployed at least the minimum wages approved by the Federal/ provincial government from time to time.
- l. Give Undertaking to compensate the banks in case of involvement of their staff/personnel in any unauthorized infiltration of banking assets at the rate of Rs.1,000,000 per incident or the actual loss amount, whichever is less.
- m. **Note:** This restriction shall not apply to Assets and Cash in Transit, for which compensation shall be according to the arrangement between the Bank and the Security Agency.
- n. Giving an Undertaking to take a proactive role for apprehension of the individuals involved in any heist / holdup at the bank and for recovery of the looted / stolen assets in such incidents as per **Appendix – viii** , attached.

- o. Ensure Proper security clearance of all guards including relievers and that none of their guards deployed in the banking industry have ever been involved in malpractices or criminal activities, or are suspected to have been involved in malpractices or criminal activities or black listed.
- p. Take strict disciplinary action against, and remove from the banking industry all guards/personnel involved in any derogatory activities or activities which are in violation of the expected code of conduct of Guard.
- q. In case of any emergency/ unforeseen situation, should be financially strong enough/have sufficient amount in its bank deposits/ credit to pay the salary of its guard before 7<sup>th</sup> of each month till the reception of services charges from the Bank.
- r. Irrespective of any agreement for provision of security guard contract in the current advertisement, Top 5 companies in the order of merit/ bid will be considered as to be enlisted with this Bank for any future cooperation/ agreement and if any of the Company qualified, is dealing with Cash in transit CIT or Burglary alarm (BAMS) and DVR/CCTV system may be considered for any future dealing on the issue as per Bank requirement.
- s. The enlisted/awarding Company will be engaged for any future agreement of for Cash in transit CIT or Burglary alarm (BAMS) and DVR/CCTV system as explained above in Para 25-r, if found qualitative and more economical in the best interest of Bank
- t. Further as per order of merit out of 5 companies enlisted on BOK panel, first top 3 bidders companies will be awarded the contract as per their strength/profile, where as the remaining 2 companies will be kept as reserve for subsequent contract during any urgency/ poor performance/ emergency/ no timely response from any company/ cancelation of contract/ any other unforeseen situation.
- u. After award of contract as per KPPRA rules, further allocation/ distribution of different Companies respective guarding/ services area of responsibility in various Distracts/ Divisions/ Provinces wise will be decided during final meetings with the selected companies, however final decision will rests with the Bank of Khyber.
- v. Successful bidders will ensure that the salary payment to their respective Company security guard is paid as per Federal/ Provincial Governments Labour department's latest notification.
- w. Ensure payment to respective guards before 7<sup>th</sup> of each month, failure of which the contract of that branch/ branches will be given to the next company already enlisted.
- x. Provision of correct pattern dress to the guard i.e. during summer half sleeves shirt with trouser and in winter season Full sleeves shirt with trouser in authorized colour to the guard will be mandatory, during contract period with this Bank.
- y. The contracted company is bound to pay the following benefits to their security guard performing duty with the Bank of Khyber. EOBI, Social Security, Group insurance, Education facility, gratuity, Death claim and Pension as per existing rules in vogue.
- z. The Contracted Company should have close linked/ collective response with rescue 115 police team in their area of responsibility, which will be observed/ practiced during routine inspection teams.



- aa. The Management of Bank of Khyber has the right to cancel or terminate the services of any security company at any stage without giving any reason.
- bb. The Term of this contract will be valid for a period of 2 years and af will be automatically renewed annually, after expiry of the contract date with the consent of the bank as per Company performance.
- cc. The Bank of Khyber can give written notice of cancelation or termination at its option of one month (30) days advance notice to other party.
- dd. The enlisted/contracted company/ service provider will have no legal right/ claim to sue/lodge any case/ complaint in any court of law or person against The Bank of Khyber/ Its employees; rather it will be resolved through mutual consent and incase of disagreement the Bank decision shall prevail and be final.
- ee. In case of any serious violation/ non adherence of any term, The Bank of Khyber has the right to impose a penalty of a fine up to Rs, 15000, which will be deducted from the monthly invoice received.
- ff. The contracted company will provide disaster management plan.
- gg. The contracted company will provide computerized data/ credentials of its all security guards, deployed with the Bank of Khyber as per agreement.
- hh. All Security guards verification is mandatory through NADRA, Police, special branch and concerning soldier board/ record.
- ii. Any security guard performing extremely well and displaying a very standard of conduct / efficiency/gallantry act will be granted special monitory benefit by the respective security company as recommended by the security department, Bank of Khyber.
- jj. For Indemnity cases the contracted company is responsible to born/ pay the losses caused due to negligence of their respective guards.
- kk. For ascertaining the indemnity cases/ fixing of responsibility an "Arbitration Council" will be established. This council will be consist of 3 members, one member from concerning security company, one from concerning branch/office and one member from the Security department and one from The Bank of Khyber, who will assess damage/ loss and fix the responsibility.
- II. The Bank of Khyber reserves the right to Accept or reject any or all tender(s) or terminates the proceedings at any stage in accordance with the Rules & regulations framed by KAPPRA-2014.

**Incharge Security Department,**

**The Bank of Khyber,**

**5<sup>th</sup> floor, State Life Building,**

**The Mall Peshawar Cantt.**

**Tel:091-5285524**

**GENERAL COMPLIANCE CERTIFICATES**

The bid must accompany all the requisite documents mentioned in tender

Evaluation criteria of this document.

The following be signed and attached with the bids as a general compliance to

Tender document requirements, if agreed upon:

Name of Firm: .....

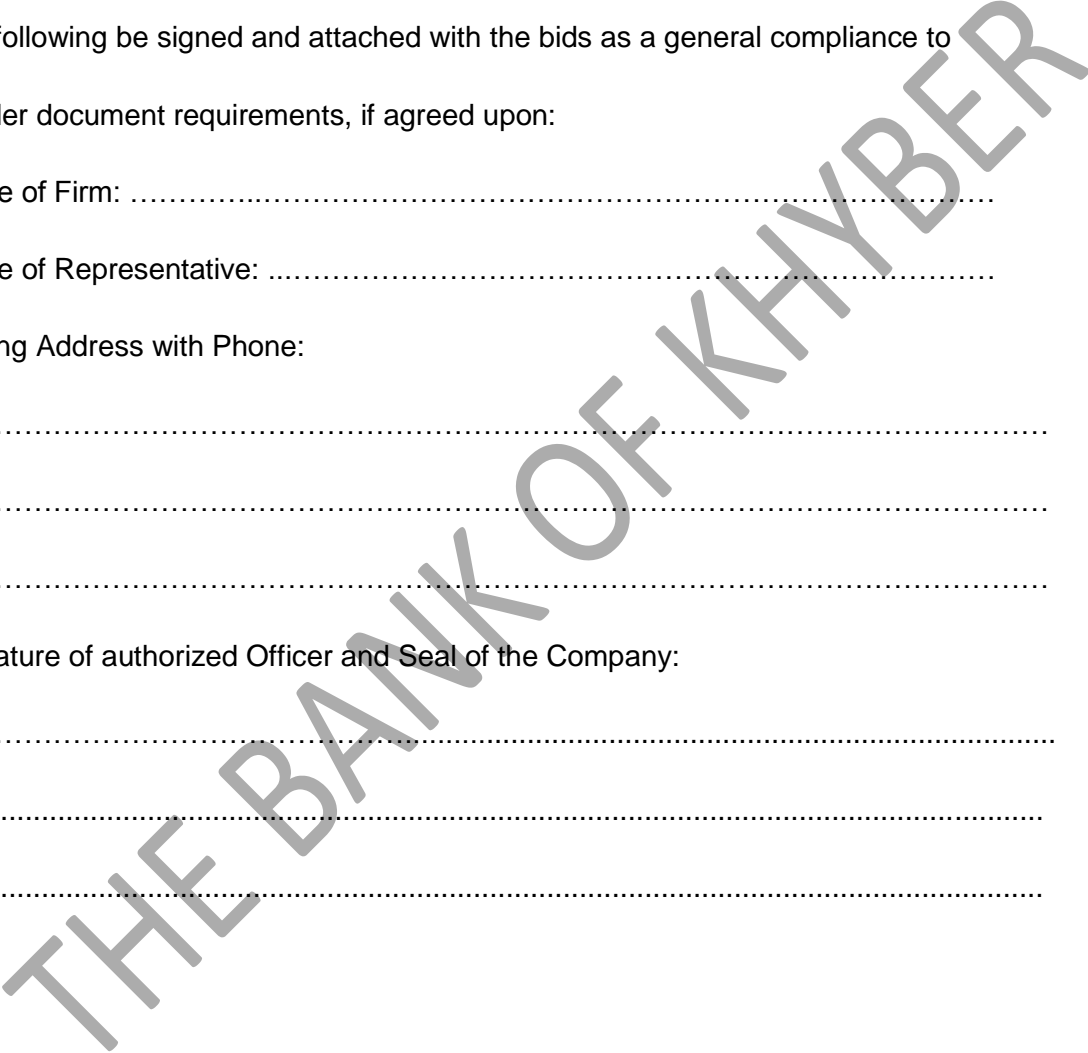
Name of Representative: .....

Mailing Address with Phone:

.....  
.....  
.....

Signature of authorized Officer and Seal of the Company:

.....  
.....  
.....



**SECURITY COMPANY SCOPE OF WORK**

**1. Aim:** To establish foolproof security arrangements to ward off any subversive/ untoward incident at the HO/Branches. Following are the scope of work to be performed if hired for provision of security services for BOK.

**a. Mechanical Security System:-**

- i. The company shall provide “**Hand-Held Metal Detectors**” wherever required by BOK. All branches are already in possession of this item purchased by the BOK and its more pertinent for the new openings.
- ii. The company shall provide “**Car-Search Mirror Detectors**” wherever required by BOK.
- iii. The company shall provide communication in shape of “**Walkie Talkies Inter communication system**”, wherever required by BOK.
- iv The company shall provide and install the equipment mentioned at serial No i, ii and iii from the first day of this agreement, as per requirement of BOK, till its end / termination, whichever occur earlier.
- v The company shall provide its above listed equipment in good quality and condition and ensure its proper activation / operation throughout the period of contract agreement.
- vi. The ownership of the company’s above listed equipment shall rest with the company (if already not purchased by the BOK). However it shall not be replaced after its installation from the location without the prior written approval of the BOK Management.
- vii During the period for which the equipment is taken out for repair or replacement, the company shall provide its replacement of the same nature, quality and condition, without affecting security services. However, upon termination of this agreement, the company shall be permitted to remove all its apparatus /equipment installed in the premises/branches.
- viii. The company shall ensure activation of the equipment round the clock, seven days a week, without any interruption. Standing Operation Practices to be devised at each location/ branch.
- x. The company shall be responsible for the maintenance of its equipment.
- xi. The company shall be responsible for proper and effective use of Mechanical Security Systems.
- xii. The company shall comply with all the instructions as and when given by the BOK Management regarding services and use of all equipment.
- xiii. The Company shall provide “Umbrella and water cooler to their respective guard’s Branch/location during hot weather”.

**b. Security Guards:-**

i. The company shall provide Armed Security Guards in each location/ Branch to provide security cover round the clock. Security Guards with Automatic / Semi-automatic / rapid-fire weapon (Ex-Armed Forces only) duty timing 12 hours, seven days a week, as per schedules.

ii. The company shall provide and ensure that each guard on duty has received and understood written instructions of basic duties and has the following in his possession.

**aa. Company card and copy of Computerized National Identity Card (CNIC).**

**bb. Torch for guards on evening and night duties:**

**cc. Standard Uniform.**

**dd. Weapon(s) with authorized scale ammunition of agreed kind and quality.**

iii. The Armed Guard will be called “**Standing Security Guard**” and will remain alert, patrolling and vigilant through out their duty hours, and any mishap will be the responsibility of the company under all circumstances.

iv. The company shall be bound to execute the directives of the BOK’s Standing Security Orders, which will be conveyed to the company.

v. The company shall be responsible to provide satisfactory services at all key Branches/offices of BOK premises **with the following conditions: -**

(aa). The company shall maintain extra guards to be readily available with the company as the substitute for the supervisors/Guards who become absent /short/sick at the company’s own enrollment for which the BOK Management will not make an extra payment.

(bb). The company shall deploy energetic, smart and healthy, well trained ex-armed forces personnel, with perfect turnout, smart uniform and fully competent to meet security requirements / demands at BOK Head office and its country wide Branches in consultation with the security in charge of the BOK Management designated for the purpose.

(cc). Upon unsatisfactory performance of the supervisor/guards as determined by the BOK Management, the contract agreement shall be terminated by giving one month’s notice to the Security Company. Unsatisfactory includes: -

**(i) Absence of security guard(s) from duty**

**(ii) Non-Attendance of office in time**

**(iii) Casual performance of duty by guard(s)**

**(iv) Continuous Poor response from Company Head/ Regional office.**

**(v) No manning of Control Room during Closed Holidays for emergency response.**

**(vi) During the period of agreement, the responsibility of any loss and damage due to such and unsatisfactory performance will be that of the security company.**

(dd). Daily attendance sheet shall be marked in the register at the Branch by the security supervisor/BM/ OM, Payment will be made against the services rendered satisfactorily before 10th of every month.

(ee). The guard services must be on shift basis according to labour laws each day with different guard at each shift list shall be provided by the company to BOK.

(ff). The company shall maintain **a supervisory network of its own** to ensure presence of active performance of duties by the security guards and working of mechanical security system round the clock, seven days a week.

**2. The guard's duties shall inter Alia include the following:-**

a. Prevention of entry into offices /installation premises/Branches trusted in the charge of the company, of any suspicious person not authorized by BOK Management or any person who lacks proper identification or intrudes the secured premises.

b. Prevent pilferage of items /equipments/property belonging to Bok from the premises placed under the charge of the company as per written instructions issued by the authorized officer of the BOK Management. Proper inventory list will be prepared and checked by both the parties or any part of property will not be removed without a proper gate pass.

c. Inform concerned authorized officer of the BOK Management promptly and accurately, of any occurrence detrimental to the security of the installation premises and property of the BOK placed under charge of the company.

**d. To take proper action in case of emergencies like: -**

i. Fire, rising of alarm and proper communication to fire brigade and officer in- charge of the installation and arrange rescue activities.

ii. Forced Entry will be promptly reported to the local police station, BOK security Incharge and Security Company's head office for appropriate action.

iii. Law and order situation will be promptly reported to the local police station, BOK Security Incharge and the security company head office of the company for appropriate action. All entry points/gated shall be closed under such situation.

iv. Provide medical assistance to BOK Management to any person injured in the premises. The provision of medical coverage and its cost shall be born by BOK, in case, if the negligence is in part of the BOK.

v. To carry out daily checking of all security lights, entry points/gated and locked premises for their effectiveness after office hours or on closed holidays.

vi. To properly brief the relieving guard, about any situation concerning the security.

- e. Security guards must have undergone, Fire Fighting Trainings and elimination of the subversive activities. Further coordination with concerned secret agencies; special police, local police and civil defense authorities will be done at site and to take immediate remedial measures.
- f. The guard shall perform duties including security of BOK personnel, Branches, its property and fire fighting in any eventuality of a fire disaster or any other likely attack by the human being or group of human beings.
- g. It shall be the responsibility of supervisor/guards of the company to check up fire fighting equipment installed in BOK building/premises/Branches and give their daily report in a register to be counter signed by the concerned officer of Bok and also through written Complaint through daily email of the company.
- h. During the validity of the contract agreement, in case damage occurs to the property or personnel of the BOK and due to outbreak of fire or any other eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying for such losses occurred to Bok, as a result of their negligence, to be decided by a committee consisting of representatives, in equal number of both the parties, which will decide the matter after considering the following:-
- (i). Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
  - (ii). Negligence of guards in case of the fire, or other disaster, which is caused by any act omission and commission of security guards.
  - (iii). Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.
  - (iv). The Company shall notify its representatives who will be contracted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

### **3. Confidentiality:**

The company shall ensure that all employees performing the services shall not at any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the BOK or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the BOK Management there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of BOK management.

### **4. Responsibilities of the Company:**

- a. In addition to the services to be performed by the company specified above, the company shall provide at no additional cost to the Bok such supervision of its employees as is necessary to adequately fulfill its obligation.

- b. The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
- c. The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the BOK nor any of its personnel shall be held liable for either of the above in any manner.
- d. The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with Bok employees.
- e. The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the BOK management regarding their service matters that is the sole responsibility of the company.
- f. The BOK may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
- g. The deployment of security guards at all Branches/ Head office as per agreement will be placed from date. However for any new site branch, for which order of deployment/opening will be issued by BOK management, the company shall be responsible to deploy security guards and install the security system after the issuance of work order within three days. In case of delay and during the period of delay if any incident takes place, it shall be covered under the indemnity clause.
- h. The Security Company will use its own frequency for communication (Walkie-Talkies) to the Bok at Head office/ as per requirement.

**5. Restriction of Assignment /Take over**

- a) The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the Bok to terminate its services forthwith.
- b) If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the Bok shall be entitled to terminate its services forthwith.

Name of Firm: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Mailing Address with phone: \_\_\_\_\_

Name of Firm & Seal: \_\_\_\_\_

Date: \_\_\_\_\_

**FORMAT OF BANK GUARANTEE**

**BID SECURITY**

Bank Guarantee No-----

Dated at Peshawar, the -----

**THE INCHARGE, SECURITY**

THE BANK OF KHYBER.  
STATE LIFE BUILDING,  
PESHAWAR CANTT.

Dear Sir,

WHEREAS **M/S** \_\_\_\_\_ (hereinafter called the Prequalifying Party) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of \_\_\_\_\_ **(IN FIGURE)** \_\_\_\_\_ **(IN WORDS)** against your tender Notice No. \_\_\_\_\_ **Dated** \_\_\_\_\_ for provision of security guards of \_\_\_\_\_.

**WE HEREBY AGREE AND UNDERTAKE:**

- I. To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Prequalifying Party in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Prequalifying Party from the date of opening of bids until the expiry of the validity of their offer
- II. To keep this guarantee in full force from (date) \_\_\_\_\_ up to \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Prequalifying Party offer is valid.
- III. To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Prequalifying Party.
- IV. Any claim arising out of this guarantee must be lodged with this Bank within the Period the guarantee is valid and before the date of its expiry. After this date the Guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature & Seal: \_\_\_\_\_



**FORMAT OF BANK GURANTEE**  
**(FOR PERFORMANCE BOND)**

Bank Guarantee No. -----  
Date of Issue -----  
Valid up to -----  
Value (Rs.) -----

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO,  
**THE INCHARGE, SECURITY**  
THE BANK OF KHYBER.  
STATE LIFE BUILDING,  
PESHAWAR CANTT.

**SUBJECT: B/G AND DATE FOR \_\_\_\_\_ ON BEHALF OF \_\_\_\_\_ FOR DUE AND FAITHFUL PERFORMANCE ORDER NO. \_\_\_\_\_ DATED \_\_\_\_\_.**

Whereas **M/s** \_\_\_\_\_ (hereinafter called the Contractor) have requested us to furnish a Bank Guarantee in your favor in the sum \_\_\_\_\_ **(IN WORDS)** \_\_\_\_\_ as performance security against order No. \_\_\_\_\_ dated \_\_\_\_\_ to be concluded between the Contractor and

**THE INCHARGE, SECURITY**  
THE BANK OF KHYBER.STATE LIFE BUILDING,PESHAWAR CANTT.  
WE HEREBY AGREE:

- 1). To make an un-conditional payment of \_\_\_\_\_ to you on demand without any further question or reference to the Contractor upon failure of the Contractor to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date up to the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till \_\_\_\_\_ whichever date is later. The faithful completion of the order by the Contractor will be intimated by the BOK.
- 3).To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims there under must be submitted to the Bank of \_\_\_\_\_ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Authorized Signature: \_\_\_\_\_ & Seal of bank

Witness: \_\_\_\_\_

Sworn & Sign before me

This day of .....

**FORMAT FOR QUOTING OF RATES**

**1. MANDATORY.**

**Armed Security Guards:** The following number of armed security guards (Approximately) must be present at each location i.e. HQ BOK and Countrywide Branches round the clock i.e. 24 x 7, 365 days a year at the Head office located at State life building, Peshawar and all the branches located throughout the country as mentioned below:-

**KPK PROVINCE**

<b>Sr/No.</b>	<b>Locations/Branches</b>	<b>No. of Guards</b>	<b>Province</b>	<b>Rate/Bid offered per Branch Location/ City/ Province wise (Per guard).</b>
1.	Ashraf Road	3	KPK	
2.	Secretariat	3	KPK	
3.	Khyber Bazar	3	KPK	
4.	Garrison Park Peshawar	3	KPK	
5.	G.T.Road	3	KPK	
6.	Saddar Road	3	KPK	
7.	University Road	3	KPK	
8.	High Court	2	KPK	
9.	Main Branch	6	KPK	
10.	Warsak Road	3	KPK	
11.	Hayatabad Karkhano	3	KPK	
12.	KTH	2	KPK	
13.	Peepal Manid	3	KPK	
14.	Phase-III Hayatabad	3	KPK	

15.	Charsadda	3	KPK	
16.	Nowshera	3	KPK	
17.	Timergara	3	KPK	
18.	Upper Dir	3	KPK	
19.	Swabi	3	KPK	
20.	Swari Bunneer	3	KPK	
21.	Topi ,Sawabi	3	KPK	
22.	Kumber Dir Branch	3	KPK	
23.	Chakdara Dir	3	KPK	
24.	Hangu	3	KPK	
25.	Saleh Khana, Nowshera	2	KPK	
26.	Sari Naurang, Luky Merwat	3	KPK	
27.	Thall	3	KPK	
28.	Karak	3	KPK	
29.	Mingora-II	3	KPK	
30.	Barikot, Mingora	3	KPK	
31.	Shangla	3	KPK	
32.	Hattar	3	KPK	
33.	Abbottabad Road, Mansehra-1	3	KPK	
34.	Hazara University	1	KPK	
35.	Shahre Rashim, Mansehra	3	KPK	
36.	Jinnah Road, Abbottabad-1	3	KPK	
37.	Abbottabad-2	3	KPK	

38.	Kohat-1	3	KPK	
39.	Kohat-2	3	KPK	
40.	Battagram	3	KPK	
41.	City Branch Asamai Gate, Peshawar	3	KPK	
42.	Takht Bhai, Mardan	3	KPK	
43.	Batkhela, Malakund	3	KPK	
44.	Dargai, Malakund	3	KPK	
45.	Khawaja Gung Mardan-2	3	KPK	
46.	Jehingra	3	KPK	
47.	Qamar Din Gari Ring Road, Peshawar	3	KPK	
48.	Mingora-I	3	KPK	
49.	Mardan-1	5	KPK	
50.	Dalazak Road	3	KPK	
51.	Gulbahar	3	KPK	
52.	Pabbi, Nowshera	3	KPK	
53.	Tangi, Charsadda	3	KPK	
54.	Wari, Dir	3	KPK	
55.	Shero Jangi, Charsadda Road	3	KPK	
56.	Achini Payyan, Peshawar	3	KPK	
57.	Matta Sawat	3	KPK	
58.	Chitral-1	3	KPK	

59.	Chitral-2	3	KPK	
60.	Tank	3	KPK	
61.	Bannu-1	3	KPK	
62.	D.I.Khan-1	3	KPK	
63.	D.I.Khan-2	4	KPK	
64.	Havellian-3	3	KPK	
65.	Haripur	3	KPK	
66.	Manki Shaif, Nowhsera	3	KPK	
67.	Torghar	3	KPK	
68.	Bannu-2	3	KPK	
69.	Attock	3	KPK	
70.	Shabqadar, Charsada	3	KPK	
71.	Khawazakhela,	3	KPK	
	<b>Total:</b>	<b>214</b>		
<b><u>PUNJAB PROVINCE:</u></b>				
72.	Sukkur	3	Punjab	
73.	Blue Area Islamabad	3	Punjab	
74.	Adam Jee Road Rawalpindi	4	Punjab	
75.	City Saddar Rawalpindi	4	Punjab	
76.	Davis Road Lahore	4	Punjab	
77.	M.M. Alam Road Lahore	4	Punjab	
78.	Johar Town Lahore	3	Punjab	

79.	Kotwali Road, Faisalabad	4	Punjab	
80.	Abdali Road, Multan	3	Punjab	
81.	Sialkot	3	Punjab	
82.	F-10 Markaz Islamabad	3	Punjab	
83.	Faysal Town Lahore	3	Punjab	
84.	Gujranwala	4	Punjab	
85.	DHA Lahore	4	Punjab	
86.	Chiniot	3	Punjab	
87.	PWD Islamabad	3	Punjab	
88.	Bahawalpur	3	Punjab	
89.	Badami Bagh Lahore	3	Punjab	
90.	Gujrat	3	Punjab	
91.	Jhung	3	Punjab	
92.	Sargodha	3	Punjab	
93.	Sadiqabad	3	Punjab	
94.	Vehari Road Multan	4	Punjab	
95.	Sahiwal	4	Punjab	
96.	Daska	3	Punjab	
97.	Shahalam Lahore	4	Punjab	
98.	Okara	3	Punjab	
99.	Ravi Road Lahore	4	Punjab	
100.	Sheikupura	3	Punjab	
101.	D.G. Khan	4	Punjab	

102.	Mian Channu	3	Punjab	
103.	Khanewal	3	Punjab	
104.	Rahim Yar Khan	4	Punjab	
105.	Sidra Rice Mills, Sialkot	4	Punjab	
106.	Gujar Khan	3	Punjab	
107.	Turnol, Rawalpindi	3	Punjab	
108.	Pak Tube Ltd. Johar Town Lahore	3	Punjab	
109.	Taxila	3	Punjab	
110.	Jehlum	3	Punjab	
111.	Susan Road Faisalabad	4	Punjab	
	<b>Total:</b>	<b>134</b>		
<b><u>SIND PROVINCE:</u></b>				
112.	Shahrahe Faisal Karachi	4	Sind	
113.	SITE Karachi	3	Sind	
114.	DHA Karachi	3	Sind	
115.	Badhurabad, Karachi	3	Sind	
116.	Clifton Karachi	3	Sind	
117.	Metrovelli Karachi	3	Sind	
118.	KSE, Karachi	1	Sind	
119.	New Chali Karachi	3	Sind	
120.	Treasury Karachi	3	Sind	

121.	Hyderabad	3	Sind	
122.	Sohrab Goth	3	Sind	
123.	Shireen Jinnah Karachi	3	Sind	
	<b>Total</b>	<b>35</b>		
<b><u>BALUCHISTAN PROVINCE:</u></b>				
124.	Jinnah Road Quetta-1	3	Balochistan	
125.	Qandri Bazar Quetta	3	Balochistan	
126.	Chaman	3	Balochistan	
127.	Sirki Road Quetta	3	Balochistan	
	<b>Total</b>	<b>12</b>	<b>Baluchistan</b>	
<b><u>HEAD OFFICE PESHAWAR:</u></b>				
128.	24th The Mall Old Building Peshawar	2		H.O KPK
129.	1st Floor SLI Building Peshawar (MD Chamber )	5 (1xsupervisor,4 gourds)		H.O KPK
130.	GAD 29 <sup>th</sup> The Mall - (HO) Parking Area	2		H.O KPK
131.	GAD 29 <sup>th</sup> The Mall - (HO)	2		H.O KPK
132.	CAD - (HO)	2		H.O KPK
133.	ADC Department Ground Floor SLIC, Peshawar	2		H.O KPK
134.	1st Floor SLI Building Peshawar (Staff Adm	2		H.O KPK



	Department) - (HO)			
135.	4th Floor SLI Building Peshawar (I.T Department) - (HO)	2	H.O KPK	
136.	5th Floor SLI Building Peshawar	2	H.O KPK	
137.	6th Floor SLI Building Peshawar (O&S) - (HO)	2	H.O KPK	
138.	7th Floor SLI Building Peshawar (RMD's Office) - (HO)	2	H.O KPK	
139.	8th Floor SLI Building Peshawar (Compliance) - (HO)	2	H.O KPK	
140.	9th Floor SLI Building Peshawar (HR Department) - (HO)	4	H.O KPK	
141.	BOK 10th Floor SLI Building Peshawar (MFD) - (HO)	2	H.O KPK	
142.	Escort Guard Head office	6	H.O KPK	
<b>Total:</b>		<b>39</b>		

**AJK/FATA/ GILGIT BALTISTAN:**

143.	Jamrud, Kyhber Agency	3	FATA	
144.	Bajur Agency, Khar	3	FATA	
145.	Torkham, Khyber Agency	3	FATA	
146.	Gilgit	3	GILGIT	
147.	Kotli, AK	3	AJK	

148.	Mirpur, AK	3	AJK	
149.	Muzaffarabad, AK	3	AJK	
	<b>Total</b>	<b>21</b>		

1. Rates offered (24 hours,7 days a week) per Security guard CITY WISE as per Annex- E =
2. Grand Total Bid (24 hours,7 days a week) for 455 Armed Guard as per list- E, for 2 years, PROVINCE WISE =
3. Major Grand Total Bid (24 hours,7 days a week) for 455 Armed Guard as per list- E for 2 years as per Para 1 & 2 above for ALL PAKISTAN =
4. 2% Earnest Money =

5. **Requirement of Additional Guards/ Rates:** Additional Armed Guard(s) will be required by BOK, at any time, at any of its countrywide location(s) on call basis, to accompany BOK's Monitoring/ Inspection Team (s) during field visits. These visits may extend for few hours, up to a week or more. BOK's representative would intimate the Security Company for any such requirement at least ONE Day before commencement of task.

- I. RATE PER DAY for 1 x additional Armed Security Guard for Field duties (on Call Basis)  
Rs: \_\_\_\_\_
- II. RATE PER DAY for 1 x additional Armed Security Guard for Office duties (on Call Basis)  
Rs: \_\_\_\_\_

6. Optional - Monitoring charges of burglary alarm system (BAMS)

- i. Installation charges \_\_\_\_\_
- ii. Monthly Charges \_\_\_\_\_
- iii. Any Specialty/ incentive \_\_\_\_\_
- vi. May give Comparison rates \_\_\_\_\_

7. Optional – Rates for different Technical Gadgets:

- i. Metal detector \_\_\_\_\_
- ii. Dvr 16 Channesl \_\_\_\_\_
- iii. Dvr 4/ 8 channels \_\_\_\_\_
- vi. Night vision IR cameras \_\_\_\_\_
- v. Smoke detector \_\_\_\_\_
- vi. Search mirror \_\_\_\_\_
- vii. Walk through gate \_\_\_\_\_
- viii. Comparison with other companies \_\_\_\_\_

**Note:** The optional rates don't have any bearing/effect on current Tender award, however may be considered as an added advantage for the contracted/enlisted company for enlistment on the subject for any future requirement, if found more appropriate/economical/ suitable for the Bank.

**Name of Company:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Mailing Address with phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

(Must be Printed on Rs-10 Stamp Paper)

**UNDERTAKING/ CERTIFICATE**

IF PROVIDED INFORMATION WITH THE BID DOCUMENT FOUND FALSE, OR ANY CRIMINAL PROCEEDINGS FOUND IN ANY COURT OF LAW, THE SERVICES OF THE HIRED SECURITY AGENCY WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND MAKING ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE SECURITY GIVEN BY THE FIRM WILL ALSO BE CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/S: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

**ATTESTED BY NOTARY PUBLIC**

( Must be Printed on Rs-10 Stamp Paper)

**BLACK-LISTING CERTIFICATE**

CERTIFIED THAT M/S.....  
HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR  
ORGANIZATION WHAT SOEVER IN PAKISTAN.

M/S. \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

**ATTESTED BY NOTARY PUBLIC**

(Must be printed on Company Letterhead)

**SECURITY CLEARANCE CERTIFICATE**

CERTIFIED THAT M/S....., WILL  
BE BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS, INCLUDING RELIEVERS, WHO  
WOULD BE SECURITY WISE CLEARED BY MOI / POLICE.  
IF FOUND NONCOMPLIED, BOK MAY IMMEDIATELY TERMINATE THE CONTRACT LEADING TO  
FORFEITURE OF EARNEST MONEY OR PERFORMANCE SECURITY AND FURTHER TO  
BLACKLISTING OF THE FIRM.

M/S.. \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

**(Must be printed on Company Letterhead)**

**CATEGORY OF SECURITY GUARDS**

CERTIFIED THAT M/S.....  
WILL BE BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS,  
WHO ARE EX- ARMED FORCES PERSONNEL / EX-CIVIL ARMED FORCES PERSONNELS.  
IF FOUND NONCOMPLIED,  
BOK MAY IMMEDIATELY TERMINATE THE CONTRACT LEADING TO FORFEITURE OF EARNEST  
MONEY OR PERFORMANCE SECURITY AND FURTHER TO BLACKLISTING OF THE FIRM.

M/S... \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

(Must be printed on Company Letterhead)

**SECURITY GUARDS AGE CERTIFICATE**

CERTIFIED THAT M/S.....  
WILL BE BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS, WHO ARE HAVING AT LEAST  
5'.6" HEIGHT AND WITHIN THE AGE BRACKET OF 35 TO 55 YEARS.  
IF FOUND NON-COMPLIED,  
BOK MAY IMMEDIATELY TERMINATE THE CONTRACT LEADING TO FORFEITURE OF EARNEST  
MONEY OR PERFORMANCE SECURITY/ FURTHER BLACKLISTING OF THE FIRM.

M/S... \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

(Must be printed on Company Letterhead)

COMPANY'S ARMOURER CERTIFICATE

CERTIFIED THAT MR.....BEARING  
SERVICE CARD NO. ...., CNIC # .....IS WORKING AS  
ARMOURER FOR M/S.....WHO WILL  
EXAMINE / CHECK WEAPONS OF THE DEPLOYED ARMED GUARDS /SECURITY SUPERVISOR(S)  
AT LEASE ONCE IN A MONTH ON REGULAR BASIS,  
DULY NOTIFYING/ HANDING OVER FITNESS CERTIFICATE TO EACH GUARD AS WELL AS  
BRANCH MANAGER FOR POLICE RECORD.

M/S. \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:



**AFFIDAVITE**  
**INTEGRITY PACT**

( Declaration of fees, commission and brokerage etc.  
payable by the suppliers of goods, services & works in  
contract).

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

1. .... [Name of COMPANY] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from The 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.
2. Without limiting the generality of the foregoing, [Name of COMPANY] 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 The Bank of Khyber (BOK), except that which has been expressly declared pursuant hereto.
3. [Name of COMPANY] 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 The Bank of Khyber (BOK), and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. [Name of COMPANY] 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 The Bank of Khyber, under any law, contract or other instrument, be voidable at the option of The Bank of Khyber.
5. Notwithstanding any rights and remedies exercised by The Bank of Khyber, in this regard, [Name of COMPANY] agrees to indemnify The Bank of Khyber (BOK), for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to The Bank of Khyber (BOK), in an amount equivalent to Ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of COMPANY] 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 The Bank of Khyber .

The Bank OF Khyber:  
Signature: .....  
[Seal] \*\*\*\*\*

(Name of Security Firm)  
Signature: .....  
[Seal

(Must be printed on Company Letterhead)

**APPREHENSION OF GUARD INVOLVED IN LOOTING/ DEMAGING THE INTEREST OF THE KHYBER BANK CERTIFICATE**

CERTIFIED THAT M/S.....  
WILL BE BOUND TO TO TAKE A PROACTIVE ROLE FOR APPREHENSION OF THE  
INDIVIDUALS INVOLVED IN ANY HEIST / HOLDUP AT THE BANK AND FOR RECOVERY  
OF THE LOOTED / STOLEN ASSETS IN SUCH INCIDENTS,  
IF FOUND NON-COMPLIED,  
BOK MAY IMMEDIATELY TERMINATE THE CONTRACT LEADING TO FORFEITURE OF EARNEST  
MONEY OR PERFORMANCE SECURITY/ FURTHER BLACKLISTING OF THE FIRM.

M/S... \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

Agency Seal:

**FORM OF CONTRACT**  
**( FOR SPECIMEN PURPOSE ONLY)**

**CONTRACT FORM  
AGREEMENT**

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ 2016 between M/s \_\_\_\_\_  
(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and The Bank Of Khyber, Peshawar. (Hereinafter referred to as the BOK, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART. WHEREAS the Contractor is a service provider.

AND WHEREAS the BOK is an autonomous body, enacted by the KPK Govt. The BOK intends to Hire security services \_\_\_\_\_ on rate contract basis, therefore, invited bids through Open or Advertised / Limited / Single Tender enquiry dated \_\_\_\_\_

WHEREAS the Contractor (successful bidder) submitted his bid vide \_\_\_\_\_ in accordance with the bid document and was selected as 'successful bidder' pursuant to the bidding process and negotiation on contract prices, awarded the 'Letter of Acceptance' (LoA) No. \_\_\_\_\_ to the Contractor on \_\_\_\_\_.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

**(Conditions of Contract) of Tender Document.**

\_\_\_\_\_  
(Signature of Contractor/  
Authorized Representative)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Seal of the Firm/Company**

\_\_\_\_\_  
(Signature of Authorized Officer of the BOK)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Seal of The Bank of Khyber**

**Witness: Witness:**

\_\_\_\_\_  
(Signature ) (Signature)

Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_

Name of Witness \_\_\_\_\_

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

Note: This form is valid for the final enlisted/ selected 3 Companies of the bid for subsequent contract please.

**THE END**

THE BANK OF KHYBER