

NATIONAL HIGHWAY AUTHORITY

PRE-QUALIFICATION OF SECURITY FIRMS **FOR HIRING OF SECURITY GRARDS** *(Muzaffarabad Region)*

ISO 9001:2015 Certified



Last Date of Submission : 13.06.2022
11:00 HRS

Name of Firm to whom issued: _____

Date of advertisement: _____

ADMN SECTION (MUZAFFARABAD REGION) House
No. D-190, Upper Chatter, Muzaffarabad AJK
Ph. 05822-924315

NATIONAL HIGHWAY AUTHORITY
ADMIN SECTION (MUZAFFARABAD REGION)

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NATIONAL HIGHWAY AUTHORITY
GENERAL INSTRUCTIONS

National Highway Authority (NHA) intends to hire the services of Armed Security Guards for different offices in Muzaffarabad AJK Region as per below detail:

Regional Office Muzaffarabad AJK	03
Maint. Unit Murree	01

2. Therefore, sealed bids are invited from Income Tax / GST registered firms having sufficient experience in the relevant field, holding valid licenses from Ministry of Interior Govt. Pakistan and Home Departments of all Provincial Govt. and also providing security services to other Government departments/autonomous bodies through a contract etc.

3. Bid documents can be obtained from the office of undersigned on payment of Rs. 500/- (Non-Refundable) as tender fee or may be downloaded from NHA Website www.nha.gov.pk/tenders.

4. SINGLE STAGE-TWO ENVELOPES bidding procedure shall be adopted for the said procurement. Therefore, all bidders are required to submit their sealed & signed Technical & Financial Proposals in separate envelopes clearly marked for the purpose.

5. Bids completed in all respects should reach the office of undersigned on or before 13.06.2022 at 1100 Hrs. which shall be opened on same day at 1130 Hrs. in presence of the representatives of bidders who may choose to be present.

6. Following are the terms of reference for pre-qualification:-

- a. The Security Firm having 5 years experience in provision of security services is eligible for pre-qualification (Documentary evidence may be attached).
- b. Name of firm with list of CEO and MDs, Manager Operations and Manager Finance with office address, land line number to be provided.
- c. Registration number of EOBI and ESSi with deposit during last financial year.

- d. Provide list of clients (government and autonomous department) of last 3 years with reference.
- e. 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/from place of duty will be the responsibility of firm.
- f. Details of weapons with type and licenses held by the company, which will be deployed at NHA offices/locations.
- g. Procedure of operational/surprise checks.
- i. Privileges/facilities entitled to the guards including weekly/monthly leave with pay and procedure for provision of reliever/replacement.
- j. The age of deputed guards should not be above 50 years.
- k. Insurance of employees.
- l. The company must be in possession of NOC from MOI and Home Department of respective Provincial Governments and NTN Number.
- m. Audited financial statement of last year.
- n. Security Company is to provide marginal analysis of the financial rates.
- o. Pre-qualification documents must be completed in all respect and all pages are to be attested/singed by Authorized Representative of the firm as well. Incomplete documents will not be entertained for pre-qualification.
- p. Credentials of the security companies can be verified from their office premises if required so.

- q. The firms/Agencies providing unsubstantiated and /or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
- r. Firms fulfilling the eligibility criteria as mentioned in the advertisement will be evaluated on point basis, distribution of which is mentioned in Annex "C". 70% marks are essential to qualify for bidding process.
- s. A pay order / Bank Draft as Earnest Money in favour of National Highway Authority equal to Rs. 25,000/- MUST be attached with the Technical Proposals. Otherwise, proposal shall be rejected.
- t. Financial Bids of technically qualified bidders shall be opened whereas, bids of un-qualified bidders shall be returned un-opened. The successful bidder will enter into contract agreement and deposit performance/Bank Guarantee equal to 10% of one year contract amount in NHA Accounts before signing of the contract.
- u. Employer reserves the rights to invite the next bidder in case the first bidder is unable to complete pre-requisite or failed to provide requisite manpower, weapons and other security equipment as per pre-decided schedule, inclusive of all the formalities.
- v. A firm whose contract has ever been terminated by NHA or any other government department is not eligible for pre-qualification.
- w. The security companies to whom notice of non-compliance/poor performance was served during currency of their contract with NHA are also not eligible for pre-qualification.

5. National Highway Authority, reserves the right to reject any or all the bids as per provisions of PPRA rules.

Deputy Director (Admn)