



**GOVERNMENT COLLEGE UNIVERSITY
HYDERABAD**

TENDER DOCUMENT (EPADS)

FOR

BASED ON STANDARD BIDDING DOCUMENTS OF SPPRA

**HIRING OF PRIVATE SECURITY GUARDS AT GOVERNMENT
COLLEGE UNIVERSITY HYDERABAD FOR
(MAIN CAMPUS & NEW SITE KOHSAR).**



GOVERNMENT COLLEGE UNIVERSITY HYDERABAD

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“SAY NO TO CORRUPTION”

No. & Dated: NIT/ DP/0001

27- June, 2025

NOTICE INVITING TENDER (EPADS)

Tenders are invited from eligible registered well reputed firms / companies for the following works, in accordance with the Sindh Public Procurement Regulatory Authority (SPPRA) EPAD E-Tendering system and the rules amended up to date and are not suspended / blacklisted by any procuring agency or authority. Interested participants must comply with the terms and conditions mentioned in Tender Document and outlined below:

S. No	Name of Work	Tender Fee	Completion Time	Earnest Money	Date of issue	Date of Submission of Bids	Date of Opening Bids
1	Hiring/Providing Janitorial Services Including Necessary Cleaning Material at Government College University Hyderabad.	5,000	12 Months	5%	01-07-2025 to 15-07-2025 (09:00 am to 03:00pm)	16-07-2025 Up to 09:30 a.m.	16-07-2025 Up to 10:00 a.m.
2	Hiring of Private Security Guards at Government College University Hyderabad for (Main Campus & New SITE Kohsar)	5,000	12 Months	5%	01-07-2025 to 15-07-2025 (09:00 am to 03:00pm)	16-07-2025 Up to 10:30 a.m.	16-07-2025 Up to 11:00 a.m.

The terms and conditions are given as under:-

1. Tender documents must be obtained through the **EPAD system**. All bids must also be **submitted/uploaded through the EPAD platform**.
2. All participating contractors must upload a **scanned copy of the earnest money deposit (CDR)**—amounting to **5%** of the Bidding cost—in favor of **Director Finance GC University Hyderabad** before the tender closing time. However, the original CDR must be physically submitted to the Tender Opening Committee at least 30 minutes before bid opening time, otherwise the bid will be disqualified.
3. Any submission of false information or fake documents—such as a forged CDR—will result in immediate disqualification, blacklisting from current and future tendering processes of the GC University Hyderabad, and possible reporting to both SPPRA and others investigation agencies for further action.
4. Applications submitted via courier, postal service, or email will not be accepted under any circumstances. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be opened on the next working day at the same time & venue. Any Conditional or un-accompanied of the earnest money, tender will not be considered in the competition.
5. The Bidding shall be carried out under SPPRA Rule 46(1) Single Stage – Single Envelope Procedure.
6. The total technical and financial proposal shall be signed with named and stamped by authorized person of firms / companies along with authorization letter (Mandatory).

The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended 2019) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25” of said Rules.

DIRECTOR PROCUREMENT
GC University, Hyderabad

TORs FOR HIRING PRIVATE SECURITY

Part-A

1. The Security Company will provide Shot Guns / Rifle (Semi automatic) and Pistols/ Revolvers in good and working condition duly licensed by Provincial Government and Federal Government to security guards.
2. The Security Company will provide complete uniform with badges, caps, shoes, to security Guards and Extra Uniform as and when needed.
3. GC University Hyderabad will not under any circumstances whatsoever provide any space for stay to security services beyond duty hours. Security Company, in case such situation arises, shall arrange space at its own.
4. GC University Hyderabad will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping/night stay.
5. The Security Company shall provide hand metal detectors, car checking mirror and other security and safety related equipment's in ample quantity for checking of pedestrians and vehicles.
6. The Security Company will provide copy of Army Discharge Book for Ex- Army men and for Civilian, they will provide copy for Police Verification, Finger Print Report, and Character Certificate for Security Guards and Supervisors will submit to Office of Director Procurement GC University Hyderabad Before deployment of Security Guards.
7. All Taxes, Government levies and charges shall be borne by the Security Company.
8. The Security Company shall be responsible for any damage / stealing of any the office equipment /material. In case of any such happening Security Company will pay damages / compensation to the University.
9. GC University Hyderabad will supervise and regulate the duties of the staff through its Security Incharge / Director Human Resources. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
10. The Security Company will provide good looking uniform and identity card to all staff deputed to attend the duties. All the workers should have their NIC and their age should be between 25-45 years.

11. The Security Company will submit earnest money with the tender equal to 5% of bid security in the shape of pay order in favour of Director Finance GC University Hyderabad. The tenders without bid security will be rejected.
12. GC University Hyderabad shall not be responsible for any loss damage or injury sustained to Security personnel during the performance of their duties.
13. GC University Hyderabad reserves the right to terminate this contract without assigning any reason whatsoever with the advance notice of one month.
14. If any employee of the Security Company is found not suitable for the job then on the recommendation of the Director Human Resources of GC University Hyderabad, the same employee should be replaced by the Security Company immediately.
15. GC University Hyderabad Reserves the right to use any Armed Guards/ Supervisor as escort with senior officer(s) of GC University Hyderabad with the approval of Security Section.
16. In case of shortage in staff strength provided by Security Company the same shall be covered immediately otherwise GC University Hyderabad will deduct Rs. 500/- per Guard per day.
17. Guards deployed in the Company should not have been involved in any of theft cases in last 05 years.
18. Authority have right any time to increase or decrease number of security guards.
19. All applicable taxes beared by the Security Company.

Part-B

01	Nature of Job	Hiring of Private Security Guards at Government College University Hyderabad for (Main Campus & New SITE Kohsar)
02	Place of submission of tender	Office of the Director Procurement, GC University Hyderabad
03	Amount of Earnest money in shape of pay order/ bank draft.	Pay order / Bank Draft for an amount of Rs. 5% of bid amount of one year in the name of Director Finance, GCUH.
04	Mode of Payment	GC University Hyderabad will pay monthly bills based on actual guards deployed for the services.
05	Contract period	The contract will be valid for one year extendable for another year subject to satisfactory performance with 10% increment.
06	Mode of deployment	24 hours, (02 Shift System)

BIDDING DATA

CONTRACT/BIDDING DATA

The following specific data for the work to be tendered shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Instructions to Bidders

Clause Reference

Name and address of the procuring agency: **GC University of Hyderabad**

1.1 Name of the Project and Summary of the works: Hiring of Private Security Guards at
Government College University
Hyderabad for (Main Campus & New
SITE Kohsar)

2.1 Name of the Borrower/Source of Financing/Funding Agency/Funding Source;

2.1 Amount and Type of Financing/Scheme Cost and Allocated Funds: **Procurement Plan**

8.1 Time limit for clarification: **05 days.**

10.1 Bid language: **English**

11.1 (a) Prequalification Information to be updated (where applicable):

11.1 (b) Furnish and Technical Proposal (*EPADS single stage single envelope*)

The bidder has to upload a technical proposal in sufficient detail to demonstrate the adequacy of the bid in meeting requirements for timely completion of the works.

13.1 Bidders to quote entirely in Pak. rupees but specify the percentages of foreign currency they require, if applicable. N/A.

14.1 Period of Bid Validity: **90 days.**

15.1 Amount of Bid Security: **5%**

15.2 Amount of Performance Security: **5%**

17.1 Venue, time, and date of the pre-Bid meeting: as per NIT.

18.4 Number of copies of the bid to be completed and returned: N/A.

19.2 (a) Procuring Agency's address for the purpose of bid submission: Office of the Director Procurement GC University, Hyderabad

32.1 Standard form and amount of Performance Security 5% acceptable to the procuring agency: **Bank Guarantee.**

32.3 Stamp duty: **0.35%** or notified by the Govt. of Sindh, will be paid by successful bidder as stamp duty.

FINANCIAL PROPOSAL

BOQ

BOQ
HIRING OF PRIVATE SECURITY GUARDS AT
GOVERNMENT COLLEGE UNIVERSITY HYDERABAD
FOR
(MAIN CAMPUS & NEW SITE KOHSAR)

Sr. No	Description	Quantity Per Month	Unit Cost Per Month	Total 12 Months
1	Hiring of Private Security Guards at Government College University Hyderabad for (Main Campus & New SITE Kohsar)	15 - Males 02 – Females		
Total with all tax(s)				

In words: _____

Director Procurement

Company / Firm

Company's Basic Evaluation Criteria

Company (s) / Firm (s) must compliance in below mentioned mandatory eligibility criteria to qualify for final evaluation.

S. NO	DESCRIPTION	MANDATORY REQUIREMENTS
01	NTN & General Sales Tax Registration Certificate (GST)	
02	Registration with Sindh Revenue Board Wherever applicable	
03	Undertaking of Affidavit (Rs.200) that the firm is not involved in any litigation and Black listed any procurement or private agencies.	
04	Occupational Health & Safety Management System (ISO 45001:2018)	
05	Certificate of Incorporation (Government of Pakistan)	
06	Valid membership with All Pakistan Security Agencies Association (APSAA)	
07	Operating License from Home Department Government of Sindh.	
08	Provide the detail of Ex-Army Personnel/ Armed Guard along with weapons and ammunition held by the Company with license.	
09	Valid registration with SECP / Registrar of Firms.	
10	Reference Letters, work order, contract agreement, invoices from employer(s) on their official letterhead duly signed and stamped by the competent authority of the organization showing that bidder providing the Security Services with more than 20 guards for a period of one year during the last three-year ending on the deadline for bid submission. Extensions of project not be considered.	
11	Average annual turnover in the preceding three financial years (on closing of last fiscal year) should be above Rs. 10.00 million, demonstrated through Income Tax Returns (ITR – FBR), with audited statement of accounts details to be submitted	
12	Company Profile should be signed and stamp on each page	

Note: The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.

(INTEGRITY PACT)**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC; PAYABLE BY CONTRACTORS.**

Contract No. _____ Dated _____
 Contract Value: _____

Contract Title: Hiring of Private Security Guards at Government College University Hyderabad for
 (Main Campus & New SITE Kohsar)

M/s _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] 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, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[Name of Contractor] accepts full responsibility and strict liability 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Contractor] 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] 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 PA.

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Director Procurement

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Firm / Company