

**Hiring of Security Services**

No.CUI/Proc/TN-(178)/5-22/178



**COMSATS University Islamabad Park Road, Chak Shahzad Islamabad PABX Lines - 051-9247000-3 (Ext: 5122/5154)**

*Price Rs.500/-*

**[www.comsats.edu.pk](http://www.comsats.edu.pk)**

**Preparation of EOI Proposals**

Potential firms/companies are advised to prepare the EOIs in line with following mandatory format:

**TECHNICAL PROPOSAL:**

Technical proposals **(sealed in separate envelope)** must contain following mandatory information/documentation.

**Selection Criteria**

**Phase-I: Technical Evaluation of Firms**

 At first, technical proposals shall be evaluated based on the mandatory requirement mentioned in **“Technical Proposal”** of this document and responsive substance provided by applicant firm thereto in terms of completion of mandatory documentation on following scale of evaluation;

|  |  |
| --- | --- |
| **Brief Profile** | **Mandatory** |
| **NTN/GST Registration/ATL Certification** | **Mandatory** |
| **Registration Certificate with Interior Ministry/ Home**  **Department** | **Mandatory** |
| **Proof of Non-Blacklisting** | **Mandatory** |
| **At least 50% of Ex-Service Man** | **Mandatory** |
| **Proof of Long-Range Bullet Weapon**  At least 2 Long range Bullet Weapon for guards on roof-top (As per approved Terms and Conditions of Interior Ministry/Authorized body) | **Mandatory** |
| **Clientele**  **Total 20 Marks: Total 5 Experiences (5 Marks each) with at least Service provided for a CONTINUOUS OF TWO YEARS.** University = 5 Marks each  Embassy / UN = 5 Marks each  Offices / INGOs/Govt = 5 Marks each  Offices = 5 Marks Each  (Minimum 10 Guards Deployed will be c onsidered for Marking) Scheduled Bank/School/College etc = 1 Mark each (Minimum 2 Guards Deployed will be considered for Marking) **(Attach copy of Contract as Proof)** | **20 Marks** |
| **Number of Location, at which services are**  **PRESENTLY/CURRENTLY being provided**  **Total 15 Marks: 3 Marks per location as compared to CUI**  **Premises / Sature.** | **15 Marks** |

|  |  |
| --- | --- |
| List of 5 Best Locations of the Security Firm. (Subject to visit for  verification) |  |
| **Physical Evaluation of Quality and Professional**  **Standard of Firm;**  On-spot/Physical visit at designated offices/ locations of security services will be made to evaluate following key factors;   Strength of Security Force (Number of Supervisors/Guards)   Number Ex-Service Men   Number of Trained Guards (Other than Ex-Service men)   Duration of Services of the guards with the firm (No. of months/years) Detail of service required to be provided   Availability of Latest Electronic Security Equipment/Devices and Technology with allied Accessories and Facilities   Inspection of KOTE and clothing store   Availability of Armorer  A Technical committee will be constituted which will reward marks  (based on Judgement)    . | **50 Marks** |
| **Total Marks** | **85** |
| **Minimum Qualifying Marks** | **70 %** |

**General Terms & Conditions**

1. The Terms & Conditions are as under:

No tender will be considered if: ‐

* 1. Received without required documentation or found incomplete;
  2. Received later than the date and time fixed for Tender submission;
  3. The Tender is unsigned/ unstamped;
  4. The Tender is singed/stamped by the unauthorized agent of the Firm/company;
  5. The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
  6. The Tender is received by telephone/telex/fax/telegram;
  7. Tenders received without earnest money;
  8. In contradiction with the Terms & Condition given by the CUI;

1. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
2. Bidders will have to produce the proof of being a Tax Filer with FBR.
3. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
4. The payment will be made after successful completion of all items and job, for the item accepted by CUI.
5. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
6. The rates must be quoted **as per pattern**.
7. The rates of quoted in the bid must be valid for **90 days.**
8. Quantity will Vary as per actual requirement.
9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
11. No advance payment will be permissible.
12. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to Provide Security Services the earnest money will be forfeited.
13. The Success full Bidder must ensure Provision of Security services within three weeks.
14. In case of delay in delivery,/ in Providing required Security Services within given time , frame , CUI will have the right to cancel the Work Order without any further information or communication and earnest money will be forfeited AND/OR a ban from business with CUI for a period of ONE YEAR will be imposed.
15. 10% Performance Security would be withheld from the payment till the period of warranty.
16. In cases lowest bidder refuses or fails to Provide the required Security Services within the given time lines, the work may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.
17. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, if CUI will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
18. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
19. In case of Tie in rates, the bidder securing highest technical score in the criteria will be awarded the contract. In case of tie in technical Score, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
20. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
21. The currency of the quotation would be in Pakistan Rupees only.
22. In case of calculation error, the unit price will be considered as valid.
23. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office..
24. In case a firm/company submits two bids/options against our tender; the bid with the highest value/amount will be considered.
25. Payment will be made as per actual Strength.
26. CUI is authorized to vary the strength at the time of establishing the contract or as decided latterly according to its requirement and budget as per PPRA rules.
27. Do not submit any other document other than demanded.
28. No request for correction will be entertained after opening of the bid.

30. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the

Very next working day. Timing will remain as mentioned in the tender notice.

31. In case of Tie in same Rates; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will be the final authority to award the Work Order to either party, as it deems fit.

32. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.

33. A public pre-bid meeting session regarding briefing on the procurement tender project and relevant questioning / answering, will be held on **19-11-2020 (Thursday) at 11:30 hrs** in Room # G-6/G-8, Faculty Block-I, Ground Floor, **COMSATS University, Tarlai Kalan, Park Road, Islamabad.**

34. All intended bidders are required to attend the pre-bid meeting. No separate invitation will be made in this regard.

35. Firms/companies obtaining minimum qualifying marks at technical evaluation phase will proceed towards financial bid stage.

36. CUI shall disqualify any firm(s), if at any stage; it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

37. In case of increase in the rates of minimum wages by the Government of Pakistan then it will be the responsibility of the contractor to request CUI for that increase as per Government notification.

**Financial Bidding**

 Upon short-listing of firms at technical evaluation stage, technical evaluation result will be announced to all bidding participant firms/companies as per PPRA rules. The financial bids of **Only** the technically qualified bidder(s) will be opened at the date, time and venue being specified and well communicated to technically qualified firms/companies.

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**Terms of Reference of Contract**

1. This agreement shall take effect from the date of signing of this contract and shall continue in force upto one-year subject to satisfactory completion of initial 03 months probationary period.

2. The contract can be extended on yearly basis (maximum of 3 years) on the same terms and conditions and rates, subject to satisfactory services performance and approval of the Competent Authority on mutual Consent/ /willingness of the parties for extension. The Security Committee will review the performance.

3. Services will be provided on credit basis. The charges will be paid on monthly basis.

CUI will make the payment by 15th of following month. The invoices/bills to this effect will be submitted by the contractor (duly verified by the Security Office) by 10th of each month.

4. Contractor will be independent & all services rendered under this contract are to be performed as such while being understood that directions and manner of performance will be followed as instructed by the COMSATS Security. However, services of the contractor’s employees shall be solely within the control of contractor. Also, the contractor shall be responsible for payment of all its employees’ wages and salaries within a specified time as per law of the land.

5. An amount of **Rs.100,000/-** as performance security to be submitted by the contractor before signing of the contract Agreement, in form of DD/Pay order which will remain intact with CUI upto the expiry of contract. Any illegal/ violation of contractual term made by the contract may lead to forfeiture of Performance Security.

6. Neither of the parties hereto shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon such party by case of “force Majure”.

7. Contractor will be held responsible and will pay for any loss/damage made to the CUI property and assets of all types within the CUI premises, intentionally or unintentionally.

8. The contractor will ensure discharge of services at CUI in a professional and efficient way. Either of two parties of this contract shall have the right to terminate this contract at any time upon 30 days notice of prior written intent.

9. Contractor will be responsible to ensure security clearance of all security guards/supervisors from SSP/AIG/Special Branch of police, Islamabad territory or respective areas of security guards, and provide the same before deployment of the guards along with Copy of CNIC of each employee and 2 latest Photographs.

10. Frequent change in security staff is not allowed; however, in case of change of any staff, the Security Company will immediately inform the Security Office in writing, of the change and provide data, clearance certificate, Copy of CNIC and 2 latest photographs of the newly hired staff. The basis of removal of any staff member shall also be communicated to security office in writing.

11. In case of strike/disturbance by the company guards; the company is solely responsible for handling the situation.

12. CUI Security Office will oversee and keep a check and balance on the overall security performance of the security Company.

13. Contractor will provide Security Guards/Supervisors Ex-Service men of Armed Forces- **(50%** of the total must be ex-service men); (Age not less than 35 years and not more than 48 years unless physically fit, but not more than 55 years of age in any case) and for Civilian age (Age not less than 25 and not more than 45 years). The contractor is obligated under this contract/agreement to provide efficient, well trained, healthy smart guards with the approval of Security Committee of CUI Islamabad with best quality of uniforms and accessories etc**. Provision of training certificate in case of civilian will be mandatory before deployment**. The committee will ensure, scrutinize, and evaluate the documents of each security personnel.

14. Contractor will ensure that Wearing of uniform by the Security Guards/Security

Supervisor will be as approved by the Ministry of Interior.

15. In Case of absence of guards/supervisor, the security company will be responsible to immediately provide an alternate guard/supervisor. In case of non-provision, salary will be deducted for the day(s) of absence. In case the CUI has to make arrangement in lieu of absentees then the deduction will be double for the day(s) of absence i.e. Salary for the guard absent and the other salary for a replacement provided by CUI.

16. Guard change over timing would be 7:00 AM & 7:00 PM (Subject to change as per Security Office requirement). The out-going guard will only leave his/her position when the in-coming guard reports/arrives on duty. In case of delay, the guard shall immediately report to security office of the delay.

17. Duty Roster of guards to be handed over 15 minutes prior to the change of guard.

Register will be maintained for guard change over and signed by both supervisor of

Contractor and supervisor of CUI for quick disposal of monthly remuneration to the contractor.

18. Guards preferably with no smoking habit will be detailed, however, smoking is strictly prohibited in the university and any guard caught smoking the security company will be fined as per CUI rules.

19. In case of discipline problem of the guard such as misbehavior, careless attitude during duty, improperly dressed, sleeping and use of cell phones etc., the contractor would be fined up to a maximum of **Rs.1000/-** per individual for each case reported and also the guard would be removed from duty immediately and will be blacklisted to work at any place of CUI.

20. Any misbehavior by staff, faculty, and student will be reported to security office and the security guard will handle the situation amicably and will avoid any conflict on the spot.

21. The Security supervisor/Guards must have training from the approved training institute of the Ministry of Interior, data to be maintained by the company and provided the same before deployment. The company shall adhere to the guidelines attached with the agreement.

22. The contractor will abide by all the rules as laid down for the Security Services by the

Ministry of Interior / Govt Agencies.

23. The contractor will provide renewal of license of the company from the competent authority at Islamabad on fresh renewal, the first one at the time of agreement.

24. Issuance of Parking Cards to authorized vehicles will be the sole responsibility of the Security Company. No vehicle will be allowed INSIDE or OUTSIDE the premises WITHOUT proper Parking Card UNDER NO CIRCUMSTANCES. The Security Company may make its own cards for issuance to each vehicle (Daily Pass/Pick-n- Drop Pass, Vendor Pass etc) as per the SOPs of the Security Office, CUI.

25. In case of non-production of parking card on Exit, the case will be reported to Security office. Original CNIC or any other Identity Card will be held from the employee/personal. The Parking card will be recovered from the concerned employee/personal the very next working day by Security Office and the CNIC/ID will be returned. In case of loss of the Parking Card, the report must be recorded.

26. In case while performing the security services, the security guards of the contractor commit any breach of security and/or loss or injury is caused to any third party (faculty, staff, students, visitors or any other relevant person associated) due to their illegal act or omission, negligence; the contractor shall indemnify and be solely responsible subject to the production of security pass by the affectee. The FIR will be registered in the local police station. The immediate compensation of the loss will be paid by the Security Company after determining the market price of the loss by the Security Office. The compensation will not be subject to Police inquiries or processes.

27. The hired security company will inspect the complete premises and surroundings for any loopholes in the security and will inform the security office within one month from hiring, in writing, of any deficiencies, loopholes and suggest proper recommendations/proposal to overcome the shortcomings.

28. The contractor shall abide by all the prevailing applicable labor laws of Pakistan and any violation thereof shall make it liable to disqualification/ penality.

29. This agreement shall be construed, interpreted and governed by the laws of Pakistan and the courts in Islamabad shall exercise their jurisdiction to settle any issue arising out of this agreement.

30. This Agreement constitutes the entire agreement between the parties and cancels / supersedes any previous oral or written agreement, expressed or implied, by the Parties with respect to hiring of security services.

31. Important Note: The bidder firm will be bound to pay minimum salary / wages to staff as per prevailing government labor law. Hence, minimum bid rates should not be less than the limit of wages defined by the government.

32. The winner/lowest evaluated bidder will be awarded contract initially for one year subject to satisfactory completion of **03 months’ probation period**. The 2nd lowest bidder will be placed as **stand-by selection** for the security services contract and the earnest money will be retained for three months.

33. Selected firm(s) will be awarded contract for providing security services on the terms

& conditions specified in the contract agreement and any integral parts of contract/agreement thereof.

34. Any Security Company, previously rejected by CUI/contract terminated by CUI/has declined services to CUI will not be eligible to apply/participate in this bidding process.

**AGREEMENT COVERAGE**

35. **Services shall be to the satisfaction of the CUI’s** relevant authority and the Contractor’s rates shall include for all incidental and contingent services, which although not specifically mentioned in this document, are necessary for security of CUI premises.

36. The CUI’s authority shall have the power to:

a. Reduce the payments by imposing financial penalty if the quality of the services rendered anywhere under the contract, though acceptable but not up to the required standards.

b. Direct the Contractor to make significant improvement in services, failing which the decision of CUI will be final and binding upon the parties.

c. Terminate the contract in full at any time by giving One month advance notice and contractor shall have no right to claim/appeal against termination of the contract.

37. The Contractor  **shall not sublet** the Contract or any part thereof to any other party and shall always be personally responsible for the faithful/efficient performance and progress of the work entrusted to him under the **Contract.**

38. In case of any dispute with regard to this Contract the  **decision of the CUI**

**authorities shall be final and binding upon the parties.**

39. The  **contract is to be commenced immediately** upon receipt of the written

“Order to Commence Work after signing the contract agreement”.

40. The rates as approved in the contract would be considered as valid and remained unchanged until the completion of contract period and additional/future requirements of the CUI would be met on same rates & terms & conditions.

41. Except as otherwise expressly provided in the contract, all “**Taxes**” as levied by the Government of Pakistan, shall be on account of the Contractor. Contractor shall indemnify the CUI against any liability in respect of such taxes.

42. CUI reserves the rights to invite the next lowest evaluated bidder in case the first bidder is unable to provide requisite manpower, weapons and other security equipment as per pre-decided scheduled, inclusive of all formalities. In such case, the contract will be terminated and the next lowest evaluated bidder will be offered the contract.

**Indemnify**

43. The Security Company hereby undertake with respect to any Services conducted pursuant to this agreement to indemnify and hold harmless the CUI and its employees/tenants of any liability and to protect, defend, indemnify and hold harmless the CUI 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.

**Performance Review:**

44. Authorized Operational Manager of Contractor firm will visit all the locations of CUI Islamabad and discuss the problems with Security Officer in fortnightly or monthly meeting to review the performance of Services and overcome gaps (if any) and directives and instructions made to the contractor or any mutual decision passed on thereof would be an integral part and parcel of this agreement. Moreover, surprise visits/checks of all locations (at least once in a day and once in a night) will be ensured by the concerned operational manager during day /night duty hours to check the performance of guards.

|  |  |
| --- | --- |
| **FOR AND ON BEHALF**  COMSATS University Islamabad | **FOR AND ON BEHALF**  M/S |
| Name & Designation  Signature ……………………………… | Name & Designation  Signature ……………………….……. |
| Witness: ……………………………….  Name: ………………………………… NIC No: ………………………………  Signature: ……………………………. | Witness:  ……………………………….  Name:  …………………………………  NIC No:  ……………………………… Signature: ……………………………. |

**Scope of Required Security Services**

**Routine/Regular Services:**

1. Physical Personal Identification/Security Check of students/Faculty/staff

/visitors/vendors during on and off working hours of campus business.

2. Allow entry to campus premises for only authorized persons /visitors.

3. Strict Security Check of Luggage/Consignments via metal and explosive detectors, entering into or going out the premises of campus.

4. Restrict unauthorized/dangerous/harmful entry of persons and luggage/consignment to campus.

5. To keep foolproof safeguard of property/assets of the campus.

6. To ensure life safety and security of students and officials/personnel all around the campus premises.

**Special Duties**

7. Deployment of company’s guards for any other technical/operational Security Services for routine, events, Conferences, Official arrangements as and when required on the same rates agreed upon.

**Detail of Main Locations for Required Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Post # | Location | Security Guards Required | |
|  |  | Day | Night |
| 1. | Gate- 01 | 02 (01 L/S) | 01 |
| 2. | Gate- 02 | 01 | 01 |
| 3. | Gate- 03) | 07 (01 L/S) | 03 |
| 4. | Nullah Post | 01 | 01 |
| 5. | M/C Parking | 03 | 01 |
| 6 | Student Parking | 02 | 01 |
| 7 | Post-05 | 01 | 01 |
| 8 | Post-06 | 01 | 01 |
| 9 | Post-07 | 01 | 01 |
| 10 | Post-01 | 01 | 01 |
| 11 | Post-02 | 01 | 01 |
| 12 | Round About | 01 | 01 |
| 13 | AB-I | 02 | - |
| 14 | Physics Block | 01 | 01 |
| 15 | AB-II | 02 | 02 |
| 16 | FB-I | 03 | 01 |
| 17 | FB-II | 02 | 01 |
| 18 | Library | 03 (01 L/S) | 01 |
| 19 | General Parking | 03 | - |
| 20 | N/ Block | 01 | 01 |
| 21 | Faculty Parking | 01 | - |
| 22 | Bio-Block | 01 | 01 |
| 23 | SSBC | 01 | - |
| 24 | Bus Parking | 01 | - |
| 25 | Rector House | 01 | 01 |
| 26 | Supervisor | 01 | 01 |
|  | **Total** | **45** | **24** |

**The campus is still under construction and there may be increase in number of locations/buildings in near future. Therefore, the contractor is bound to provide the services as per actual requirement. However total number of guards can vary (increase OR decrease) from time to time as per the requirement of CUI.**

**The above table (location and shift) are a tentative and approximation for better**

**understanding of the bidding security company and is not binding on CUI. The location and shift can be changed by the CUI Security Office**

[Letterhead of the Company]

Ref No: NTN: Date: GST:

**(All prices are in PKR)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S**  **#** | **Designation** | **Quantity** | **Unit Rate Per Month (All Applicable Taxes Inclusive)** | | **Percentage of Taxes are also Mentioned here** |
|  |  |  |
| 1. | Uniformed  Supervisor (Subedar/Naib Subedar or Equivalent Armed) |  |  |  |  |
| 2. | Uniformed Security  Guard (Armed) |  |  |  |  |
| 3. | Uniformed Security  Guard (Un-armed) |  |  |  |  |
| 4. | Uniformed Lady  Searcher |  |  |  |  |
| Total Price with Taxes Rs. | | |  |  |  |

**Rates quoted are inclusive of all applicable government taxes.**

**Whistle & Torch and security stick for all deputed staff.**

**Signature & Stamp of the Authorized Person**

**Name**

**Contact Number:**

**Brief Profile**

|  |  |  |
| --- | --- | --- |
| **SN** | Br ie f | **D e s c ri p t i o n** |
| **1.** | **N a m e o f t h e C o m p an y** |  |
| **2.** | **O f f i c e Ad d re s s** |  |
| **3.** | **T e l e p ho n e N u m b e r** |  |
| **4.** | **Em a i l a d d re s s** |  |
| **5.** | **Y e a r o f I n c o rp o ra t i on** |  |
| **6.** | **L e g a l Ow n e rs h i p**  **( Pa rt n e rs h i p / C o m p a n y e t c . )** |  |
| **7.** | **St ru c t u re**  **( Pri v a t e , Pu b l i c s e c t o r, Pu b l i c**  **Pri v a t e Pa rt n e rs h i p e t c )** |  |
| **8.** | **R e g i s t ra t i o n o f t h e I nte ri o r**  **M i n i s t ry/ H o m e D e p a rt m e n t** |  |
| **9.** | **N T N** |  |
| **10.** | **G ST** |  |

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**Clientele List**

**(Provision of 2 years continuous services is mandatory)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **O rg a n i z a t i on N a m e & Ad d re s s** | **Type**  ( U n i. / Em b a ss y  / U N O f f ic e  / G o vt o f f ic e e t c ) | **N o . o f**  **G u a rd s**  **d e p l o ye d** | **Pe ri o d o f Se rv i c e** | | **T ot a l**  **Y e a rs** | **C o n t a c t**  **N u m b e rs** |
|  |  |  | **F ro m** | **To** |  |  |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |

 List down f ive best experiences (previous or current) where security services have been provided for a continuous period of two years. Attach W ork Order /Contract Agreement f or each of the above as proof .

**Current Clientele**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **O rg a n i z a t i on N a m e & Ad d re s s** | **Type**  ( U n i. / Em b a ss y  / U N O f f ic e  / G o vt o f f ic e e t c ) | **N o . o f**  **G u a rd s**  **d e p l o ye d** | **Pe ri o d o f Se rv i c e** | | **T ot a l**  **Y e a rs** | **C o n t a c t N u mb e rs** |
|  |  |  | **F ro m** | **To** |  |  |
| **1.** |  |  |  |  | **p re s e n t** |  |  |
| **2.** |  |  |  |  | **Pre s e n t** |  |  |
| **3.** |  |  |  |  | **Pre s e n t** |  |  |
| **4.** |  |  |  |  | **Pre s e n t** |  |  |
| **5.** |  |  |  |  | **p re s e n t** |  |  |

 List down f ive best experien ces (current) where security services are being provided. Attach W ork Order/Contract

Agreement for each of the above as proof .

**Detail of Staff**

- **I n case of Ex - Servi ce Man, pl ease provi de attested copy of Servi ce Book;**

- **I n case of Ci vil ian Guards, please prov i de attested copy of certificate of Trai ni ng**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **N a m e** | **T i t le / D u t y**  **( S u p e r v is o r / Gu a r d )** | **Ag e** | **T o t a l Ye a r s o f E x p .** | **I n c a s e of Ex -**  **S e r v i c e M a n ;**  **p r o v i d e S e r v i c e**  **N u m be r** | **P r o f e s s io na l**  **E x p e ri e n c e / T ra in i ng** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **12.** |  |  |  |  |  |  |
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Use additional sheet (same table) for complete detail of staff

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**Licensed Security Equipment and Gadgets**

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**Use additi onal Pages for compl ete detail.**

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