

Tender No.4

**JACOBABAD INSTITUTE OF MEDICAL SCIENCES  
(JIMS), SINDH**



**BIDDING DOCUMENT**

**OUTSOURCING OF SECURITY SERVICES**

**FOR THE YEAR 2018-2019**

Last date of submission 30<sup>th</sup> June, 2018



**OFFICE OF THE DIRECTOR**  
**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)**  
**JACOBABAD (SINDH)**

Due on 30<sup>th</sup> June, 2018

**INVITATION FOR BIDS**

The Director Jacobabad Institute of Medical Sciences (JIMS),  
Jacobabad invites the bids:

**OUTSOURCING OF SECURITY SERVICES**

Bidding is open for all eligible bidders. Bidders can obtain bidding / tender documents prescribed from:

Office of the Director Jacobabad Institute of Medical Sciences  
(JIMS), Jacobabad.

Complete set of tender / bidding Documents may be obtained/  
Purchased by the interested bidder on written request to the above  
office and upon payment of non refundable fee of Rs.3,000 in shape  
of Pay order in the name of Director Jacobabad Institute of Medical Sciences  
(JIMS), Jacobabad.

Tenders/ Bids are to be dropped in the tender box placed / affixed in the  
office of the Director Jacobabad Institute of Medical Sciences (JIMS),  
Jacobabad on or before 30<sup>th</sup> June, 2018 at 10.30 AM

Director JIMS, Jacobabad

## CHECK LIST.

The provision of this check list is essential prerequisite along with submission of bids. Bidders are required to comply with all the clauses mentioned below & terms & Conditions of the tender. In case of any deviation / incomplete documents, bidder / bidders will be disqualified and render their offer invalid for further / technical evaluation.

### KNOCK OUT CLAUSES:

S/No.	DETAILS	Yes /No	Page No. / Annex:
1	Original tender purchase receipt.	05	
2	Copy of Earnest money without amount with Technical Bid.	05	
3	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.	5	
4	Company profile including list of personnel. (Minimum 50 personnel hired / in working) list attaché with contact No. of concerned head where personnel deputed.	10	
	Client List / Relevant Experience / Previous year performance with PTCL No. of Head of Department	10	
6	Turnover of last year (15.000 (M) each year (Bank Certificate / Bank Statement for the last three years should be attached and an undertaking on Letter Head that the firm concerned is financially sound and have sufficient funds to pay three months salary from their source (if undertaking has not been given than offer will be rejected).	10	
7	Registration with EOBI & SESSI	10	
8	Copy of valid agency License / Authorization Registration Certificate with Home Department Government of Sindh/Government of Pakistan.	10	
9	Valid income tax (NTN) certificate or income tax exemption certificate (Filer).	5	
10	Valid sales tax certificate / Professional Tax certificate	5	
11	Firm must be registered with Sindh Revenue Board (SNTN/SRB certificate attach )	5	
12	Security Company has wireless Licenses	10	
13	A certificate that the firm will abide by all terms and conditions of the tender.	5	
14	List of litigations / court cases between the firm and clients should be provided on an affidavit of Rs.50 along with undertaking that the firm has not been black listed by any Government /Autonomous organization.	5	

Qualifying Marks 70

- If any document mis-printed or photocopy not properly readable/cleared that document will not considered.

## **GENERAL TERMS & CONDITIONS.**

1. Rate will only be considered on the tender form issued by Institute for the period of one year from the date of award of this contract or till the finalization of the next tender.
2. In this tender method of procurement, as per SPPRA-2010, will be **SINGLE STAGE – TWO ENVELOPE PROCEDURE.**
3. Tender who does not fulfill the prescribed condition is liable to be rejected.
4. Proof of payment of cost of tender shall be required at the time of opening the tender. Original receipt must be attached with the tender.
5. In financial bid, the vendor should mention financial offer along with 2% call deposit/earnest money in the shape of Bank draft / Pay order in favour of Director, JIMS, Jacobabad.
6. No tender will be entertained without call deposit/Bid security.
7. The original Bank draft / Pay Order of earnest money should be attached with the **Financial Offer/Proposal.** However, copy of same should also be attached with technical proposal without mentioning the amount or erasing the amount.
8. The bidder must provide complete details of their financial standing, listing of similar work/service delivered with list of clients.
9. The bidders shall quote only one rate for each item as per tender specification. No alternate rates will be accepted.
10. Over writing, Cutting, Erasing in tender document will result in to cancellation of the bid if not duly signed and stamped by the authorized person.
11. The bid will be valid for 90 days from the date of opening of the tender. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than 1/3<sup>rd</sup> of the original bid validity.
12. Price escalation will not be allowed.
13. Income Tax and other taxes will be deducted at source according to the government Rules.
14. The purchaser reserve the rights to increase / decrease or delete the quantities of goods / service originally specified in the schedule of requirements without any change in unit price or other terms and conditions of goods at any time during the contract period as per relevant **Rules of SPPRA-2010 (Amended 2017).**
15. The Institute authority reserves the right to accept or ignore / scrap / cancel the tender as per relevant **Rules of SPPRA-2010 Amended 2017.**
16. Conditional tenders will not be accepted.
17. The decision once taken will be final will not be open to the criticism or challengeable.
18. List of litigations / court cases between the firm and clients should be provided on an affidavit that the firm has not been black listed by any Government /Autonomous organization.

18. Contractor shall have its own ammunition / communication equipments required for Securities etc. Ammunition must be approved by the Authorized Officer of JIMS, Jacobabad before commencement of contract.
19. The contractor should not violate himself or allow his Security Guards to violate the rules of the Sindh Government.
20. In case of violation of the rules the legal action will be initiated against the firm. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
21. In case of breach of the contract by the firm security will be forfeited partly or fully as decided by the Director JIMS, Jacobabad.
22. Any condition / clause of the Contract can be included / amended if required in the interest of the Hospital with the mutual understanding of both parties.
23. Contractor should have experience of at least (03) years in a renowned organization / institution. Contractor shall have NTN/SNTN with sound financial background else the offer will be rejected.
24. Contractor shall be responsible for personal of the Security Guards.
25. In case of dispute decision of the Director JIMS, Jacobabad shall be final and Contractor will not challenge in the Court of Law.
26. This office shall have the right to ask the security company to remove any person considered incompetent or found unsuitable or for any reason and the person removed for the above reasons shall not be deputed again without the consent of this office.

### **SPECIAL TERMS / CONDITIONS.**

1. Contract will be made between **Jacobabad Institute of Medical Sciences (JIMS)** Administration and the successful bidder for the supply of manpower for security services.
2. The contract will be made from the date of placement of order to 1<sup>st</sup> August, 2018 and will be renewable for further 12 months period with mutual understanding or till next tender.
3. The Hospital Administration will pay remuneration per person as per Government Policy. The payment will be made every month up to 5<sup>th</sup> day on submission of bill by the contractor along with attendance sheets through cheque passed by District Account Office after satisfactory report of Administrative supervisors of JIMS, Jacobabad.
4. Contractor is not authorized to terminate/hire any employee without information/approval of the Director JIMS, Jacobabad.
5. The contractor will be bound to provide the manpower for the services anywhere in the Sindh Province.
6. The contractor should submit pay order of 5% Security performance security of the total value of the contract whichever is less with Director JIMS or as security deposit which will be refunded after completion of the contract period.
7. The authority (Director JIMS) reserve the rights to increase / decrease or delete the number of personnel / service originally specified in the schedule of requirements without any change in remunerations or other terms and conditions at any time during the contract period.
8. In case of any deviation / dispute with Hospital Administration workers /Contractor, the decision of competent authority (Director JIMS) shall be final and will not be challengeable at any forum.
9. In case of any dispute and till its decision by competent authority contractor will not stop the work. In case of failure the deduction from the remunerations will be made accordingly along with cancellation of contract.
- 10 Contractor will be responsible for the security of building and premises of the Hospital on VIP visits/Holidays and National/Islamic celebration days.

- 11 Director JIMS reserve the right to accept or reject any person on security and duty if found not properly qualified.
- 10 Contractor shall ensure to post the Security Staff as per Security Plan submitted to him from institute. Authorized Officer / Official will declares Sensitive Areas (if required) and the list of Security Guards required for that area will be provided to the Contractor
- 11 These Security Guards will be non-transferable and will not be terminated without taking a written permission from the institute Authorities.
- 12 In case of leave of Security Guards alternative should be provided.
- 13 In case of any dispute between Security Guards / workers with the contractor the matter shall be referred to the Administration for arbitration whose decision shall be final. Contractor shall provide duty roster of the Security persons accordingly to the Administration on the monthly basis.
- 14 Security Guards of the Contractor will be bound to wear neat and clean uniform & Name Badges approved by the authority.
- 15 The contractor is bound to share the names of duty staff day and night on daily basis to the office of JIMS. The security officer JIMS will be authorized to check the No. of security guards at any time, by conducting assembly.
- 16 All Security Guards should have company Logo on uniform and name plate in bold letter.
- 17 Indiscipline Guards involved in immoral activities will not be allowed to serve in the Hospital.
- 18 Contractor will be bound to change the Guards who are unwanted by the Hospital Administration immediately.
- 19 Guards will work according to time table (12 hours duty) issued by the Authorized Officer / Director JIMS, Jacobabad.
- 20 Basic Human Rights will not be violated by the contractor.
- 21 Contractor shall be bound to provide manpower according to contract on holidays.
- 22 Contractor shall be bound to provide the sanctioned strength of Security Guards at all time even on holiday.
- 23 Contractor will be fully responsible to keep the whole covered area including OR Suite, MNCH, IPD Emergency/Trauma Centre, OPD Compound and open space according to the entire satisfaction of the Hospital Administration.
- 24 In case of any complaint or observation conveyed to the contractor or their Security supervisor by Hospital Authorities the contractor will report the steps taken in order to rectify those observations in writing within stipulated time.
- 25 The Security Company should provide services round the clock including holidays.
- 26 Contractor will not employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
- 27 Contract will be terminated and Security Deposit will be forfeited if this institute found that Company is paid less salary or deducting salary of Security Guards in shape of fine or any other matter.
- 28 Successful company is bound to provide Uniforms, Shoes, Whistle, stick, torch free of cost to his employee/guard during duty hours.

**I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our not fulfilled the Special Conditions of Contract in between my contract period my security deposit shall be forfeited and institute may take action of blacklisting against my company and contract will be liable to be terminated.**

**SIGNATURE OF..... FULL NAME & .....**

**CONTRACTOR WITH ADDRESS.....**

**C.N.I.C NO.....CELL NO ..... LAND LINE NO.....**

**JOB SPECIFIC TERMS/CONDITIONS.****A. SECURITY PERSONNEL.**

1. Provide Security at all time.
2. Maintain harmony under stressful situation.
3. Maintain **Traffic Inflow** during peace and emergency time and arrange to Park the Vehicles as per policy of the Hospital Administration
4. Provide Security to all Staff in Ward and in the Hospital premises.
5. Constantly work on emergency plans and procedure with Hospital Management.
6. Provide 24/7 watch on all Hospital activity.
7. Security Agency will be responsible to provide the Security to the Hospital assets and any other job assigned by the Hospital Administration in this regard.
8. Contractor will ensure availability of complete record of all personnel engaged for security by him with their CNIC. (Retired Army personal will be preferred)
9. Security personnel should be provided with neat and clean uniforms, badges & other accessories related with uniform shoes without charging him.
10. The contractor will be directly responsible for payment of all dues to their personnel.
11. If any Guard misconduct/misbehave or not performing his duties well then contractor will terminate him, deducting of his salary is fully prohibited/not allowed
12. Security Personnel will not claim any medical or financial benefit from the Hospital/Government.
13. All personnel should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
14. Police verification and character certificate of each deployed is a must.

**INSTRUCTIONS FOR DEPLOYMENT OF SECURITY GUARD:**

The Private Security Companies who fulfill the following requirements can participate in tender.

1. Details of Last Refresher training course.
2. The Security personnel should not be beyond the age of 45 years and physically fit.
3. The Security personnel so selected should be proficient in reading and writing preferably a matriculate/intermediate.
4. The personnel sought to be young, literate, trained, polite, courteous, disciplined, physically fit, alert and smartly dressed in Uniform and attend with compliments the distinguished VIPs, staff, patients and attendants.
5. To be entirely responsible for thefts of easily movable items.
6. Not to leave the place of duty under any circumstances until and unless properly relieved i.e signing in handing / taking over register etc.
7. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
8. Police verification and character certificate of each deployed guard is a must.
9. The company should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
10. The company should provide also whistle, torch and stick to the security guard on duty.
11. If it is found that any property of the hospital is lost / damaged due to the negligence or connivance of the security guards, the same shall be made good on the depreciated value of the property damaged / lost from the security company's bill.

12. The company shall furnish the names, addresses and photographs of the security guards posted in the hospital and also when there is any change in security guards.
13. The company shall submit a monthly report of compliance and happenings in the hospital, to the hospital authorities.
14. The company should deploy vigilant guards at entry out/exit point, not to allow Institute moveable assets without permission and new born baby without proper document/discharge slip issued by the authorized person.
15. Retired Army Personnel will be preferred.
16. The Security guards shall timely comply with all directions and instruction of hospital administration. Non-compliance of instructions can lead to termination of agreement without assigning further reason, which shall not be challenged in any court of Law.
17. The company should provide required security equipment to the Guards as needed.
18. The company will have to provide a combination of weapons to the arm guards in good condition.

**I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.**

**SIGNATURE OF THE CONTRACTOR**

**STAMP**

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

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

CNIC No : \_\_\_\_\_ (Copy duly attested must be attached)

Ph. No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address.



**“A”**  
**Technical Offer**  
**(On Firm Letter Head)**

(i)

S. No.	Particular	B.O.Q	Remarks
01	<b>Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commissioned)	02	
02	<b>Security Guards (Armed)</b> Ex Military / Para Military Force with Good Health	12	
03	<b>Security Guards:</b> (Civilian) Good Health and Matriculation Passed (As per Police Standard)	64	
04	<b>Lady Searcher:</b> Good Health and Matriculation Passed	12	
<b>Total =</b>		<b>90</b>	

**Note:**

- i) Security Services to be provided by the Contractor as mentioned in the Terms & Conditions of the Bid Documents in details.
- ii) Security Staff will work under supervision of the Hospital Administration.

(ii)

List of Communication Equipments/Ammunition with valid and renewed arm license, which will be provided for safety of Hospital assets.

S.No.	Description (Equipments)	Arms license renewal/validity	Quantity

**Note:**

The offer will not be considered without signature & Stamp of the contractor.

Signature of  
Contractor / Supplier

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

C.N.I.C No. : \_\_\_\_\_

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

Stamp : \_\_\_\_\_

"B"

**Financial Offer****(On Firm Letter Head)**

S.No.	Particular of Post(s)	B.O.Q	Salary Per Month Inclusive GST/SST	Total Amount of salary 11 Month
01	<b>Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commissioned)	02		
02	<b>Security Guards (Armed)</b> Ex Military / Para Military Force with Good Health	12		
03	<b>Security Guards:</b> (Civilian) Good Health and Matriculation Passed (As per Police Standard)	64		
04	<b>Lady Searcher:</b> Good Health and Matriculation Passed	12		
05	<b>Wireless Base setup</b>	<b>06 set of Wireless</b>		
<b>Total =</b>		<b>90</b>	<b>Grand Total =</b>	

**Note:**

- (i) Contractor will pay minimum wage to security personnel as per Government Policy, if offer lowest then bid offer will not be considered/rejected. If this institute found that successful company will pay lower salary then Government proposed salary than his contract will be terminated and Security performance will be forfeited.
- (ii) Bid Security Pay Order / Demand Draft should be attached (In Original).
- (iii) The Strength of the said staff can be increased / decreased as per SPP Rules 2010 (Amended 2017).
- (iv) The offer will not be considered without signature & Stamp of the contractor.

Signature of  
Contractor / Supplier

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

C.N.I.C No. : \_\_\_\_\_

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

Stamp : \_\_\_\_\_

**SPECIMENS FORMS (RS. 100 STAMP PAPER) (AFTER CONTRACT AWARD ACCEPTANCE)****Integrity Pact****DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: \_\_\_\_\_

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

Contract Value: **Rs.** \_\_\_\_\_Contract Title: **OUTSOURCING OF SECURITY SERVICES**

**M/S** \_\_\_\_\_ is 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, **M/S** \_\_\_\_\_ 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**M/S** \_\_\_\_\_ 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**M/S** \_\_\_\_\_ 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 right 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, **M/S** \_\_\_\_\_ 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 time the sum of any commission, gratification, bribe, finder's fee or kickback given by **M/S** \_\_\_\_\_ 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.

[DIRECTOR JIMS, JACOBABAD]

[ **M/S** \_\_\_\_\_ ]

**(RS.100 STAMP PAPER)**

**CONTRACT FORM**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2015 \_\_\_\_\_ between -----  
 -----, Jacobabad Institute of Medical Sciences (JIMS)" hereafter called "the Purchaser") of the one part and  
 (name of Supplier) of (city and country of Supplier) of the other part.

WHEREAS the Purchaser invited bids for \_\_\_\_\_ at  
 Jacobabad Institute of Medical Sciences (JIMS)" and has accepted a bid by the Supplier for the supply of  
 those goods and services in the sum of (contract price in words and figures) (hereinafter called "the Contract  
 Price").

NOR THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The Bid Form and the Price Schedule submitted by the Bidder.
  - (b) The Schedule of Requirements.
  - (c) The Technical Specifications.
  - (d) The General Conditions of Contract.
  - (e) The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and service and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed as under:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

**CONTRACT AGREEMENT (agreement will be done on the time of contract of award****Director JIMS may change, update or any deletion in conditions**

1. THIS AGREEMENT is made, effective from 1<sup>st</sup> August, 2017, BETWEEN, \_\_\_\_\_, a company incorporated and existing under the laws of Pakistan and having its registered office at \_\_\_\_\_, PTCL/CELL NO \_\_\_\_\_ (Hereinafter called "The Contractor") of ONE PART
2. AND
3. **M/s Director Jacobabad Institute of Medical Science (JIMS)**, JIMS Road Jacobabad, Sindh, Phone No: 0722-690003-4 and Email: [jims.jcd@gmail.com](mailto:jims.jcd@gmail.com), (Hereinafter called "The Client") of The OTHER PART.
4. (Hereinafter called "The Premises") Comprising the **OUTSOURCING OF SECURITY SERVICES** of the JIMS. This agreement shall take effect from the date, in Clause (1) above written and shall continue in force until and unless it is determined in accordance with the provisions hereinafter appearing.
5. The security contractor shall provide the under mentioned personnel / services to M/S **Jacobabad Institute of Medical Sciences (JIMS) Jacobabad** per conditions mentioned in bid document.

**TERMS OF PAYMENT**

6. This agreement will be in force up- \_\_\_\_\_ extendable for one more year with mutual understanding of both parties & may be terminated by Director JIMS upon one month Notice in writing.
7. The security contractor shall be responsible to pay / clear all Government taxes. In this regard the contractor shall submit copy of the same to Accounts Department JIMS on monthly basis.
8. In case payment by second party is delayed by one month or more due to delay in budgetary allotment formalities or due to any other reason, first party shall pay salaries to security guards on 5<sup>th</sup> day of every month of for those periods with a written intimation to second party along with relevant vouchers. Second party shall pay all the dues in lump sum to the first party as soon as fund is available.

**GENERAL CONDITION/WORK DESCRIPTIONS**

9. Director JIMS reserves to right to increase/decrease the posts of guards as and when required. The number of staff required will be informed through letter from Director JIMS office.
10. The security contractor shall at all times to perform his obligations efficiently and professionally according to the verbal or written instructions of Director JIMS/Security Officer.
11. The security contractor shall provide full number of security personnel as per agreement. However the client may increase or decrease the number of guards as per requirement by rendering prior notice on the terms & conditions as agreed upon.
12. The security contractor shall not in any manner be responsible for any losses occurred or caused by or resulting from the conduct (commissions and omissions on the part of the second party M/S **Jacobabad Institute of Medical Sciences (JIMS) Jacobabad** or his employees, or due to natural calamities, disturbances, mob attacks, strikes etc.
13. That in the event of any war, enemy action / hostile , act of GOD or any other circumstances e.g. civil disturbances, mob violence, riots etc. (whether or not of a similar nature to the foregoing) which is beyond the control of the security contractor and causes the cessation of or substantial interference with the performance of the services being provided by the security contractor, the services shall forthwith be suspended or continued as best as possible until such circumstances have ceased. The security contractor will however forthwith notify the second party to that

- effect but shall not be liable to forfeit any payment in respect of such period, during which services were suspended or provided partially.
14. The security personnel be utilized only for the duties on which they are detailed.
  15. That this agreement may be terminated at any time by either party giving to the other not less than one month's prior notice in writing. If immediate termination is desired by either party one month emoluments will be paid in lieu of notice.
  16. Second party shall provide mosquito repellants lotion like "Mospel" or other repellent cream for the guards on night duty.
  17. That upon the termination of this agreement the security contractor shall be permitted to remove all the devices and equipment which may have been placed by him at premises of the second party M/S **Jacobabad Institute of Medical Sciences (JIMS) Jacobabad** from time to time.
  18. Second party will ensure that easily movable items are not stolen, through physical checks of staff and visitors. Second party to instruct the incharge to remain watchful to safeguard the movable items through internal mechanism.
  19. In case of any dispute over any terms of this contract, the matter will be referred for arbitration to a team consisting of one representative each of the M/S **Jacobabad Institute of Medical Sciences** and the security contractor. Their decision will be final and binding on both the parties.
  20. If contract is not renewed before the date of expiry, and the guards continue to perform duties, the contract will be deemed to be valid till the contract is either renewed or one month's notice is given to terminate the same.
  21. In case of any injury or loss of life to Security Guard(s) during performance of the duty, second party will not be held responsible.
  22. The second party will be responsible to handover the guard to law enforcement agencies, or to lodge complaint if any loss/theft happens due to negligence of concerned security guard and proved through inquiry and he/she will not be liable to continue service at JIMS.
  23. Second party will provide administrative support including covered guard post or appropriate shelter, drinking water, fan and toilet facility to the security guards.
  24. The security guard will pay proper respect to the management, workers and the guests, patients/visitors of JIMS, and ensure compliance of instructions by the contracting authority. The guards will follow the orders of person deputed by JIMS for coordinating security arrangements including control of visitors.
  25. First party will arrange firing practice for guards on quarterly basis and to check the weapons on monthly basis.
  26. Guards shall not be gather in group or crowd.
  27. First party shall hold a monthly meeting with second party on last Tuesday of every month (next day if Tuesday is a holiday) to discuss short comings and improvements required in enhancing security measures etc.
  28. First party will have to get Police & Pakistan law enforcement Agencies verification of each guard employed by them within thirty days of their employment. A copy of the verification to be submitted to the second party within one month.
  29. The second party will inform immediately about any unusual incident or occurrence for further necessary action to be taken by second party.
  30. The first party will be responsible to provide necessary licensed arms and ammunition, uniform, name tag, medical, insurance, social security, transportation mobilization/demobilization charges, housing, messing phone charges, and other facilities to security guards and relievers.
  31. The Contractor will provide Uniform and Shoes free of cost to the Security Guards
  32. We M/s \_\_\_\_\_ is conformed that we will not deduct salary of his employee in shape of fine/punishment or any other matter if he want to deduct then he deduct his salary at Source from Accounts Department JIMS, Jacobabad if fail Director JIMS has right to forfeited my Security Deposit and Terminate my Contract.
  33. Security Guards shall be responsible to physically check vehicles and pedestrians by using metal detectors and mirrors.
  34. Security duty and deployment of guards shall be at the discretion of second party.

- 35. The security personnel should not be beyond the age of 45 years and physically fit.
- 36. The security personnel so selected should be proficient in reading and writing preferably a matriculate/intermediate.
- 37. Second party shall have the right to ask the security company to remove any person considered incompetent or found unsuitable or for any other reason and the person so removed shall not be deputed again without the consent of second party.
- 38. Security personnel will not leave place of their duty under any circumstances until and unless properly relieved i.e. signing in handing / taking over register etc.
- 39. The first party will arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
- 40. The company will arrange whistle, torch and stick to the security guard on duty.
- 41. If it is found that any property of the hospital is lost / damaged due to the negligence or connivance of the security guard, the same shall be made good on the depreciated value of the property damaged / lost from the security company's bill.
- 42. The company shall furnish the names, addresses and photographs of the security guards posted in the institute and also when there is any change in security guards.
- 43. The company shall submit a monthly report of compliance and happenings in the hospital, to the hospital authorities.
- 44. The Security guards shall timely comply with all directions and instruction of hospital administration. Non-compliance of instructions can lead to termination of agreement without assigning any reason, which shall not be challenged in any court of Law.
- 45. The company should provide required security equipment to the Guards as needed.
- 46. The company will have to provide a combination of weapons to the arm guards in good condition.
- 47. We M/s\_\_\_\_\_ assure that we will provide Full salary to our Security Guards without deduction of tax or any other amount.

We M/s\_\_\_\_\_ also confirm/abide about all the terms and conditions mentioned in tender document and Contract Agreement, if fails the Director JIMS has right to terminate our contract and security forfeited the security deposit.

**In witness whereof the parties of the contract have there under set their hands this day and month to that written above.**

**1. EXECUTIVE DIRECTOR**

**2. DIRECTOR**

**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS), JACOBABAD**

WITNESS 1 \_\_\_\_\_

WITNESS 1 \_\_\_\_\_.

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_.

WITNESS 2 \_\_\_\_\_

WITNESS 2 \_\_\_\_\_.

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_.