

MINUTES OF PRE-BID MEETING IN CONNECTION WITH TENDER FOR HIRING THE SECURITY SERVICES AND TRAINED FIRE FIGHTER SECURITY GUARDS

1. A pre-Bid meeting was held at 1100 hrs in the Office of GM (REBD), on 30-08-2023 with the intended bidders for the Tender for "Hiring the Security Services and Trained Fire Fighter Security Guards". The said tender was published on 21st August 2023 and is scheduled to be opened on 08th September 2023. The meeting was attended by the following:-

Sr.	TCP Side	Security Companies
1	Syed Radain Shah, General Manager (REBD) (In chair)	Major (R) Syed Farzoq Mahmood M/s. Safety and Security Services Private Limited
2	Raja Muhammad Mahmood, Manager (REOD)	M. Ajmal Mughal M/s. Security and Protection System
3	Mr. Muhammad Adnan Khan, DM (REOD)	Mr. Zeeshan Ahmed M/s. GB Security
4	Mr. Muhammad Basharat, (REBD)	M. Muhammad Ismail M/s. Pacific Security
5		Mr. Shackil Salahuddin M/s. Zim Security.

2. At the outset, the Chair informed the participants to ensure payment of minimum wages to the Security Guards / Personnel as per prevailing rules and regulations of the Government (provincial / federal /ICT). The representatives of Security companies have unanimously acknowledged and commended the TCP's concern. However, they raised question on the minimum wages to be paid in the Sindh Province, which has not yet been notified though it was announced by the Provincial Government. It was clarified by the Chair that only notified wages by the respective governments (Federal/ Provincial/ICT) may be considered by the Security Companies while submitting their bids.

3. The representative of M/s. Safety and Security Services Private Limited have raised following queries which replies are mentioned against each:-

- a. **Shift Timings.** As per labour law, the duty timings are 08 hours each shift, whereas, as per clause 2.6 of the tender document each shift would be for 12 hours for day/night contravention of the Labour Law.

TCP response

TCP's requirement of security guards is round the clock (24 hrs) seven days a week, which shall remain the same as per tender clause 2.6.

- b. **Age Bracket** As per clause 3.2.2 (Placement of Guards and Allied Services), the age bracket restricted to 25-50 years. It is informed that Ex-Servicemen are not available within this age bracket therefore, the age limit Ex-Servicemen be relaxed to 55 years maximum. It is also suggested that the age bracket i.e. 20 to 55 years may also be relaxed for the Civil Security Guards (Clause 3.2.3).

TCP's response.

Shall remain the same as per terms and conditions.

- c. **Clause 3.3.1 Day Shift** Strength of total Guards mentioned at Qasim Rice Godown, Pipri and Landhi Godowns is incorrect, Please reconcile.

TCP response.

Due to a typo the said error was occurred. The corrected table is as under :-

LOCATION	SUPERVISOR	ARMED GUARDS	UN ARMED GUARDS	TOTAL
Qasim Rice Godowns, Pipri	01	18	03	22
Korangi Cotton Godowns	01	07	03	11
Landhi Godowns	01	05	01	07
TCP Head Office	-	01	-	01
TCP House	-	01	-	01
TCP land near Ghaghar Phatak (Railway Marshal Yard, Pipri)	-	04	-	04
S.R.O. Multan	-	01	-	01
R.O. Islamabad	-	01	-	01
Total:	03	38	07	48

- d. **Clause 3.3.1** Day Shift. At TCP Land near Ghaghar, no Supervisor is mentioned. Suggested that 01 x Supervisor for day and 01 x Supervisor for night would be required.

TCP's response

The requirement of TCP as per tender shall remain the same

- e. **Reserve Guards.** As per Clause 3.12 and 5.2 the Security Company will ensure the availability of adequate reserve Guards @ 20% of TCP's required strength. Please clarify the strength for reserve Guards at each location. It is mentioned that keeping reserve strength would also cost in terms of salaries including all the taxes/duties levied by the Govt, uniform etc. therefore the cost would be included in the Financial Bid. Please clarify.

TCP's response

The Security Company is required to have a 20% reserve guards so that they may provide the same in case of absence of their already provided guard on TCP's properties to fill the gap. This is a standard practice being following by the Security companies. Hence no change in the Tender Terms.

- f. **Clause 3.16**

- i. **Clause 3.16.A** The Security Company is responsible to provide 01 Four wheel vehicle alongwith patrol ceiling at QRG (Pipri/Ghaghar Phatak) for patrolling and other Security Purposes. **Please clarify petrol ceiling at QRG.** It is mentioned that 02 x drivers are required (day/night shift) for the vehicle are not included in the bidding document.

TCP response.

QRG stands for Qasim Rice Godowns.

One Round of the premises every 04 hours.

Besides, the Security Company shall be required to meet the emergent requirements of any situation at the respective place. This has to be managed by them internally including arrangement for patrol / fuel as well as Driver.

- ii. Clause 3.16.b. 2 X motorcycles alongwith petrol ceiling at QRG (PIPRI) will be provided but daily consumption of fuel /daily trips and distance of patrolling has not mentioned, Please clarify.

TCP response.

As stated above in f(i)

- iii. Clause 3.16.B Please clarify petrol ceiling at QRG for Motorcycle.

TCP response.

As stated above in f(i)

- g. Walkie Talkies. As per clause 3.19, total number of walkie Talkies required at each location not mentioned. In this regard clause 2.8 & 2.9 are note- worthy for clarification

TCP response.

The Security Company is required to provide the fool proof security to TCP, for which all tools or equipments, which can be utilized, are the responsibility of the Security Company to arrange. Hence, the Security Company shall be required to provide sufficient Walky Talkies as deemed appropriate by them.

- h. As per clause 4.2, the Security Company shall be responsible to ensure safety and security TCP's assets both movable and immovable including cargo stored in warehouse. As per our round survey, all warehouses have been rented out to different companies. Is the Security Company responsible for the security of rented companies' goods also? Please clarify.

TCP response.

No

- i. Clause 4.4 (read with clause 4.2). Needs further elaboration as the ware-houses have been rented out to the other companies i.e. third party involvement. Is Security Company responsible for the third party also for the transaction &/or incident of theft, removal goods and damage to the property. Please Clarify.

TCP response.

TCP's hired Security company shall be liable to take appropriate steps towards the entire safety of the Properties and Goods of TCP. Removal of goods of third party from the premises is required to be checked and allowed as per set procedure i.e. necessary verification and Authorized Gate Passes.

- j. Fire-fighting equipment would be provided by the TCP or rented out companies since Fire Fighting Trained Security Guards would be required to undergo the training on the specified equipment provided.

TCP's Response

The fire fighting Security Guards must have the training on the following equipments, which shall be provided by the TCP:-

Sr. #	DCP(TROLLEY) (50kg New Fire Extinguishers)
1	WATER BASED (10ltr New Fire Extinguishers)
2	WATER BASED (TROLLEY) (50 ltr New Fire Extinguisher)
3	One Co2 type Fire extinguisher having capacity 3kg and One DCP type having capacity 4kg
4	First Aid Box
5	Fire Suit Fire men suits with helmet
6	Fire Blanket
7	Fire Hose reel (Length 100 Fit)
8	Fire Hose reel (Length 50 Fit)

- k. **Clause 5.15.** TCP shall make the payment to the Security Company on monthly basis after receipt of bill in detail along-with biometric attendance sheet. Who would be responsible for installation of biometric system and operation at all locations? Please clarify.

TCP's Response

The Security company shall be responsible for installation, maintenance, provision of attendance on biometric system to TCP at all locations.

- l. **Clause 5.24** (page 8): Any taxes /duties already in place or levied by the government during the contract under this tender will be on account of successful bidder /contractor and no claim shall be entertained by the TCP. This clause seems in contravention to government policies. This clause should be replaced with words: "if the government increases the minimum wages/taxes the same will be proportionately enhanced in the clientage"

TCP response.

All the intended bidders / Security Companies are required to quote their bids keeping in view the present market situation as well as other relevant factors. TCP, however, cannot accept the suggestion of the bidder and the clause shall remain unchanged.

These Minutes of pre-bid meeting has the approval of the competent authority.