



TECHNICAL BIDDING DOCUMENT FOR HIRING OF SECURITY GUARDS National Competitive Bidding

Procedure Single Stage-Two Envelop



VOCATIONAL TRAINING INSTITUTE KHAN PUR

Government of the Punjab

TENDER NOTICE FOR HIRING OF SECURITY GUARD SERVICES

Vocational Training Institute Khan Pur invites bids from reputable security companies duly registered with **Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (EPADS) of PPRA** for deployment of security personnel at VTI Khan Pur and initially agreement may be for a period of one year, further extendable up to 03 years on satisfactory performance. The security companies must be on Active Taxpayers List of FBR and fulfills the eligibility criteria/terms and conditions as per tender document.

Sr. No.	Description	Estimated Amount	Bid Security @ 2%
01	02 Security Guards for Vocational Training Institute Khan Pur	Rs.1,632,000	Rs.32,640

2. Interested and eligible security companies / firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Punjab Procurement Regulatory Authority (PPRA), Punjab, and **single stage Two envelop procedure** under the PPRA Rules, 2014. Bidding documents containing detail terms and conditions, can be downloaded from <http://eprocure.gov.pk> and Vocational Training Institute Khan Pur website www.pvtc.gop.pk free of cost. Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids is **NOT** allowed.

3. **The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by 22-12-2025 at 11:00 AM. Bids will be opened on the same day at 11:30 AM.**

Member/Secretary Procurement Committee
VOCATIONAL TRAINING INSTITUTE KHAN PUR
House No.505 Model Town B, Main Qaid e Millat Road Khan Pur Ph. 068-5573447
Email vtikhanpur@pvtc.gop.pk



VOCATIONAL TRAINING INSTITUTE KHAN PUR

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TENDER DOCUMENT / TERMS & CONDITIONS FOR HIRING OF SECURITY GUARD SERVICES

1. INTRODUCTION

Vocational Training Institute Khan Pur is working under Punjab Vocational Training Council for poverty elevation by imparting employable skills to deserving trainees.

2. INVITATION FOR BIDS

The Vocational Training Institute Khan Pur invites bids from renowned Security Service Providers duly registered with Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (EPADS) for the provision of security services, including placement of Security guard at Vocational Training Institute Khan Pur and for a period of one year, further extendable for another 02 years on satisfactory performance with mutual consultation.

3. DEFINITIONS

3.1. Armed Guard means, a person in proper uniform having experience, who is on the payroll of Security Company or on contract and trained to provide the Security Services and equipped with useful arm & ammunition like Pistol 9 mm and Repeater, along with valid license and other essentially required for effective monitoring & communication which is required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel.

3.2. Place of Posting: Vocational Training Institute, House No.505 Model Town B Main Qaid e Millat Road, Khan Pur.

3.3. Backup Support means the logistic and communication support available with the Company to provide assistance to the security guards, when required, for ensuring security of the premises.

3.4. Any other terms used in this tender shall be treated as its original and understandable meaning in respect of provision of Security Services smoothly.

3.5. Lethargic, inefficient, over and below age guards will not be accepted.

4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards shall be provided as per wages notification of Govt. of the Punjab at the concerned premises. For this purpose, duty rosters of the guards must be provided to the Vocational Training Institute Khan Pur. VTI reserves the right to check the performance of the security guard and if the security guard performance is not well the company will be bound to replace the security guard.

4.2 The Security Company / Firm is responsible to provide the Armed Guards as per following minimum requirement/ standards: -

4.2.1. SECURITY GUARD

Age Range: 25-55 years. **Education:** Minimum Primary

Education: Minimum Primary **Experience:** Ex Guard, Serving in field intelligence or Military Police or Armed



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Force or civilian.

Discipline: No major disciplinary entry in the record of service.

Health: Sound Health

Height: At least 5 ft 2 inch

Character: Verified by the Local Police/ Special Branch.

4.2.2. DRESS CODE

Minimum two (02) pairs of uniforms and shoes per years must be provided by the Security Company to each individual.

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (having proper uniform) Or Unique uniform as per company policy

Summer:

T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (having proper uniform) or unique uniform as per company policy

4.2.3. Security Company / Firm shall provide to the employer all the details of Guards along with his past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.

4.2.4. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 25-55 years, however the age may be relaxed keeping in view the vast experience and sound health condition of the security personal (s).

4.2.5. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Principal Vocational Training Institute Khan Pur.

4.2.6. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.

4.2.7. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least five-year experience of any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard.

4.2.8. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the Vocational Training Institute Khan Pur for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

4.2.9. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.



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4.2.10. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places: -

- 4.2.10.1.1 Every Guard should have torch, and scanner.
- 4.2.10.1.2 The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.
- 4.2.10.1.3 The Company / Firm shall provide other security gadgets as per requirement.

5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/assets/visitors at site. A separate permanent register, indicating entry and exit of vehicles visitors/assets be maintained.

5.2. The Security Company shall be responsible to ensure the safety and security of the Vocational Training Institute Khan Pur assets (moveable and immovable) including official vehicles parked in premises.

5.3. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

5.4. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the Vocational Training Institute Khan Pur thereon on daily basis. A copy of the attendance sheet, duly verified by the Admin & Accounts officer, shall accompany the monthly bill. Every Security Guard reached their duty 15 minutes prior and they are bond to replacethe Security Guard.

6. GENERAL CONDITIONS

6.1. Number of security guards can be increased on the same offered rates, for which written request will be made to the Security Agency from VTI Khan Pur.

6.2. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -

- 6.2.1.** Attested photocopy of NADRA Computerized Card.
- 6.2.2.** Original Service Card issued by the Security Company.
- 6.2.3.** Photocopy of license/ certificate of weapon held by the guard.
- 6.2.4.** Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.

6.3. The Agreement contract will be for a period of One (01) year with effect from **January 01, 2026 to December 31, 2026** which may be extended for further two (02) years. Agreement/contract will be reviewed for the each completed year, if performance of the service provider not found satisfactory, agreement/contract will be cancelled by the competent authority (President DBOM VTIs Rahim Yar Khan) No escalation in rate will be given during extended contract period. However, if Punjab Government revises the minimum wages (Base Line Cost), revision in quoted rates will be revise accordingly on the written request of service provider to the competent authority (President DBOM VTIs Rahim Yar Khan)

6.4. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.



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- 6.5.** Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal there of any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal /Provincial Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.
- 6.6.** The Vocational Training Institute Khan Pur will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 6.7.** The Security Company / Firm will keep the Vocational Training Institute Khan Pur free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.
- 6.8.** Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The Vocational Training Institute Khan Pur shall in no way be responsible for any compensation in this connection.
- 6.9.** Two-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 6.10.** The VTI Khan Pur shall make the payment to the Security Company on Monthly basis after submission of bill in detail with attendance sheet with name duly verified by Security In charge.
- 6.11.** The payment of Security Company shall be released monthly basis after the completion of all codal formalities as herein prescribed.
- 6.12.** In case of any dispute or difference arising between the parties concerning the interpretation or effect of any clause of this Agreement, the matter shall be referred to the Grievance Committee of formed against the tender under PPRA Clause 67 & 68
- 6.13.** The Company shall be responsible to complete all documentation, if notified from time to time.
- 6.14.** The Security Company may possess minimum experience to provide Security Services including placement of Guards with at least three Departments or Multinational or Listed Companies with minimum placement of 20 Guards round the clock.
- 6.15.** Affidavit to the effect that the contractor has not been blacklisted by PVTC or VTI.
- 6.16.** The Security Company will ensure that they have enough financial capacity to pay at least three- month salary timely to the deputed Security Guards and Security Company should submit such undertakingsigned by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/- (**copy enclosed**).
- 6.17.** Registered with Tax authorities, EOBI, Social Security, Life Insurance & SECP, NOC from Ministry Of Interior, valid license holder firms/companies from Home Department and having at least five (05) years relevant experience in security services are only eligible to participate in the tender

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL



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7.1. The Security Company shall commence security services at site immediately after issuance of letter of award as per following deployment of security guards and security equipment:

Location	Security Guards
VTI Khan Pur (Main) House No.505 Model Town B, Main Qaid e Millat Road Khan Pur, for 08 hours duty	02

8. PENALTY

8.1. In case of non-placement of required number of Guards, the Vocational Training Institute Khan Pur has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.

8.2. In case of any damage/loss to the Vocational Training Institute Khan Pur considered by the management of the Vocational Training Institute Khan Pur to take appropriate measures. The decision of the Vocational Training Institute Khan Pur in this regard would be binding on the Security Company.

8.3. The Vocational Training Institute Khan Pur can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the Vocational Training Institute Khan Pur as determined by the above Committee.

8.5. In case of absence of duty/lapse any guard from his place of duty more than three shifts in a month, the Vocational Training Institute Khan Pur reserves the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.

8.6. In case of placement of un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the Vocational Training Institute Khan Pur reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts in whole month, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

9. PAYMENT

9.1. 100% payment will be made after completion of each Month.

9.2. The Security Company is required to submit the following documents along with bill: -

9.2.1. Invoice with covering letter, both duly signed and stamped by authorized officer

9.2.2. Attendance sheet of the Guards daily and monthly duly verified by Sr. Admin & Accounts Officer, Vocational Training Institute Khan Pur.

9.3. Copy of any/all correspondence made with the Vocational Training Institute Khan Pur or any other agency/ person/ organization during that month regarding this contract.

9.3.1. Any other details/documents, if required by the Vocational Training Institute Khan Pur



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9.3.2. Evidence / support of all claims in bills.

9.3.3. List of deputed guards along with their cell numbers/ CNIC number and present address.

9.4. Payment shall be made through crossed cheque, approx. within 10 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due for the said month may also be accordingly delayed. The Vocational Training Institute Khan Pur requires at least 10 days for processing of payment.

9.5. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Grievance Committee constituted under PPRA Clause 67 & 68

10.2. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the principal Vocational Training Institute Khan Pur, in respect thereto, to register an FIR with the concerned police station, if so required. The Security Company shall also be liable to indemnify/compensate the Vocational Training Institute Khan Pur Redressal Committee of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees, per month basis as per Bid Form (**Annexure-I**).

12. PRE-QUALIFICATION CRITERIA FOR BIDDERS

12.1. The Firms/ companies scoring minimum 50 Marks along with fulfillment of Mandatory Provisions will be considered to be financially evaluated (**Annexure-II**). However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer may not be considered.

12.2. Incomplete/ conditional bids shall be rejected.

13. VALIDITY OF BIDS

13.1. The bids shall remain valid for a period up to June 30, 2026 from the date of contract if Govt. increases the minimum wage rate then offer rates will be revised as per new minimum wages scale announced by Govt. of Punjab to contract period.

14. BID SECURITY / PERFORMANCE GUARANTEE

14.1. Bid shall be accompanied by original Bid Security of **Rs.32, 640/-** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Principal Vocational Training Institute Khan Pur. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of **performance security @ 5%** of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft up to the end of contract period.

14.2. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA



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Rules.

14.3. Bids security of the Successful Bidder(s), will be released after submission of 10% performance guarantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.

14.4. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

15. SUBMISSION OF BIDS:

15.1. Interested Security Company may submit their bids on E-Pak Acquisition and Disposal System (**EPADS**) & (**PPRA**), Punjab. Bids will be opened in the office of Principal Vocational Training Institute Khan Pur after deadline of submission of bids in the presences of bidders or their representatives who may wish to be present. After evaluation and approval, the contract will be awarded to the responsive bidders.

15.2. Bids shall be accompanied with the following document.

15.2.1 List of all Directors along with the CNIC Number

15.2.2 Copy of Organogram.

15.2.3 Copy of NTN Certificate.

15.2.4 Copy of Certificate from relevant authorities where the services provided.

15.2.5 Copy of GST Certificate.

15.2.6 Annual Income Tax Returns and receipt for the last 1 year.

15.2.7 Bank Account(s) Information and statement for the last 1 year.

15.2.8 The Vocational Training Institute Khan Pur reserves the right to demand/call any other information for the sake of documents/ information.

15.2.9 Bid Security amounting to Rs. **32, 640/-** must be uploaded on the EPADS along with the bid and the original bid Security will be submitted at the time of the opening of the bids.

15.2.10 Copy of valid Licenses of Security Company from Concerned Home Departments /Ministry of Interior.

15.2.11 Experience with proven track record in the market as a security service provider (Attach Photos of Evidence).

15.2.12 Experience with Government, Semi Government Organizations, Multinational Firms or local department (Attach Photo of Evidence), if applicable.

15.2.13 Details along with office addresses in the site locations.

15.2.14 An undertaking on stamp paper that the company or its employees never involved in any litigation with PVTC/VTI and the company has never been blacklisted by any Government organization.

15.3. Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.

15.4. Deadline for submission of the bids: 22th December 2025 at 11.00 AM



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15.5. Bids Open Date:

22th December 2025 at 11:30 AM

15.6. Venue :

Vocational Training Institute Khan Pur

House No.505 Model Town B, Main Qaid e Millat Road Khan
Pur Tehsil Khan Pur District Rahim Yar Khan 068-5573447

15.7. Bidders are requested to offer the services and quote the rates for Vocational Training Institute Khan Pur as required by the Vocational Training Institute Khan Pur.

16. TECHNICAL ELIGIBILITY CRITERIA

16.1. The Security Company / Firm shall attach the documentary evidence of below mentioned failing which shall disqualify the firm. The firm must be:

16.1.1. Holding the valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.

16.1.2. Holding the valid NTN Certificate.

16.1.3. Holding the valid GST registration.

16.1.4. Experience of at least 03 years as Security Service Provider with Government / Semi-Government / Private Organization / Multinational Firms / Firms.

16.1.5. Registered with EOIB

16.1.6. Registered with Social Security

16.1.7. Active Life Insurance policy holders for the security guards

16.1.8. Bank Statement of the firm showing at least 5 Million Annually

17. INELIGIBILITY

17.1. If the Security Company / Firm is declared as Blacklisted by PVTC/ VTI through PPRA rules/ procedure

17.2. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.

17.3. Non-submission of prescribed Bid Security.

18. DOCUMENTS CONSTITUTING CONTRACT

18.1. The Security Company / Firm shall sign a contract agreement with the Vocational Training Institute Khan Pur, within one week from acceptance of the bid by the Vocational Training Institute Khan Pur.

18.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

19. CANCELLATION OF CONTRACT

19.1. The Contract may be terminated earlier at any time by the Vocational Training Institute Khan Pur for breach of any provision(s) of the agreement by the Security Company.

19.2. This agreement may be terminated by either party by giving to the other side Two months' prior



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notice in writing. Discontinuation of service without notice would amount to misconduct and the Vocational Training Institute Khan Pur reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.

19.3. Upon the termination of this agreement the Security Company /Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the Vocational Training Institute Khan Pur.

19.4. In case of any serious violation made by the Security Company / Firm, the Vocational Training Institute Khan Pur can terminate the agreement without giving Two-month notice.



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Annexure-I

FINANCIAL BID FORM

1. Offered Rates:

Description	Cost (PKR)
Minimum Punjab Government Base Line Wages For 26 Days is Rs. 40,000/- And For 30 Days Of 08 Hours (40,000+ 6,154) = 46,154	46,154
EOBI Monthly Contribution (5% of 40,000) Per Security Guard	2000
Social Security Monthly Contribution (6% of 40,000) Per Security Guard	2400
Monthly Group Life Insurance	
Monthly Administrative Cost	
PRA @ 16%	
Total Service Charges for 01 Security Guard Per Month For 08 Hours Inclusive Of All Taxes	
Total Service Charges for 02 Security Guards Per Month For 08 Hours Inclusive Of All Taxes	

Note: Firms shall be rejected whom quoted monthly per security guard service rate found less than approved minimum base line wages of **Rs.40, 000/-** per security guard per month according to Labor & HR Department, Government of Punjab.

Name of Firm:

Signature_____

Postal Address_____

Name _____

Designation_____

Tele No._____Fax No._____

Cell # _____

NTN_____

Stamp _____

GST No._____

E-mail _____



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Annexure-II

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to Vocational Training Institute Khan Pur (Government of Punjab) that our Security Company_____is financially sound to pay the salaries of deputed security guards and other related expenses for three months, if payment is delayed by the Vocational Training Institute Khan Pur due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____