



BIDDING DOCUMENT
FOR
HIRING OF SECURITY GUARDS
National Competitive Bidding
Procedure
Single Stage-Two Envelop

Sign & Stamp of bidder



TENDER NOTICE FOR HIRING OF SECURITY GUARD SERVICES

1. Vocational Training Institute Wazirabad 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 Wazirabad (Hostel Building Govt.MZA Khan Degree College Wazirabad) & SVTI Ladhewala (Karam Elahi Center Ladhewala Cheema Ali Pur Chatha Wazirabad) for a period of one year, further extendable on satisfactory performance as per rule. The security companies must be on Active Taxpayers List of FBR and fulfills the eligibility criteria/terms and conditions as per tender document.
2. Interested and eligible security companies / firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad, Single stage Two envelop procedure under the PPRA Rules, 2004. Bidding documents containing detail terms and conditions, can be download from <https://eproc.punjab.gov.pk/> and Vocational Training Institute Wazirabad website www.pvtc.gop.pk free of cost. Bids should be submitted electronically only through EPADS. Manual submission of bids is NOT allowed. For electronic bid submission, bidder(s) are requested to register at www.punjab.eprocure.gov.pk. For any difficulty/queries regarding registration on EPADS please contact at 051-111-137-237.
3. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by 03-12-2025 at 10:00 hrs. Bids will be opened on the same day at 10:30 hrs.

Sr. #	Description	Estimated Cost	Bids Opening Date & Time
01	Security Guard Services (Armed Security Guard)	Rs. 1,728,000/-	December 04, 2025 at 10:30 AM

Fix Bid Security Amount at the Rate Of 2 % of Estimated Price/Cost for One (01) Year in PKR 34,560/-

Principal
Vocational Training Institute
Hostel Building Govt. MZA Khan Wazirabad
District Wazirabad, Ph:055-6607820

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

1. INTRODUCTION

Vocational Training Institute Wazirabad has been working under Punjab Vocational Training Council since 2004 and playing a pivotal for poverty alleviation by imparting employable vocational skills to the needy and deserving youth in the area.

2. INVITATION FORBIDS

The Vocational Training Institute Wazirabad 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 guards at the Vocational Training Institute Wazirabad for a period of one year, further extendable for another period on satisfactory performance.

3. DEFINITIONS

3.1. **Armed Guard** means, a person in proper uniform having experience, who is on the pay roll of Security Company and trained to provide the Security Services and equipped with useful Fire Arm & ammunition like Pistol/Repeater, along with valid license and other essentially required support 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) for necessary communication.

3.2. Place of Posting.

Vocational Training Institute Wazirabad situated in **Hostel Building Govt.MZA Khan Degree College Wazirabad** SVTI Ladhewala is situated at Karam Elahi Center Ladhewala Cheema Ali Pur Chatha Wazirabad.

Shift: The Security Guards for night & day Shifts are required at VTI Wazirabad and security Guard for night for SVTI Ladhewala.

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. The security company is bound to provide alternative guard within one hour when required, lethargic, inefficient, over and below age guards will not be accepted.

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.

4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1. Security Guards shall be provided for 8 hours per day and 26 days per month at the concerned premises. For this purpose duty rosters of the guards must be provided to the Vocational Training Institute Wazirabad Principal as well as Admin & Accounts Officer, Vocational Training Institute Wazirabad reserves the right to check the performance of the security guards and if the security guard performance is not well the company will be bound to replace the security guard.

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

4.1.1 SECURITY GUARD

Age: Range 30-55 years.

Education: Minimum Primary

Experience: Serving in field intelligence or Military Police or Armed Force or civilian.

Discipline: No major disciplinary entry in the record

Retirement: Normal

Health: Sound Health

Character: Verified by the Local Police/Special Branch.

4.1.1. DRESS CODE

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

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes, (having proper uniform) -

Summer:

T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (having proper uniform)

4.1.2. Security Company / Firm shall provide to the employer all the details along with past experience, copy of CNIC, copy of clearance certificate from Security Company/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.

4.1.3. 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 30-55 years.

4.1.4. 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.

4.1.5. 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 security service with any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard at all time.

4.1.6. Guards shall be on the payroll of Security Company, preferably on the permanent slot, otherwise, In-case of contractual employment, minimum period should be not less than six

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months.

4.1.7. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be in variably submitted to the Vocational Training Institute Wazirabad for record.

Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

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

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

4.2.9.1. Every Guard should have torch, and scanner.

4.1.9.2. 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.

4.1.9.3. The Company / Firm must provide urgently Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand.

4.1.9.4. The Company / Firm shall provide other security gadgets as per requirement.

4.1.9.5. The Company / Firm shall have the arrangement to provide food, own guard residence, pick & drop services on their official company vehicle.

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 Wazirabad and SVTI Ladhewala assets (moveable and immovable) including official vehicles parked in premises.

5.3. Weapons shall be in working condition at all the time. 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 Wazirabad on daily basis. A copy of the attendance sheet, duly verified by the Admin & Accounts officer, shall accompany the monthly bill. Every Security Guard must reach on duty 15 minutes' prior and is bound to replace the already on duty Security Guard.

6. GENERAL CONDITIONS

6.1. The Vocational Training Institute Wazirabad at its discretion can increase / decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant in-charge in case of emergencies. The verbal intimation

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would be duly followed by written request mentioning therein the circumstances / reasons on next day.

6.2. In case of absence of any Security Guard, the Security Company shall be liable to provide the alternate at site without any delay otherwise the Vocational Training Institute Wazirabad reserves the right to impose the penalty as per agreement/ tender document.

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

6.3.1. Attested photocopy of NADRA Computerized Card.

6.3.2. Original Service Card issued by the Security Company.

6.3.3. Photocopy of license/certificate of weapon held by the guard.

6.3.4. Copy of Certified discharge work is sued by Ex-Armed Forces or training certificate for civilian guards.

6.4. The agreement would effect from the date of signing and shall continue in force for a period one year from the date of opening of bids unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the Vocational Training Institute Wazirabad for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance. The order may be repeat as per PPRA clause 59(c) (iv).

6.5. 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 other wise and all the expenditure for providing allied services.

6.6. 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 thereof 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.

6.7. The Vocational Training Institute Wazirabad 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.

6.8. The Security Company / Firm will keep the Vocational Training Institute Wazirabad 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.

6.9. 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 Wazirabad shall in no way be responsible for any compensation in this connection.

6.10. Two-month prior notice in writing shall be served by either party for termination of

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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.

6.11. The Vocational Training Institute Wazirabad shall make the payment to the Security Company on Monthly basis after submission of bill/Invoice in detail with attendance sheet with name duly verified by Security In-charge.

6.12. The payment of Security Company shall be released on monthly basis after the completion of all cod al formalities as herein prescribed.

6.13. 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 Vocational Training Institute Wazirabad. This Re-dressal committee, consisting of three members, will be entrusted with seeking out and resolving the issue. The decision rendered by the Grievance Committee shall be final and binding upon both parties.

6.14. The Security Company shall be responsible to complete all documentation, if notified from time to time.

6.15. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with minimum placement of 20 Ex-Army Guards, Armed Guards and Un Armed Guards round the clock.

6.16. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with Vocational Training Institute Wazirabad/ SVTI Ladhewala. Affidavit to the effect that the contractor has not been black listed by any Government Department/Autonomous Body/Corporation etc.

6.17. 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 undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/- (copy enclosed).

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL

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:

<u>NIGHT&DAYSHIFT</u>	
Location	Security Guards
<i>VOCATIONALTRAININGINSTITUTEWAZIRABAD AND SVTI LADHEWALA</i>	03
GRANDTOTAL	03
Procurement agency/VTI Wazirabad have authorize to Increase or decrease the quantity of Security Guards as per requirements	

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8. PENALTY

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

8.2. In case of any damage/loss to the Vocational Training Institute Wazirabad, the Management will consider taking appropriate measures. The decision of the Vocational Training Institute Wazirabad in this regard would be binding on the Security Company.

8.3. Besides penalty, the Vocational Training Institute Wazirabad can take any appropriate action, which may include the Suspension/Black listing 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 Wazirabad as determined by the Committee.

8.5. In case of absence from duty/lapse of any guard from his place of duty for more than three shifts in a month, the Vocational Training Institute Wazirabad 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 Wazirabad reserves 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, 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/invoice

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 Vocational Training Institute Wazirabad

9.3. Copy of any/all correspondence made with the Vocational Training Institute Wazirabad 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 Wazirabad.

9.3.2. Evidence/support of all claims in bills.

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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 15 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 Wazirabad requires at least 15 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 of Vocational Training Institute Wazirabad and its decision shall be final and binding on both the parties.

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 Wazirabad, 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 Wazirabad 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 60 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 of one year from the date of opening of bids.

13.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

14. BID SECURITY/ PERFORMANCE GUARANTEE

14.1. **Bid Security of Rs. 34,560/- (original)** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Principal Vocational Training Institute Wazirabad. The bid

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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.

14.2. The bank guarantee must be valid for at least 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.

14.3. 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 Rules.

14.4. Bids security of the Successful Bidder(s), will be released after submission of 5% 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.

14.5. 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) of Punjab Procurement Regulatory Authority (PPRA). Bids will be downloaded & opened in the office of Principal Vocational Training Institute Wazirabad after deadline of submission of bids in the presence of bidders or their representatives whom they 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 all 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 Wazirabad reserves the right to demand/call any other information for the sake of documents/ information.

15.2.9. Bid Security amounting to Rs. 34,560/- must be uploaded on the

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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. Minimum Five (05) year' 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 and Foreign Missions (Attach Photo of Evidence), if applicable.

15.2.13. Details along with office addresses in the site locations

15.2.14. An under taking on stamp paper that the company or its employees never involved in any litigation with VTI Wazirabad & SVTI Ladhewala and the company has never been blacklisted by any Government organization.

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

15.4. Dead line for submission of the bids: December 04, 2025 at 10:00am

15.5. Bids Opening Date& Time: December 04, 2025 at 10:30am

15.6. Bidders are requested to offer the services and quote the rates for Vocational Training Institute Wazirabad as required by the Vocational Training Institute Wazirabad.

16. ELIGIBILITY

The Security Company/Firm shall 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. Having minimum Five (05) year' experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Firms / Foreign Missions.

17. INELIGIBILITY

17.1.1. If the Security Company / Firm is declared as Blacklisted by VTI Wazirabad.

17.1.2. If the Security Company/Firm declared as defaulter by any VTI/PVTC.

17.1.3. If the Security Company/Firm involving in litigation with VTI Wazirabad.

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17.1.4. If the contract with Security Company/Firm ever terminated by VTI Wazirabad due to non-satisfactory performance.

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

17.1.6. Non-submission of prescribed Bid Security.

18. DOCUMENTS CONSTITUTING CONTRACT

18.1.1. The Security Company / Firm shall sign a contract agreement (**Annexure-IV**) with the Vocational Training Institute Wazirabad, within one week from acceptance of the bid by the Vocational Training Institute Wazirabad.

18.1.2. Invitation for bids, tender document/ terms and conditions, letter of Intent (LOI) shall also be treated as an integral part of the contract.

19. CANCELLATION OF CONTRACT

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

19.1.2. This agreement may be terminated by either party by giving to the other side Two months' prior notice in writing. Discontinuation of service without notice would amount to misconduct and the Vocational Training Institute Wazirabad reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.

19.1.3. 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 Wazirabad.

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

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Annexure-II EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF PRIVATE

SECURITY COMPANIES

A)	Company Profile	
	Satisfactory service performed by Security Company/Firm	15 Marks
	Upto05years(Certificate enclosed)	05
	Upto10years(Certificate enclosed)	10
	Above10years(Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Department sand/or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company/Firm must be in Active Taxpayer List(ATL)of FBR	Mandatory
E)	Provide the detail of Security Guard along with weapons and ammunition held by the Company with license.	40 Marks
	Ex-Army Personnel, (Minimum20 Persons)list to be attached along with complete particulars(i.e.name ,NIC, address ,mobile number)	20
	Civilian Guards with Security Training Certificates, (Minimum 20 Persons) list to Be attached along with complete particulars(i.e. name, NIC, address, mobile number)	05
	Repeater 12 bore (2 with Company License)	10
	Pistol 9mm (Nos.2with Company License)	05
F)	Wage Certificate showing the expected salary of Security Guard	20 Marks
G)	Financial Soundness/Status	25 Marks
	Bank statement for latest one year	10
	Credit worthiness under taking showing the capacity of the bidder. Annexure-III.	15
	Under taking that the company has never been black listed by any Government organization. Original Affidavit must be submitted to VTI Wazirabad on or before December 04, 2025 till 10:00AM	Mandatory
	Under taking that company has never been involved in litigation with the Punjab Vocational Training Council/ Vocational Training Institute/ Governmentof Punjab/ Government of Pakistan . Original Affidavit must be submitted to VTI Wazirabad on or before December 04,2025till 10:00AM.	Mandatory
H)	Bid SecurityAmountingtoRs:34,560/- (original)	Mandatory
	TotalMarks	100
	Required Passing Marks for consideration of Bid	60

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Note:

- i) *The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) *Minimum requirement to compete with other bidders is 60 marks. All the bidders having 60 marks or more will be treated equal and will be financially evaluated.*

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Annexure-III

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to Vocational Training Institute Wazirabad (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 Wazirabad 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 #: _____

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Annexure-IV

FORM OF AGREEMENT

THIS AGREEMENT is made on the day of 2025_____between “Vocational Training Institute Wazirabad” (hereinafter referred to as the Employer) of one part, and “M/S(hereinafter referred to as the Contractor) of the other part.

WHERE AS the Employer is desirous availing the security services/trained security personnel/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITH ESSES as follows:

1. In this agreement word sand expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor here by covenants with the Employer to provide security services in conformity in all respects with the provision of the Contract.
5. The Employer hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written. Sign & Seal on behalf of Contractor Name:

Sign & Seal on behalf of Employer Name: _____

Designation: _____ Date _____

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FINANCIAL BID FORM

Annexure-I

1. Name & Address of Bidder: _____

Telephone: Office/Cell: _____

Fax: _____

Email: _____

Sales Tax Number: _____

National Tax Number: _____

Offered Rates:

Description	Minimum Punjab Government Salary(Base Line Cost) Rs.	EOBI Rs.	Social Security Rs.	Group Life Insurance Rs.	Administration cost Rs.	All Taxes including 16% PRA Rs.	Total Service Charges for 1 Security Guard per Month with all taxes in (PKR)
Security Guard preferably (Ex-Army Man)							

We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price

Note: Firms shall be rejected whom quoted monthly per security guard service rate found less than the base line cost of (Minimum Punjab Government Salary/wage)

Signature: _____

Name: _____

Designation: _____

Official Seal/Stamp: _____

CNIC No. _____ (Copy enclosed)

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