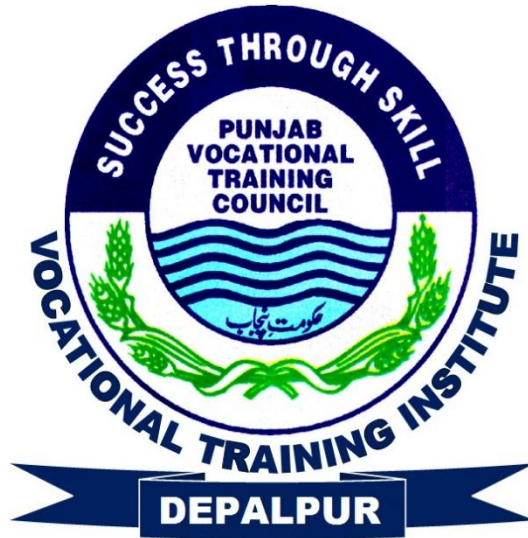


PVTC

VOCATIONAL TRAINING INSTITUTE
DEPALPUR

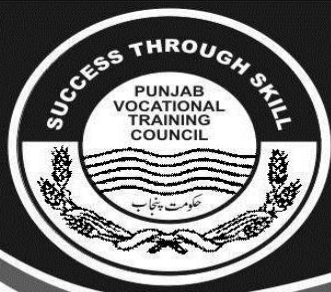


BIDDING DOCUMENTS

Security Services
2025-26

Single Stage Single Envelop

Estimate Budget: Rs.1,980, 000/-



Ref No: VTI/DPR/ADM/25/

TENDER NOTICE

Hiring of Security Services

Vocational Training Institute Depalpur requires sealed bids / tenders for the Hiring of Security Services

Details are as given below

Sr.#	Name of Items	Estimated Amount (Rs.)	Earnest Money @ 2% (Rs)	Last date/ time For receiving Tender	Date\time for opening of Bids
1	Security Services (Guards)	1,980,000	39,600	10-Nov-2025 till 10:00AM	10-Nov-2025 at 11:00AM

- Interested eligible bidders (NTN + GST Registered) may get the tendered item's specification immediately after publication of this tender from the PPRA website "<https://eproc.punjab.gov.pk>", PVTC website "www.pvtc.gov.pk" & E-Pak Acquisition and Disposal System (EPADS).
- Single stage, Single envelope basis bidding procedure shall be applied.
- Proposals/bids are to be submitted only electronically through EPADS till 10:00 AM on 10-Nov-2025 and shall be opened in the presence of authorized representatives of firms/ contractors (As per PPRA Rule) at office of Principal VTI Depalpur (Basir Pur Road, Near Police Khidmat Center, Depalpur) at 11:00 AM on 10-Nov-2025.
- The Bid Security / Earnest Money (2%) **Rs.39,600/-** in the form of "CDR i.e. Bank Draft, Pay Order etc." in favor of "Principal Vocational Training Institute Depalpur" is required to be submitted before closing date.
- Without Bid Security / Earnest Money the offer shall be rejected being non-responsive.
- Current minimum Wages rates fixed by the Govt. of Punjab for the category "Security Guards" must be followed as per Punjab Gazette.
- (Circular PPRA Govt. of Punjab S&GAD 1211): After the laps of given time between the declaration of technical evaluation report and opening of financial no grievance petition would be entertained concerning the technical qualification of successful bidder.

Note: All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules-2014.

MUHAMMAD ALI
Principal

Principal Vocational Training Institute, Depalpur
Basir Pur Road, Near Police Khidmat Center Depalpur, Tehsil Depalpur &
District Okara . Ph # 044-4540983 E-mail: vtidepalpur@pvtc.gov.pk

TERMS & CONDITIONS**1. General:**

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - ◆ Received without earnest money Rs.39,600/- (2% of estimated tender value given in tender add)
 - ◆ It is received after the time and date fixed for its receipt
 - ◆ Not signed by authorized person on each page of tender document
 - ◆ The offer is ambiguous
 - ◆ The offer is received by fax or e-mail
 - ◆ The Firm never blacklisted on any ground by PPRA Punjab and Procuring agency.
 - ◆ Offer received with shorter validity than required
 - ◆ The offer is not conforming to requirements indicated in the tender documents
 - ◆ Rate quoted in decimal (it must be in round figure).
 - ◆ Rate quoted found other than the tender documents
 - ◆ Any conditional offer
- 1.2 Tax registered, having at least one-year relevant experience in security services and valid license holder firms / companies are eligible to participate in the tender.
- 1.3 Offered rate will remain valid for a period of 180 days. The contract will be enforced for a period of one year.
- 1.4 The cover envelop should indicate particulars of tender, and date of opening. The envelopes must be properly sealed.
- 1.5 The earnest money / bank guarantee shall be forfeited if:
 - a. The acceptance of tender is not received within ten days of issuance of order
 - b. The offer is withdrawn, amended or revised.
 - c. The Security Agency fails to execute the contract strictly in accordance with terms and conditions.
- 1.6 The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.
- 1.7 Competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA rules. Competent authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- 1.8 Wages rates fixed by the Govt. of Punjab for the category "Security Guards" must be followed under the PPRA circular no. L&M (PPRA) 10-01/2011 dated 03rd Dec 2018 and any amendments / revisions made by Govt. of Punjab in this context.
- 1.9 Circular PPRA Govt. of Punjab S&GAD 1121: After the laps of given time between the declaration of technical evaluation report and opening of financial no grievance petition would be entertained.

2. Cancellation / Penalty:

- 2.1 If the acceptance of the tender issued during the validity period of the tender is not acceptable by the bidder, the earnest money shall be forfeited.
- 2.2 In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money shall be forfeited.

Signature & Stamp of bidder

2.3 In case, the bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, performance bond / bank guarantee will be forfeited and security services can be hired from another company (in order of merit described in evaluation report or re-tendering otherwise) at risk and cost of the bidder.

2.4 In case of poor performance, President DBOM of VTIs, Okara may cancel the contract or impose appropriate penalty. The penalty may be up to double the approved rate of per month of total service charges.

3. Payment to the Security Agency:

3.1 Payment will be made through crossed cheque to the Security Agency against the sales tax invoice after satisfactory performance within 30 days.

3.2 Payment against partial arrangements of Security Guards will not be made.

4. Earnest Money:

4.1 Earnest money **(2%) Rs.39, 600/-** will have to be deposited through courier or personally before closing date. It should be in the form of Pay Order / Bank Draft / Call Deposit in favor of Principal Vocational Training Institute Depalpur.

4.2 Earnest money of unsuccessful bidders shall be refunded on the finalization of the contract / tender whereas the earnest money of successful bidder shall be refunded on the submission of performance bond.

5. Performance Bond:

1-Year performance bond in the shape of CDR/ DD or bank guarantee from scheduled bank to the satisfaction of Administration of VTI Depalpur equivalent to 10% of the total contract amount will have to be furnished within 10 days after the award of contract. Bank guarantee will be returned after successful completion of the contract period. In case repeated orders, the bank guarantee will be returned after the completion of repeated orders.

6. Inspection of Security Services

The security services will be inspected by the VTI through authorized personnel/committee who will coordinate with the security agency in lieu of performance of security guards as per tender requirements / terms & conditions of contract.

7. Deduction of Taxes:

Any taxes (Income Tax, Sales Tax etc.) will be deducted while making payment as per Government instructions / notifications.

8. Payment of Income Tax & other taxes:

Contract will be executed with tax registered firms. Income tax and all other such taxes will be liability of the Security Agency.

9. Termination of Contract:

President DBOM of VTIs, District Okara may terminate contract for convenience assigning reasons to the contractor in writing with compensation of services delivered to the purchaser if applicable.

Signature & Stamp of bidder

10. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules' Clause 67 & 68. President DBOM, VTIs District Okara or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties

11. Evaluation Criteria:

For the purposes of determining the lowest evaluated bid, facts other than price such as:

Sr.#	Detail	Marks
1	Company Year of Establishment at least 1 Year otherwise firm will be disqualified in Bid Evaluation (Mandatory Documents) Less than 5 years = 05 Between 5 to 7 years = 07 Above 7 years = 10	10
2	Registration with SECP (Security Exchange Commission of Pakistan) Certificate (Mandatory Documents)	10
3	Copies of certificates for Income Tax & Sales Tax (PRA) with online verification (Mandatory Documents)	10
4	No objection certificate from Ministry of Interior (Mandatory Documents)	10
5	Valid License Home Department Govt. of Punjab (Mandatory Documents) Extension below 06 months =05 Extension from 06 months to 12 months = 10 Above 12 months = 15	15
6	An affidavit on stamp paper of Rs.100/- submitting following clauses that the Firm never blacklisted on any ground by PPRA Punjab and Procuring agency. (Mandatory Documents)	05
7	Registered with EOBI & Social Security (Documented Evidence) (Mandatory Documents)	10
8	Active Life Insurance policy holders for the security guards (Mandatory Documents)	10
9	Information of satisfied customers/companies to whom services provided during the last 05 years (Letters of satisfaction from such customers must be attached 02 marks per letter Max=10)	10
10	APSAA current year Registration letter 2025-26 (Mandatory Documents)	10

Note:

1. Evaluation criteria will be marked/changed as per requirements of the procurement of procuring agency.
2. Fulfill Mandatory Criteria-Otherwise Bid Rejected.
3. Passing Marks for consideration of Bid in is 70+ Marks.

Signature & Stamp of bidder

12. Information about firm:

The Security Agency will provide information along with tender about the following:

- a. Company profile and professional experience
- b. List of satisfied customers / companies along with their addresses and contact numbers / contact persons
- c. Copies of Tax Registration Certificates
- d. Authorization from Home Department

13. Security Services' Terms & Conditions:

- a. The Security Agency will provide 03 Security Guards with licensed weapon and equipment (metal detector, whistle & torch on company cost) as per tender specification to VTI Depalpur, 03 Security Guards in shifts. 03 Security Guard will perform the duties, tasks and Works pertaining to the establishment and maintenance of an effective and reliable security service at the premises of **Vocational Training Institute Depalpur** Basir Pur Road, Near Police Khidmat Center, Depalpur. Number of Security Guards can be increased / decreased by the VTI Depalpur for which written request will be made to the Security Agency by the VTI.
- b. The Security Agency will ensure that its personnel perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required in their profession. The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- c. The Security Agency will provide medically fit & duly verified Security Guards to the Concerned VTI.
- d. Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by the VTI Depalpur.
- e. The contract will be enforced for a period of one year, which may be extended up to three years on satisfactory performance of security agency.
- f. The Security Agency will provide one weapon to each Security Guard along with appropriate ammunition without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from the VTI Depalpur.
- g. In case, any of the Security Guard provided by the Security Agency is found guilty of misconduct, he will be returned to the Security Agency forthwith for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within 06 hours.
- h. The Security Agency will be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged / stolen items will be determined by joint inquiry as per recommendations by both the parties. The inquiry committee will comprise one representative each from the VTI and security agency. Inquiry report / facts / findings will be submitted to the President DBOM of VTIs, District Okara for his final decision.
- i. Each Guard must be fully equipped with Weapon with minimum 24 bullets/cartridges each time.
- j. Metal Detector, Whistle, Torch, Uniform, Shoes and bullets/cartridges will be provided by the security company.
- k. Clearance of security guards from Police station/special branch will be provided before joining duties.
- l. Security firm will be bond to provide monthly salary to security guards as per approved minimum wage rates by Punjab Government and submit detail to procuring agency.

Signature & Stamp of bidder



VOCATIONAL TRAINING INSTITUTE DEPALPUR

Govt. of the Punjab



Date of Submission / Opening:

Receipt of Tenders on EPAD : 10-Nov-2025 till 10:00AM at VTI Depalpur
Opening of Bid on EPAD : 10-Nov-2025 at 11:00AM at VTI Depalpur

Address:

Vocational Training Institute Depalpur, Basir Pur Road, Near Police Khidmat Center, Depalpur.
Phone No. 044-4540983

Signature & Stamp of bidder

Specification Data Sheet

Sr. #	VTI with Address	Category	Specification	Strength	Specification Offered
01	Vocational Training Institute Depalpur, Basir Pur Road, Near Police Khidmat Center, Depalpur	Security Guards	Armed, medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon, Metal Detector, Torch, Whistle and other necessary equipment. Appx 08 Hours Per day for 26 days in a month	03	

Name of Firm:

Signature_____

Postal Address_____

Name _____

Desg. _____

Tele No._____Fax No._____

Cell # _____

NTN_____

Stamp _____

GST No._____

E-mail _____

Signature & Stamp of bidder



VOCATIONAL TRAINING INSTITUTE DEPALPUR

Govt. of the Punjab



Bid Form

Date:

Tender No: _____

To:

VOCATIONAL TRAINING INSTITUTE DEPALPUR

Respected Sir/Madam

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the services of security guards specified in and in conformity with the said Bidding Documents for the sum of **Rs.** _____ In words (Rupee _____ Only) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to offer the services of security guards in accordance we will provide the security guards as per said Requirements.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the shape of CDR/ DD or bank guarantee from scheduled bank equivalent to 6% of the total contract amount for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid for a period of **365** days from the date fixed for bid opening under ITB Clause 18 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of bidder

Amount and Currency

Dated this day of _____, 2025

Signature

Duly authorized to sign bid for and on behalf of.

Attachment

Signature & Stamp of bidder

Check List

Sr. #	Detail	Yes/ No	Page No.
1	CDR for Bid Security 2% of Total estimated amount Rs.39,600/-		
2	Company profile (including status, services offered, projects (along with certificates), equipment owned, equipment rented, and proof of all points		
3	Company Registration SECP Certificate		
4	Acceptance of terms and condition, tender documents duly signed and stamped.		
5	License from Home Department		
6	NTN Certificate, PRA Sales Tax Certificate, Proof of Filer, Active		
7	Minimum 01-year business history from the date of authorization.		
8	An affidavit on stamp paper of Rs.100/- submitting following clauses that the Firm never blacklisted on any ground by PPRA Punjab and Procuring agency.		
9	Attested copies of Bank statement / Balance sheet, Financial Soundness		
10	Firm Registration Certificate		
11	Valid Registration with All Pakistan Security Agencies Association (APSAA) with Training Certificates.		
12	List of Organizations where Company has provided services to Govt. and private sector served. Certificate regarding reputation from Private / Public Sector.		
13	No objection certificate from Ministry of Interior		
14	Registered with EOBI & Social Security (Documented Evidence)		
15	Active Life Insurance policy holders for the security guards		

Signature & Stamp of bidder

VOCATIONAL TRAINING INSTITUTE **DEPALPUR**



Specifications & Rates

Security Services Financial Bid 2025-26

Estimate Budget: Rs.1,980,000/-

Signature & Stamp of bidder

1. Offered Rates:

Description	Cost (PKR)
Minimum Punjab Government Base Line Wages for 26 Days 08 hours per day	
EOBI	
Social Security	
Group Life Insurance	
Monthly Administrative/ Other Cost	
PRA @ 16%	
Total Service Charges for 01 Security Guard Per Month Inclusive of All Taxes	
Total Service Charges for 03 Security Guards Per Month Inclusive of All Taxes	

Name of Firm:

Signature_____

Postal Address_____

Name _____

Desg. _____

Tele No. _____ Fax No. _____ Cell # _____

NTN _____

Stamp _____

GST No. _____ E-mail _____

Signature & Stamp of bidder