



Vocational Training Institute, Balkasar
Government of the Punjab



Tender: VTI/BLK/TDR/2025-2026/02

TENDER DOCUMENT (for)
HIRING OF SECURITY GUARDS
Vocational Training Institute, Balkasar.
Technical Proposal,
(Procedure: Single Stage-Two Envelop)

Sign & Stamp of the bidder



TENDER NOTICE
FOR HIRING OF SECURITY GUARD SERVICES

Vocational Training Institute Balkasar 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 for Vocational Training Institute Balkasar/ SVTI Jhamra for a period of one (01) year, further extendable on satisfactory performance. The security companies must be listed in the Active Taxpayers List of FBR and fulfill the eligibility criteria/ terms and conditions as per the tender document.

Sr #	Details of Items	Estimated Value of the Tender	Bid Security
1	Security Guards Services	Rs. 798,619/-	Rs. 31,945/-

- Interested and eligible security companies/firms may submit bids on the E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), a **single-stage two-envelope procedure** under the PPRA Rules, 2014. Bidding documents containing detailed terms and conditions can be downloaded from **EPAD** <http://eprocure.gov.pk>, & **PPRA** <https://eproc.punjab.gov.pk/>, and **Vocational Training Institute Balkasar website** www.pvvc.gop.pk, free of cost. Bids should be submitted electronically **ONLY** through EPADS. Submission of manual bid is “**NOT**” allowed.
- The bids, prepared according to the instructions in the bidding documents, must be submitted on EPADS by 13-11-2025 at 10:00 a.m. Bids will be opened on the same day at 10:30 a.m.

Principal

Vocational Training Institute Balkasar
VTI Building, Chakwal Talagang Road, Balkasar, District Chakwal.
Website: www.pvvc.gop.pk Email: vtibalkasar@pvvc.gop.pk
Ph: 0543-570017, 0332-5921446



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Government of the Punjab

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

1. INTRODUCTION

Vocational Training Institute Balkasar is working under the Punjab Vocational Training Council for poverty alleviation by imparting employable demand driven skills to youth of the Punjab province.

2. INVITATION FOR BIDS

The Vocational Training Institute Balkasar invites bids from renowned Security Service Providers duly registered with the 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 the Vocational Training Institute Balkasar & SVTI Jhamra, for a period of one year, further extendable for another year 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, 9mm / Repeater or best, 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 an active mobile phone (cellular phone) to communicate with the agency.
- 3.2. Place of Posting. Vocational Training Institute Balkasar, VTI Building, Talagang road, Balkasar, Lari Adda, Balkasar, District Chakwal / VTI Jhamra, VPO Jhamra, Tehsil Kallar Kahar Chakwal.
- 3.3. Backup Support means the logistic and communication support available with the company to assist the security guards, when required, for ensuring the security of the premises.
- 3.4. Any other terms used in this tender shall be treated as their original and understandable meaning irrespective of the provision of Security Services smoothly.
- 3.5. Lethargic, inefficient, over- and below-age guards will not be accepted.

4. PLACEMENT OF SECURITY AND ALLIED SERVICES

4.1 Security services/guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week (24/7/365) at the concerned premises. For this purpose, duty rosters of the guards must be provided to the Principal Vocational Training Institute, Balkasar / the Admin & Accounts Officer as well. Vocational Training Institute Balkasar has the right to check the performance of the security guard, and if the security guard's performance is not satisfactory, the company is bound to replace with another physically and mentally fit.



4.2 The Security Company / Firm is responsible for providing the Armed Guards as per the following minimum requirements/ standards: -

4.1.1 SECURITY GUARD

Age: Range 35-65 years.

Education: Literate; however, highly educated preferred.

Experience: Serving in field intelligence or Military Police or Armed Forces or civilian with good character

Discipline: No major disciplinary entry in the record of service

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.1. DRESS CODE

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

Winter:

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

Summer:

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

4.2.2. Security Company / Firm shall provide to the employer all the details of Guards along with its 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), and other required details/information, if notified, one week before placement of Guard to the place of posting.

4.2.3. Security Company / Firm will ensure that the Security Guard is active, healthy, and free from any diseases (physical or mental).

4.2.4. Security Company / The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the "Principal Vocational Training Institute Balkasar."

4.2.5. 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.

4.2.6. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. At least fifteen bullets/cartridges shall be available with each armed guard.

4.2.7. Guards shall be on the pay roll of Security Company, preferably on a permanent slot; otherwise, in case of contractual employment, the minimum period should be not less than six months.

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



entertained.

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

4.2.8.2. The Security Company will be responsible for providing the additional facilities to the Security Guards at its own cost at duty place,

4.2.8.3. Every Guard should have torch and a scanner.

4.2.8.4. The Company / Firm will provide all equipment and tool as may be required for the disposal of the security duties by the Guards under this contract.

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

4.2.8.6. The Company / Firm shall provide other security gadgets as per requirements.

4.2.8.7. 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 the main gate during the **IN & OUT** of vehicles/assets/visitors at the site. A separate permanent register, indicating entry and exit of vehicles, visitors/assets be maintained.

5.2. The Security Company shall be responsible for ensuring the safety and security of the Vocational Training Institute Balkasar assets (moveable and immovable), including official vehicles parked in the premises.

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

5.4. The Security Company shall maintain an attendance register of the security guards and may obtain signatures of the Admin & Account Officer of the Vocational Training Institute Balkasar thereon on a daily basis.

5.5. 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 bound to replace the Security Guard.

6. GENERAL CONDITIONS

6.1. The Vocational Training Institute Balkasar at its discretion, can increase/ decrease the number of guards, on the already approved tender rate of payment, and on the same terms & conditions, on the



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request of the relevant Principal in case of emergencies. The verbal intimation would be duly followed by a written request mentioning therein the circumstances/reasons on the next day.

6.2. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the Vocational Training Institute Balkasar reserves the right to impose the penalty as per agreement/ tender document.

6.3. The Security Company will provide a physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have the 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 issued by Ex-Armed Forces or training certificate for civilian guards.

6.4. The agreement would take effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of the tender documents. The agreement can be extended by the Vocational Training Institute Balkasar for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.

6.5. The Security Company would respond to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all types of taxes and levies, whether acquired through collective bargaining or otherwise, 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 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.

6.7. The Vocational Training Institute Balkasar 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 Balkasar 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 guard 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 Balkasar 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 the termination of the 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.



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- 6.11. The VTI Balkasar shall make the payment to the Security Company on a Monthly basis after submission of the bill in detail with an attendance sheet with the name duly verified by the Security In charge.
- 6.12. The payment of the Security Company shall be released monthly basis after the completion of all codalformalities 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 Balkasar. This Redressal 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 Company shall be responsible for completing all documentation, if notified from time to time.
- 6.15. The Security Company shall possess a 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 any ministry of the Government of Pakistan any where in the country, Professional Training and its allied departments, that the contractor has not been blacklisted 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 the letterof award as per the following deployment of security guards and security equipment:

<u>DAY/NIGHT SHIFT (12 hrs)</u>	
Location	Security Guards
<i>Location 1:Old Community Center Building, Near MCB Bank, Lari Adda, Balkasar, District Chakwal.</i>	01
<i>Location 2: VPO Jhamra, Opposite Telephone Exchange, Dharukna Road, Tehsil Kallar Kahar, District Chakwal.</i>	01
GRAND TOTAL	02



8. PENALTY

- 8.1. In case of non-placement of the required number of Guards, the Vocational Training Institute Balkasar has the 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 Balkasar considered by the management of the Vocational Training Institute Balkasar to take appropriate measures. The decision of the Vocational Training Institute Balkasar in this regard would be binding on the Security Company.
- 8.3. Besides penalty, the Vocational Training Institute Balkasar 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 Balkasar 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 Balkasar reserve 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 Balkasar reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deem 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 against bill.
- 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 an authorized officer
 - 9.2.2. Attendance sheet of the Guards daily and monthly duly verified by Sr. Admin & Accounts Officer, Vocational Training Institute Balkasar.
- 9.3. Copy of any/all correspondence made with the Vocational Training Institute Balkasar 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 Balkasar.
 - 9.3.2. Evidence/support of all claims in bills.
 - 9.3.3. List of deputed guards along with their cell numbers/ CNIC numbers and present address.
- 9.4. Payment shall be made through a crossed cheque, approximately. within 15 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete



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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 Balkasar 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, Vocational Training Institute Balkasar 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 Balkasar, 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 Balkasar 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 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 90 days w.e.f. 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 shall be accompanied by original **Bid Security of Rs. 31,945/-** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Principal Vocational Training Institute BALKASAR. 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 @ 10%** 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 with under PPRA Rules.

14.4. Bids security of the Successful Bidder(s), will be released after submission of 10% performance guarantee of the total bid amount as a Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of the 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 the 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 the E-Pak Acquisition and Disposal System (**EPADS**) of the Public Procurement Regulatory Authority (**PPRA**), Islamabad. Bids will be opened in the office of Principal Vocational Training Institute, Balkasar after the deadline of submission of bids in the presence 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 Balkasar reserves the right to demand/call any other information for the sake of documents/ information.

15.2.9. Bid Security amounting to Rs. 31,945/- 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. Minimum one (01) year' experience with proven track record in the market as a security service provider (Attach Photos of Evidence).



- ## 16. ELIGIBILITY

- ## 17. INELIGIBILITY

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18. DOCUMENTS CONSTITUTING CONTRACT

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

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 Balkasar for breach of any provision(s) of the agreement by the Security Company.

19.2. The 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 Balkasar 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 Balkasar.

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



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Annexure-I

FINANCIAL
BID FORM

1. Name & Address of Bidder: _____
Telephone: Office/Cell _____
Fax: _____
Email: _____
Sales Tax Number: _____
National Tax Number: _____

2. Placement of security services at Vocational Training Institute Balkasar Office at following rates:

Description	Minimum Punjab Government Salary (Base Line Cost)	EOBI	Social Security	Group Life Insurance	Administrative Cost	PRA @ 16%	Total Service Charges for 01 Security Guard Per Month Inclusive Of All Taxes In (PKR)	Total Service Charges for 02 Security Guards Per Month Inclusive Of All Taxes In (PKR)
Security Guard	40,000							

3. We shall abide by all the terms and conditions of the tender.
4. 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.
5. Bids Security should be enclosed.

Signature: _____

Name: _____

Designation: _____

CNIC No. _____ (Copy enclosed)

Date: _____

Official Seal/ Stamp: _____



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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
	Up to 05 years (Certificate enclosed)	10
	Up to 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ 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)	The company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of the Security Guard along with weapons and ammunition held by the Company with license.	40 Marks
	Ex-Army Personnel (<i>Minimum 10 Persons</i>) list to be attached along with complete particulars (i.e. name, NIC, address, mobile number)	20
	Civilian Guards with Security Training Certificates, (<i>Minimum 10 Persons</i>) list to be attached along with complete particulars (i.e. name, NIC, address, mobile number)	05
	Repeater 10 bore (with Valid Company License) One repeater will get one Mark	10
	Pistol 9mm (Nos.2 with Company License) One Pistol will get One mark (maximum mark 05)	05
F)	Salaries Proof showing the minimum wages were being paid or being paid to the Security Guards working in their jurisdiction.	20 Marks
G)	Financial Soundness/ Status	25 Marks
	Bank statement for latest one year 1) More than 10 Million = 10 2) More than 5 Million & Less than 10 Million = 1 Marks against Each Million 3) One Million to less than five million = 4 4) Less than one million = 0	10
	Satisfactory Reports of Clients after completion of the contract. One Contract is equal to one Mark. The supplier will provide evidence with a satisfactory report after completion of the contract. Preference will be given to those parties who are engaged with VTIs working under PVTc in the case of equalizer. Annexure-III.	15
	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
	Undertaking that company has never been involved in litigation with the Punjab Vocational Training Council/ Vocational Training Institute / Government of Punjab/ Government of Pakistan.	Mandatory
H)	Bid Security Amounting to Rs <u>31.945/-</u>	Mandatory
	Total Marks	100
	Required Passing Marks for the consideration of the 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 Balkasar (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 Balkasar 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 # _____