



VOCATIONAL TRAINING INSTITUTE, SHALIMAR

Government of the Punjab

TENDER NOTICE FOR HIRING OF SECURITY GUARD SERVICES

1. Vocational Training Institute Shalimar 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 **Vocational Training Institute Shalimar House No. 44, Near Darbar Hazrat Easha, Begum pura Road, Lahore** for a period of 1 Year, further extendable 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.
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, **and Single stage Single envelop procedure** under the PPRA Rules, 2014. Bidding documents containing detail terms and conditions, can be downloaded from <http://punjab.eprocure.gov.pk> & PPRA <https://eproc.punjab.gov.pk/> and Vocational Training Institute Shalimar website www.pvtc.gop.pk free of cost. Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids in **NOT** allowed. For any difficulty/queries regarding registration on EPADS, please contact **Ph. #042-36820221**.
3. Must be submitted on EPADS by **14-11-2025 at 10:30 AM**. Bids will be opened on The bids, prepared in accordance with instructions in the bidding documents, the same day at **11:00 AM**

Principal

Vocational Training Institute Shalimar House No. 44, Near Darbar Hazrat Easha, Begum pura Road,
Lahore

Email: vtishalimar@pvtc.gop.pk, Web: www.pvtc.gop.pk



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BIDDING DOCUMENT FOR

HIRING OF SECURITY GUARDS

National Competitive Bidding

Procedure

Single Stage-Single Envelope

Estimated Cost Rs. 1,364,160/-



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

1. INTRODUCTION

Vocational Training Institute Shalimar 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 Shalimar 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 period of 1 year, further extendable for two years on the basis of 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 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) to communicate with the security personnel.

3.2. *Place of Posting*

- Vocational Training Institute Shalimar House No. 44, Near Darbar Hazrat Easha, Begum Pura Road, Lahore.

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.



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4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards shall be provided without gap. For this purpose, duty rosters of the guards must be provided to Vocational Training Institute Shalimar. Vocational Training Institute Shalimar has the right to check the performance of the security guard and if the security guard performance is unsatisfactory, the company will be bound to replace the security guard. The security guards are physically and mentally fit, with disciplined behavior to deal with employees and public.

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 30-55 years.

Education: Minimum Middle (read & Write)

Experience: Preferably retired from armed forces, (if armed force copy of Service book & if Civilian then Copy of Training Certificate required).

Discipline: No major disciplinary entry in the record of service

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.2 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)

Summer:

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

4.2.3 Security Company / Firm shall provide to the Vocational Training Institute Shalimar all the details of Guards along with its 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 30-55 years.



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- 4.2.5 Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards shall not be posted/ transferred/ replaced without prior approval of the Principal, Vocational Training Institute Shalimar.
- 4.2.6 During leave of Guard the Security Company will provide alternate guard.
- 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 three-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 Shalimar 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.
- 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 Every Guard should have torch, and scanner.
 - 4.2.10.2 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.
 - 4.2.10.3 The Company / Firm shall provide other security gadgets as per requirement.
- 5. **SECURITY MEASURES**
 - 5.1. The Security Guard 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. The security guards may be assigned tasks to perform for smooth functioning of VTI.
 - 5.2. The Security Company shall be responsible to ensure the safety and security of the Vocational Training Institute's 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.



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- 5.4 The Security Company shall maintain an attendance register of the security guards. A copy of the attendance sheet duly verified by the Admin & Accounts officer, shall accompany the monthly bill.

6. GENERAL CONDITIONS

- 6.1. The Vocational Training Institute Shalimar 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. The verbal intimation 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 required strength at site.
- 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 issued by Ex-Armed Forces or training certificate for civilian trained guards.
- 6.4. The agreement would effect from the date of signing and shall continue in force for a period of 01 year unless and until it is terminated in accordance with the provisions of tender documents.
- 6.5. The Security Company shall be responsible to cover all financial liabilities 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.
- 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 /



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- 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 Shalimar 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 Shalimar 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 Shalimar 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 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 Shalimar shall make the payment to the Security Company on Monthly basis after submission of bill in detail with attendance sheet duly verified by Official.
 - 6.12. The payment of Security Company shall be released monthly basis after the completion of all codal 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 Shalimar. This grievance 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 agreement is extended as per rule.
 - 6.16. The Security Company shall possess 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.
 - 6.17. Affidavit to the effect that the contractor has not been blacklisted by procuring Agency Vocational Training Institute Shalimar.



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- 6.18. 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/-

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>Requirement</u>	
Location	No. of Security Guards
Vocational Training Institute Shalimar	02

8. PENALTY

- 8.1. In case of non-placement of required number of Guards, the Vocational Training Institute Shalimar 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 Shalimar considered by the management of the Vocational Training Institute Shalimar to take appropriate measures. The decision of the Vocational Training Institute Shalimar in this regard would be binding on the Security Company.
- 8.3. Besides penalty, the Vocational Training Institute Shalimar 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 Shalimar 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 Shalimar reserve the right to deduct the whole or partial payment 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 Shalimar reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.



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9. PAYMENT

- 9.1. Payment will be processed within 10 days after receipt of verified monthly bills.
- 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 Authorized person of Vocational Training Institute Shalimar.
- 9.3. Copy of any/all correspondence made with the Vocational Training Institute Shalimar 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 Shalimar.
 - 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 at the 5th of 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 Shalimar 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 of Vocational Training Institute Shalimar 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 Shalimar, 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 Shalimar 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 Financial Bid Form **(Annexure-I)**. Current minimum Wages rates fixed by the Govt. of Punjab for the category "Security Guards" must be followed as per Punjab Gazette. In case of extra duty, payment will be made accordingly based on the rates fixed by the Govt of Punjab.



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12. PRE-QUALIFICATION CRITERIA FOR BIDDERS

- 12.1. The Firms/ companies scoring minimum 70 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 @ 2%** of estimated cost of tender in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Vocational Training Institute Shalimar. 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 till the enforcement of the contract 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 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.
- 14.5 Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.



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15. SUBMISSION & OPENING OF BIDS: -

- 15.1. Interested Security Company may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad. Bids will be opened in the office of **Principal Vocational Training Institute Shalimar, House No. 44, Near Darbar Hazrat Easha, Begum pura Road, Lahore** after 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 3 year.
 - 15.2.7. Bank Account(s) Information and statement for the last 1 year.
 - 15.2.8. The Vocational Training Institute Shalimar reserves the right to demand/call any other information for the sake of documents/ information.
 - 15.2.9. Bid Security amounting to Rs: **27,283/-** 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).
 - 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 i.e. Islamabad.
 - 15.2.14. An affidavit on stamp paper of Rs.100/- submitting following clause that the firm is never blacklisted by VTI Shalimar and Security companies are bonds to submit Original in the institute before the opening of Tender.
- 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: **14 Nov ,2025 at 10:30 AM**
- 15.5. Bids Open Date: **14 Nov ,2025 at 11:00 AM**
- 15.6. Bidders are requested to offer the services and quote the rates for Vocational Training Institute Shalimar.



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16. ELIGIBILITY

- 16.1. The Security Company / Firm shall be: -
 - 16.1.1. Holding the valid License 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 One (01) year' experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Firms / Foreign Missions.

17. INELIGIBILITY

- 17.1. If the Security Company / Firm is declared as Blacklisted by procuring Agency (Vocational Training Institute Shalimar).
- 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

- 18.1.1. The Security Company / Firm shall sign a contract agreement with the Vocational Training Institute Shalimar, within one week from acceptance of the bid by the Vocational Training Institute Shalimar.
- 18.1.2. 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 Shalimar 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 notice in writing. Discontinuation of service without notice would amount to misconduct and the Vocational Training Institute Shalimar reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.



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



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Annexure-I

FINANCIAL BID FORM

(MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED)

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

2. Placement of security services at VOCATIONAL TRAINING INSTITUTE SHALIMAR at following rates:

Description	Cost (PKR)
<i>Minimum Punjab Government Base Line Wages</i>	
EOBI Monthly Contribution Per Security Guard	
Social Security Monthly Contribution Per Security Guard	
Monthly Group Life Insurance	
Monthly Administrative Cost of the Company	
PRA @ 16%	
Total Service Charges for 01 Security Guard Per Month Inclusive Of All Taxes	
Total Service Charges for 02 Security Guards Per Month Inclusive Of All Taxes	
Total Service Charges for 02 Security Guards For 1 Year Inclusive Of All Taxes	



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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.
6. A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.

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
	i.) Up to 05 years (Certificate enclosed)	05
	ii.) Up to 10 years (Certificate enclosed)	10
	iii.) Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and 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 and PRA.	Mandatory
E)	Registration with SECP (Security Exchange Commission Of Pakistan) Certificate enclosed.	Mandatory
F)	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 ,(Minimum20 Persons)list to be attached along with complete particulars (i.e. name, CNIC, address, mobile number)	05
	Repeater 12 bore (with valid Company License) One repeater will get one Mark	10
	Pistol 9mm (with valid Company License) Two Pistol will get One mark	05
G)	Wage certificate showing the minimum wages were being paid or being paid to the Security Guards working in their jurisdiction.	20 Marks
H)	Financial Soundness/ Status	25 Marks
	Bank statement for one year (latest)	10
	Credit worthiness undertaking showing the capacity of the bidder. Annexure-III.	15
	Undertaking that the company has never been blacklisted by procuring Agency (Vocational Training Institute Shalimar).	Mandatory
I)	Bid Security Amounting to Rs:27,283/-	Mandatory
	Total Marks	100
	Required Passing Marks for consideration of Bid	70

Note:

1. 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.
2. Minimum requirement to compete with other bidders is 70 marks. All the bidders having 70 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 Shalimar (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 Shalimar 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 # _____