



# PUNJAB VOCATIONAL TRAINING COUNCIL

Government of the Punjab

**VOCATIONAL TRAINING INSTITUTE CHICHAWATNI**



TENDER DOCUMENTS

Tender: VTI/CHW/ADM/2025/289

## **Security Guards (EX- Army Man) Services** **Part-01 Technical Proposal**

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Sign & Stamp of bidder



# PUNJAB VOCATIONAL TRAINING COUNCIL

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**VOCATIONAL TRAINING INSTITUTE CHICHAWATNI**

## TENDER NOTICE

### HIRING OF SECURITY GUARDS SERVICES

Tender Document

Tender No.

Vocational Training Institute Chichawatni

Ref No: VTI/CHW/ADM/2025/289

Bids/Tenders invited **for Hiring of Security Guard Services** from well-reputed Security Company from Sales Tax and Income Tax Registered firms.

Vocational Training Institute Chichawatni, invites electronic bids under single stage two envelop bidding procedure from active tax bidders registered on e-Pak Acquisition and Disposal System (E-PADS) from the well-reputed firms/companies having sufficient managerial, technical, financial capabilities to deploy, implement and maintain off the Services of Security Company at VTI Chichawatni. Detailed of Budget other terms and conditions given in the tender document.

Services of Security Company for Hiring of Security Guards			
Sr. No.	Description	Estimated Price in (Rs.)	Amount of CDR (PKR)
1	02 Security Guards Ex-Armed at Vocational Training Institute Chichawatni.	1,320,000/-	26,400/-

The bidding documents are available on E-PADS and PPRA Website (<https://ppra.punjab.gov.pk/>) and can be downloaded free of charges. Encrypted electronic bids duly completed and in conformity with bidding documents must be submitted online on e-Pak Acquisition and Disposal System (E-PADS) Website till 10:30 AM, December 26, 2025 and e-bids shall be opened on the same day at 11:00 AM.

The original Bid Security/Earnest Money @ 2% of the Estimated Cost as mentioned in the table above in the shape of call deposit receipt in favor of the **Vocational Training Institute Chichawatni** is required to be submitted physically in the office of **Principal Vocational Training Institute Kassowal College Road Near MC High School Chichawatni District Sahiwal** well before the closing date & time of e-bids. E-Bids submitted through e-PADS shall only be entertained/accepted. E-bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. The Procuring agency shall not be held responsible for any issues thereof.

**Principal**

**Vocational Training Institute Chichawatni**

**College Road near MC High School Chichawatni,**

**Tehsil Chichawatni District Sahiwal**

**Contact No: 040-5487105**

College Road Near MC High School Chichawatni, District Sahiwal

Ph# 040-5487105, 0333-4291417 Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk), E-mail: [vtichichawatni@pvtc.gop.pk](mailto:vtichichawatni@pvtc.gop.pk)



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### **1. Instructions to the Bidders**

- 1.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014.
- 1.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 1.3. Bidders must ensure that they attach all the required documents indicated in the Tender / Bidding Documents with their bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- 1.5. The bidder shall quote one rate for all items and Services.
- 1.6. Type of Open Competitive Bidding
  - 1.6.1. E-bids would be opened under PPRA Rule 30 in presence of bidders or their representatives.
  - 1.6.2. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements/specification as listed in said sections. During the technical evaluation, no amendments in the technical proposal shall be permitted.
  - 1.6.3. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders.
  - 1.6.4. After the evaluation and approval of the technical proposals the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only.



### **Scope of Work, Terms & Conditions of the Tender**

#### **2. Definitions**

- 2.1. "Purchaser" means the procuring agency i.e. Vocational Training Institute Chichawatni.
- 2.2. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 2.3. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments there to and all documents incorporated by reference there in.
- 2.4. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded to issuance of supply/purchase order by the Purchaser.
- 2.5. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion- able to the Goods or Services in question.
- 2.6. "Goods" means items/equipment and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 2.7. "Services" means all necessary obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 2.8. "PPRA" means Punjab Procurement Regulatory Authority.

#### **3. Tender Eligibility**

Invitation to submission of e-bids/ proposals is open to bidders who meet following minimum conditions: -Eligible Bidder/Tenderer is one who:

- 3.1. Has valid registration certificates of FBR
- 3.2. Is an active Income Tax Payer;
- 3.3. Has got the experience in supply of relevant items;
- 3.4. Conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 3.5. Has not been black listed.

#### **4. Examination of the Tender Document**

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

#### **5. Amendment of the Tender Document**

- 5.1. The issuance of bidding documents authority at any stage prior to the deadline for submission of the Tender/bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).



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- 5.2. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

### 6. Bid Currency

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

### 7. Validity Period of the Bid

- 7.1. Validity period of the bids shall be **90 days**.
- 7.2. In exceptional circumstances, the Committee may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

### 8. Bid Security

- 8.1. Bidder will submit Bid Security drawn in the name of **Vocational Training Institute Chichawatni** as detailed in the table below:

Sr. No.	Description	Estimated Price in (Rs.)	Amount of CDR (PKR)
1	02 Security Guards Ex-Armed at Vocational Training Institute Kassowal.	1,320,000/-	26,400/-

- 8.2. Cheque or Cross Cheque shall not accepted.
- 8.3. The amount submitted, as Bid Security shall refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 8.4. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, and Pay Order shall returned to successful bidder against submission of Performance Guarantee.
- 8.5. If the Bid Security found less than the required amount then the bid will rejected irrespective of the rates and the stage of the bid process.
- 8.6. The Bid Security may be forfeited if a Bidder:
- Refuses to acceptance of supply/purchase order/Award letter; or
  - Refuses to sign the contract within due date; or
  - Fails to furnish Performance Security



### 9. Bid Preparation and Submission

- 9.1. The Tender shall filed in / accompanied by the prescribed Forms, Annexes, Schedules, and Documents, which shall filled completely, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 9.2. The e-Bids should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall submitted in separate files.
- 9.3. **Technical Proposal**  
The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical Stage will not be opened.
- 9.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors made in the bids by the bidders.
- 9.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 9.6. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**  
The documents attached with the Technical Bid must be signed and stamped by the Bidder or by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:
  - 9.6.1. Covering letter (**Annexure-A**) duly signed and stamped by authorized representative along with copy of Bid Security.
  - 9.6.2. Submission and Arrangement of Supporting Documents (**Annexure-B**).
  - 9.6.3. Bid Form (**Annexure-C**).
  - 9.6.4. Affidavit/Undertaking on Stamp Paper (**Annexure-D**).

### 10. Financial Proposal

- 10.1. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 10.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 10.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.



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10.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.

10.5. **Details to be furnished with Financial proposal (Envelope B)**

10.5.1. Financial Proposal Covering Letter (Annexure E).

10.5.2. Price Schedule (Annexure F).

10.5.3. Bid Security

## **11. Bid Opening**

### **11.1. Technical Proposal Opening**

The e-bids having the title technical proposal/bid will be opened at office of **Principal Vocational Training Institute Chichawatni** dated: December **26, 2025 at 11:00 A.M.** The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical Stage will not be opened.

### **11.2. Suppression of facts and misleading information**

11.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be Without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

11.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

## **12. Determination of Responsiveness of the Bid**

12.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A responsive Bid is one which:

12.1.1. Meets eligibility criteria for the Bidder / the Goods / the Services;

12.1.2. Meets all the mandatory requirements of the evaluation criteria;

12.1.3. meets the Technical Specifications for the Goods / the Services;

12.1.4. Is accompanied by the required Bid Security;

12.1.5. Is otherwise complete and generally in order;

12.1.6. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;



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- 12.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 12.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

### 13. Evaluation Criteria

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids, which do not conform, to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for providing security services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria.

The lowest financial bid fulfilling/meeting the technical requirements/Evaluation Criteria as well as the terms & conditions of the RFP will be awarded work order





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Sr. No	Description	Maximum Marks	Marks Obtained
1	Company Registration SECP Certificate: = 05 Security Company Profile: = 05	10	
2	Income Tax Returns copies, last two years: = 05 NTN Certificate: = 05 Registration with EOBI, PESSI: = 20 (10 marks for each Certificate)	30	
3	Balance Sheet prepared by Chartered Accountant Firm or Bank Statement (One Year):	10	
4	Previous Experience of Company: above One Million Rupees: One client (Public Sector):=05 above Two million Rupees: One client (Private Sector):= 05	10	
5	List of present jobs in hand, with the name of clients:	05	
6	Undertaking on the Security Company letter head that which has never been black listed by any originations / Institute:	05	
7	Details of Arms / Weapons Licenses with up-to-date renewal should be attached:	10	
8	All Pakistan Security Agencies Association (APSAA) Membership Certificate: =05 Chamber of Commerce & Industry Membership Certificate: =05	10	
9	Punjab Home Department, Lahore, Valid License: = 04 Punjab Home Department, Lahore, NOC Letter: = 03 Ministry of Interior, GOP, Islamabad, NOC Letter: = 03	10	
<b>Total</b>		<b>100</b>	



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The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical Evaluation Committee. The Qualifying marks are eighty (80).

The supplier will bear all costs associated with the preparation and delivery.

Copies of under mentioned documents attached with Technical Evaluation

- Company profile and at least 05 years' professional experience
- Information of satisfied customers/companies to whom services provided during the last 05 years according in the below table, separate sheet can also be attached if needed.

Sr. No.	Name Of Organization To Whom Services Provided	Organization Address	Organization Contact Person Name & Designation	Contact Person Cell Number	Duration Of Services	
					From	To
1						
2						
3						
4						
5						
6						



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- c. Copies for certificates of Income Tax & PRA (Punjab Revenue Authority)
- d. Registration with SECP (Security Exchange Commission of Pakistan)
- e. No objection certificate from Ministry of Interior
- f. Valid license holders from Home department
- g. Registered with EOBI
- h. Registered with social security
- i. Active Life Insurance policy holders for the security guards



### **14. Financial Proposal Evaluation**

- 14.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each item shall be allowed to take part in the Financial Proposal(s) opening against their relevant item.
- 14.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 14.3. Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote one rate for all items and services within estimated price. The bidder will follow the bidding documents in letter and spirit.

### **15. Rejection and Acceptance of the Tender/Bid**

- 15.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without there by incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 15.2. Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 15 days, The President DBOM shall be the competent authority to resolve dispute(s) related to this contract and his decision shall be final.
- 15.3. **The Tender / bid shall be rejected if:**
  - 16.3.1 It is substantially non-responsive; or
  - 16.3.2 The bidder does not meet any of the mandatory criteria mentioned in Clause No.14; or
  - 16.3.3 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 14; or
  - 16.3.4 The bid is incomplete, conditional, alternative, late; or
  - 16.3.5 The bidder does not submit Bid Security in Shape of Demand Draft, Pay Order, CDR; or
  - 16.3.6 The bid security is not attached or it is less than the required amount; or
  - 16.3.7 The Bidder submits more than one Bids against one Tender; or
  - 16.3.8 The Bidder tries to influence the Purchase Committee / Contract award; or
  - 16.3.9 The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
  - 16.3.10 There is any discrepancy between bidding documents and bidder's proposal i.e. Any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
  - 16.3.11 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.



### **16. Contacting the Procuring Agency**

- 16.1. No Bidder shall contact the Committee on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 16.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

### **17. Announcement of Evaluation Report**

- 18.1 The Procuring Agency shall announce the results of bid evaluation in the form of a report at least ten days prior to the award of Contract. The report shall be made available on EPADS/PPRA website and all the bidders shall be informed of this.

### **18. Award of Contract**

The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

### **19. Issuance of Supply Order or Signing the Contract**

- 19.1. The Committee shall issue a Supply Order and sign a Contract with the Successful Bidder.
- 19.2. The Successful Bidder will provide stamp **paper of Rs. 200** for Signing the Contract/Agreement.
- 19.3. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.

### **20. Security Performance Bond**

We will receive 10% of the total purchase order/bill value as a security amount in the form of a CDR before signing the contract agreement. The CDR will be released after the successful completion of the Defect Liability/Warranty Period, following the repair or replacement of any defects found during the warranty period.

### **21. Redressal of grievances by the procuring agency**

- 21.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 21.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 21.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 21.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.



## **22. General Conditions of Contract / Supply Order**

### **23. Scope of Services**

- 23.1. The Security Agency will provide 02 Security Guards to VTI Chichawatni however the VTI reserves the right to increase or decrease the number of security guards at any stage during the contract period, for Day & Night shift for 08 hours & 26 days. They will perform the duties, tasks and works pertaining to the establishment and maintenance of an effective and reliable security services at the premises of VTI Chichawatni located at College Road Chichawatni District Sahiwal.
- 23.2. The Security Agency will ensure that appointed Security Guards 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.
- 23.3. The Security Agency will provide medically fit Ex-Army Men and duly verified Security Guards for VTI Chichawatni. Before change of any security guards from VTI duties, it will be informed in written to Principal VTI Chichawatni immediately.
- 23.4. 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 VTI Chichawatni.
- 23.5. 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 03 hours.
- 23.6. The Security Agency will be responsible for any loss due to negligence of Security Guards provided 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 for his final decision.
- 23.7. The company will offer the rates of each security staff in accordance with the labor laws and as per minimum Punjab Government Wage Notification and all applicable taxes, e.g. Income Tax, GST/ Punjab sales tax on services act 2012.
- 23.8. Any other increase in the minimum wage limit in future during this security services contract period will be fully implemented according to the notifications issued by the federal or provincial governments.
- 23.9. The company shall be entirely responsible to manage its functions, conduct of its security guards. The VTI will not be responsible for the payment of any compensation to guards, in case of any incidence or injury.
- 23.10. The company will provide uniform along with licensed weapon ammunition to each security guard and shall display identification cards preferably computerized, with security features containing the name of the company, license number allotted to the company by the Licensing Authority, Name, CNIC number and photograph of the cardholder.
- 23.11. If the VTI indicates that in their opinion, number of guards is not suitable for the job, the same will be replaced by the company within three days in consultation of Principal of VTI.



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- 23.12. The company will provide appointment letter of each security guard and copy of CNIC / Discharge Book / Certificate / Police verifications License of weapon etc. before appointing a guard on duty. The company will also provide complete list of their employees, showing name, father name, CNIC, Cell numbers and their residence address (applicable for any change or update).
- 23.13. Service provider needs to have adequate resources to provide backup at any time in case of any emergency. The details of backup may also be provided
- 23.14. The company should submit their bills before 5th of every month. Monthly payment should be made to the company through cheque within one week positively after receiving of bill.

### 24. Liquidated Damages

- 24.1. When the supplier fails to deliver or provide the services or both within the time period specified in the contract, the Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.50% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.

### 25. Inspection of Security Services

- 25.1. The Technical Committee will also act as Inspection Committee/team.
- 25.2. The Inspection Committee shall inspect and evaluate the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 25.3. An inspection will be done at the Vocational Training Institute Chichawatni.
- 25.4. The Inspection Committee shall verify the authenticity/quality of deputed guards.
- 25.5. After the inspection or test if the Inspection Committee is of the opinion that deputed guards do not conform to the specifications and the criteria mentioned above, the Inspection Committee may reject them, and the security company shall either replace the guards necessary to meet the requirements of the specifications free of cost to Vocational Training Institute Chichawatni.

### 26. Release of Performance Guarantee (PG)/Security

The Performance Guarantee will be refunded to the Successful Bidder(s) after 06 months of completion of contract period subject to approval of the procuring agency or case to case will be decided by the competent authority.

### 27. Contract Period/ Amendment

- 27.1. The agreement/contract initially enforced for a period of One (01) year. Agreement/contract will be reviewed during the year, if performance of the security company found satisfactory, agreement/contract will be extended further up to Two (02) years but not exceeds consecutive 03 years.



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- 27.2. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of Security Services, in whole or in part.
- 27.3. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

### **28. Termination for Default**

The Committee may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 28.1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 28.2. The successful bidder fails to provide services as per its contract/agreement.
- 28.3. The successful bidder fails to perform any other obligation(s) under the Contract.
- 28.4. The bidder, in the judgment of the Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

### **29. Blacklisting**

If the Security Company fails / delays in performance of any of the obligations, under the Contract/issuance of supply/purchase order, violates any of the provisions of the Contract/issuance of supply/purchase order, commits breach of any of the terms and conditions of the Contract/issuance of supply/purchase order or found to have engaged in corrupt or fraudulent practices in competing for the award of contract/issuance of supply/purchase order or during the execution of the contract/issuance of supply/purchase order, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

### **30. Force Majeure**

Majeure means an act of nature or an event beyond the control of the Security Company and not involving the Security Company fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Security company shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the President DBOM. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.





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Government of the Punjab

## **VOCATIONAL TRAINING INSTITUTE CHICHAWATNI**

### **31. Termination for Insolvency**

The Committee may at any time terminate the Contract by giving written notice of 30 days' time to the Security Company if the Security Company becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

### **32. Forfeiture of Performance Security**

If the Security Company fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Acceptance of Supply/Purchase Order, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

Failure to provide required services within the specified time period will invoke penalty as specified in this document.

### **33. Payment**

33.1 Payment will be made after withholding applicable taxes to the Successful Security Company within 10 days after completion of month.

33.2. Bidder will submit the monthly Payments invoices/proofs of EOBI, Social Security and Group Life Insurance for the provided security guards to VTI with their monthly invoice. In case of non-provision of EOBI, Social Security and Group Life Insurance invoices, payment will not be made Payment will be made on availability of funds, if delayed due to any reason, no extra interest/mark up will be accepted or paid.



# PUNJAB VOCATIONAL TRAINING COUNCIL

Government of the Punjab

## VOCATIONAL TRAINING INSTITUTE CHICHAWATNI

### Annexure- A Technical Proposal Covering Letter

To

**The Principal,**  
Vocational Training Institute Chichawatni,  
College Road Near MC High Chichawatni,  
Tehsil Chichawatni District Sahiwal.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal. We have attached the **Technical Bid Form, Check List, and Detailed Specifications, CDR / Earnest Money** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address



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## VOCATIONAL TRAINING INSTITUTE CHICHAWATNI

### Annexure- B

#### SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order.

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Bid Security		
3	Copy of Income Tax Registration Certificate		
4	Copy of Sales Tax Registration Certificate		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	The specified catalogues / brochures of items quoted by the bidder		
<b>Note:</b> All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		



# PUNJAB VOCATIONAL TRAINING COUNCIL

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### **Annexure- C**      **Bid Form**

#### A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
2	Year of Incorporation	
3	<b>Registered Office</b>	
	Address	
	Office Telephone Number	
	Fax Number	
4	<b>Contact Person</b>	
	Name of Authorized	
	Representative Personal Telephone	
	Number Email Address	
5	<b>Registration Detail</b>	
	NTN Registration Number	
	GST Registration Number	

#### B) Bid Security (Please do not mention amount of CDR)

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	



**PUNJAB VOCATIONAL TRAINING COUNCIL**  
Government of the Punjab  
**VOCATIONAL TRAINING INSTITUTE CHICHAWATNI**

**Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

Ref: **Tender No. VTI/CHW/ADM/2025/289**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document before the opening of Technical Bids.
7. We agree that the Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. Bidders should not be blacklisted by PPRA and PVTC Lahore.

*[Name and Signatures of authorized Person along with stamp]*



# PUNJAB VOCATIONAL TRAINING COUNCIL

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TENDER DOCUMENTS

Tender: VTI/CHW/ADM/2025/289

## **Security Guards (EX- Army Man) Services** **Part-02 Financial Proposal**

\_\_\_\_\_  
Sign & Stamp of bidder



**PUNJAB VOCATIONAL TRAINING COUNCIL**  
Government of the Punjab  
**VOCATIONAL TRAINING INSTITUTE CHICHAWATNI**

**Annexure- E**

**Financial Proposal Form**  
**(To be attached with Financial Proposal)**

To

**The Principal,**  
Vocational Training Institute Chichawatni,  
Tehsil Chichawatni District, Sahiwal.

Dear Sir,

With Reference to your Tender No. VTI/CHW/ADM/2025/289 dated: \_\_\_\_\_.

Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures) \_\_\_\_.  
This amount is inclusive of all government applicable taxes.

We have attached the Bid Security of amount Rs. \_\_\_\_\_/- (Rupees: \_\_\_\_\_ only) against  
Item# having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature



# PUNJAB VOCATIONAL TRAINING COUNCIL

Government of the Punjab

## VOCATIONAL TRAINING INSTITUTE CHICHAWATNI

### Annexure- F      Price Schedule

*(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)*

## Financial Bid

### 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 02 Security Guard Per Month Inclusive of All Taxes.	

**Note:** Firms shall be rejected whom quoted monthly per security guard (Ex-Army Man) service rate found less than the base line of **(Minimum Punjab Government Salary)**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Designation: \_\_\_\_\_

Phone & Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

NTN: \_\_\_\_\_

PNTN (PRA): \_\_\_\_\_

Envelope B: Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		