



**VOCATIONAL TRAINING INSTITUTE NANKANA SAHIB**

Government of Punjab

**BIDDING DOCUMENT  
FOR  
HIRING OF SECURITY GUARDS  
SERVICES**

**National Competitive Bidding**

**Procedure  
Single Stage-Single Envelop**



# VOCATIONAL TRAINING INSTITUTE NANKANA SAHIB

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## **TENDER NOTICE** **FOR HIRING OF SECURITY GUARD** **SERVICES**

1. Vocational Training Institute Nankana Sahib invites bids from reputable security companies duly registered with **Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (EPADS) of PPRA** for deployment of security personnel at VTI Nankana Sahib and initially agreement for a period of one year, further extendable up to 03 years on satisfactory performance. The security companies must be on Active Taxpayers List of FBR and fulfil the eligibility criteria/ terms and conditions as per tender document.

<b>Sr.#</b>	<b>Description</b>	<b>Estimated Tender Value</b>	<b>Bid Security 2%</b>
01	Hiring of 02 Security Guards Services for VTI Nankana Sahib	Rs. 1,263,648/-.	Rs. 25,273/-

2. Interested and eligible security companies / firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Punjab Procurement Regulatory Authority (PPRA), Punjab, and single stage Single envelop procedure under the PPRA Rules, 2014. Bidding documents containing detail terms and conditions, can be downloaded from <http://eprocure.gov.pk> and Vocational Training Institute Nankana Sahib website [www.pvtc.gop.pk](http://www.pvtc.gop.pk) free of cost. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.

3. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by December 22, 2025 at 10:30 am. Bids will be opened on the same day at 11:00 am.

Member/Secretary Procurement Committee of  
VOCATIONAL TRAINING INSTITUTE NANKANA SAHIB

Rilay Wary Road Near Tehsil More, Nankana Sahib

Phone #: 056-3549330, E-Mail: [vtinankanasahib@pvtc.gop.pk](mailto:vtinankanasahib@pvtc.gop.pk)



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

#### **1. INTRODUCTION**

Vocational Training Institute Nankana Sahib is working under Punjab Vocational Training Council for poverty elevation by imparting employable skills to deserving trainees. Since inception almost 13,800 trainees have passed the courses and 450 are on roll at present.

#### **2. INVITATION FOR BIDS**

The Vocational Training Institute Nankana Sahib invites bids from renowned Security Service Providers duly registered with Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (**EPADS**) for the provision of security services, including placement of Security guard at Vocational Training Institute Wala Mohalla Union Council Near Little Angle School Syed Wala & SVTI Qila Mian Singh Colony Nahar Dera Dr. Farukh Shah Tehsil & District Nankana Sahib for a period of one year, further extendable for another 03 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, 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 Wala Mohalla Union Council Near Little Angel School & SVTI Qila Mian Singh Colony Nahar Dera Dr. Farukh Shah Tehsil & District Nankana Sahib.

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.

3.5. Lethargic, inefficient, over and below age guards will not be accepted.



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## 4. PLACEMENT OF GUARDS AND ALLIED SERVICES

**4.1** Security Guards shall be provided at the premises concerned. For this purpose, duty rosters of the guards must be provided to the Vocational Training Institute Nankana Sahib Principal as well as Sr. Admin & Accounts Officer), Vocational Training Institute Nankana Sahib. Vocational Training Institute Nankana Sahib right to check the performance of the security guard and if the security guard performance is not well the company bond to replace the security guard. Physically fit and mentally strict manner to deal with employees and public.

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

### i. SECURITY GUARD

**Age:** Range 35-55 years.

**Education:** Minimum Primary

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

**Discipline:** No major disciplinary entry in the record of service

**Retirement:** Normal

**Health:** Sound

**Character:** Verified by the Local Police/ Special Branch.

### ii. 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 Unique uniform as per company policy.

#### Summer:

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

**iii.** Security Company / Firm shall provide to the employer 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



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placement of Guard to the place of posting.

**iv.** 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 35-55 years.

**v.** Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Principal, Vocational Training Institute Nankana Sahib.

**vi.** 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.

**vii.** Security Company / Firm will ensure that the Security Guard is literate, well trained and firefighting equipment trained. The guards must have at least five-year experience of any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard.

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

**ix.** 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 Nankana Sahib for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

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

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

- a) Every Guard should have torch, and scanner.
- b) 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.
- c) The Company / Firm must provide urgently Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand.
- d) The Company / Firm shall provide other security gadgets as per requirement.
- e) The Company / Firm shall have the arrangement to provide food, own guard residence, pick & drop services on their official company vehicle.

## 5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/assets/visitors at site. A separate permanent register, indicating entry and exit of vehicles visitors/assets be maintained.



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5.2. The Security Company shall be responsible to ensure the safety and security of the Vocational Training Institute Syed Wala & Qila Mian Singh 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.

5.4. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the Vocational Training Institute Nankana Sahib thereon on daily basis. 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 bond to replace the Security Guard.

## 6. GENERAL CONDITIONS

6.1. The Vocational Training Institute Nankana Sahib at its discretion can increase/ decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant In charge in case of emergencies. The verbal intimation 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 otherwise the Vocational Training Institute Nankana Sahib reserve the right to impose the penalty as per agreement/ tender document.

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

- 6.3.1. Attested photocopy of NADRA Computerized Card.
- 6.3.2. Original Service Card issued by the Security Company.
- 6.3.3. Photocopy of license/ certificate of weapon held by the guard.
- 6.3.4. Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.

6.4. The agreement would affect 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 tender documents. The agreement can be extended by the Vocational Training Institute Nankana Sahib for another 03 years, with the consent of the Security Company, at the same rates and conditions of satisfactory performance.

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



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6.6. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be in the Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal /Provincial Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.

6.7. The Vocational Training Institute Nankana Sahib 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 Nankana Sahib 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 Nankana Sahib shall in no way be responsible for any compensation in this connection.

6.10. One-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 VTI Nankana Sahib shall make the payment to the Security Company on Monthly basis after submission of bill in detail with attendance sheet with name duly verified by Security In charge.

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 Nankana Sahib. 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 to complete all documentation, if notified from time to time.

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

6.16. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with Ministry of Federal Education and Professional Training and its allied



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departments and another Affidavit to the effect 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.300/- (**copy enclosed**).

6.18. If more than one firms have same rates fulfilling the minimum wage rate criteria then decision will be made on the basis of evaluation criteria mention at Annex-II or companies profiles and financial health.

## 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:

<b><u>Security Guard Required</u></b>	
<b>Location</b>	<b>Security Guards</b>
<i>VTI Syed Wala (Mohala Union Council Near little angle school Syed Wala Tehsil &amp; District, Nankana Sahib)</i>	01
<i>SVTI Qila Mian Singh (Colony Nahar Dera Dr, Farukh Shah Qila Mian Singh Tehsil &amp; District, Nankana Sahib)</i>	01
<b>GRAND TOTAL</b>	<b>02</b>

## 8. PENALTY

8.1. In case of non-placement of required number of Guards, the Vocational Training Institute Nankana Sahib 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 Syed Wala & Qila Mian Singh Nankana Sahib is considered by the management of the Vocational Training Institute Nankana Sahib to take appropriate measures. The decision of the Vocational Training Institute Nankana Sahib in this regard would be binding on the Security Company.

8.3. Besides penalty, the Vocational Training Institute Nankana Sahib can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapses of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible for paying the entire losses to the Vocational Training Institute Nankana Sahib 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 Nankana Sahib reserves the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.



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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



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Nankana Sahib reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalties as deemed appropriate.

## 9. PAYMENT

9.1. 100% payment will be made after completion of each Month.

9.2. The Security Company is required to submit the following documents along with bill: -

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 Sr. Admin & Accounts Officer, Vocational Training Institute Nankana Sahib.

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

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 15 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due for the said month may also be accordingly delayed. The Vocational Training Institute Nankana Sahib requires at least 15 days for payment processing.

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 Nankana Sahib 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 Nankana Sahib, 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 Nankana Sahib Redressal Committee of all losses so caused / suffered in this regard.



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## 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 70 Marks along with fulfillment of Mandatory Provisions will 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. BID SECURITY / PERFORMANCE GUARANTEE

13.1. Bid shall be accompanied by original **Bid Security of Rs. 25,273/- (02% of the bid amount Rs. 1,263,648/-** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Vocational Training Institute Nankana Sahib. 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 @ 5%** of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft.

13.2. 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.

13.3. 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.

13.4. Bids security of the Successful Bidder(s) will be released after submission of 5% performance guarantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.

13.5. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

## 14. VALIDITY OF BIDS

14.1. The bids shall remain valid for a period of one-year w.e.f. the date of opening of bids.

14.2. In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPRA-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 13 shall



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also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

## 15. Correction of Errors

- i) E-BIDS determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:-
  - a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
  - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to eliminate other errors.
- ii) The amount stated in the Bid will be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited, or the Bid Securing Declaration may be executed in accordance with ITB 13.

## 16. SUBMISSION OF BIDS: -

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 Nankana Sahib after deadline of submission of bids in the presences of bidders or their representatives who may wish to be presents.

After evaluation and approval, the contract will be awarded to the responsive bidders.

16.1. Bids shall be accompanied with the following document.

16.1.1. List of all Directors along with the CNIC Number

16.1.2. Copy of Organogram.

16.1.3. Copy of NTN Certificate.

16.1.4. Copy of Certificate from relevant authorities where the services provided.

16.1.5. Copy of GST Certificate.

16.1.6. Annual Income Tax Returns and receipt for the last 1 year.

16.1.7. Bank Account(s) Information and statement for the last 1 year.



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- 16.1.8. The Vocational Training Institute Nankana Sahib reserves the right to demand/call any other information for the sake of documents/ information.
- 16.1.9. Bid Security amounting to **Rs. 25,273/-** 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.
- 16.1.10. Copy of valid Licenses of Security Company from Concerned Home Departments /Ministry of Interior.
- 16.1.11. Minimum one (01) year' experience with proven track record in the market as a security service provider (Attach Photos of Evidence).
- 16.1.12. Experience with Government, Semi Government Organizations, Multinational Firms and Foreign Missions (Attach Photo of Evidence), if applicable.
- 16.1.13. Details along with office addresses in the site locations i.e. Islamabad.
- 16.1.14. An undertaking on stamp paper that the company or its employees never involved in any litigation with PVTC/VTI and the company has never been blacklisted by any Government organization.

16.2. Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected. Rates should be quoted in rounded figures. Decimal values will not be accepted.

16.3. Deadline for submission of the bids 22<sup>th</sup> December 2025 at 10:30 AM

**16.4. Bids Open Date** **22<sup>th</sup> December 2025 at 11:00 AM**

**16.5. Bidders are requested to offer the services and quote the rates for Vocational Training Institute Nankana Sahib as required by the Vocational Training Institute Nankana Sahib.**

## **17. ELIGIBILITY**

17.1. The Security Company / Firm shall be: -

- 17.1.1. Holding the valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.
- 17.1.2. Holding the valid NTN Certificate.
- 17.1.3. Holding the valid GST registration.
- 17.1.4. Having minimum One (01) year' experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Firms / Foreign Missions.

## **18. INELIGIBILITY**



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- 18.1. If the Security Company / Firm is declared as Blacklisted by any Government organization.
- 18.2. If the Security Company / Firm declared as defaulter by any Government / Public Sector Organization.
- 18.3. If the Security Company / Firm involving in litigation with any Government/Public Sector Organization.
- 18.4. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
- 18.5. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.
- 18.6. Non-submission of prescribed Bid Security.

## 19. DOCUMENTS CONSTITUTING CONTRACT

- 19.1. The Security Company / Firm shall sign a contract agreement with the Vocational Training Institute Nankana Sahib, within one week from acceptance of the bid by the Vocational Training Institute Nankana Sahib.
- 19.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

## 20. CANCELLATION OF CONTRACT

- 20.1. The Contract may be terminated earlier at any time by the Vocational Training Institute Nankana Sahib for breach of any provision(s) of the agreement by the Security Company.
- 20.2. This agreement may be terminated by either party by giving to the other side One month's prior notice in writing. Discontinuation of service without notice would amount to misconduct and the Vocational Training Institute Nankana Sahib reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.
- 20.3. 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 Nankana Sahib.
- 20.4. In case of any serious violation made by the Security Company / Firm, the Vocational Training Institute Nankana Sahib can terminate the agreement without giving One-month notice.



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**Annexure-I**

## **FINANCIAL BID FORM/PRICE SCHEDULE**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]*

### **MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED**

Description	Cost (Pkr)
Minimum Punjab Government Base Line Wages	
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 Amount in Word:** \_\_\_\_\_

**Note:** Firms shall be rejected whom quoted monthly per security guard service rate found less than approved minimum base line wages per security guard per month according to Labor & HR Department, Government of Punjab. Rounded figures should be used for sums. Decimal values are not accepted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Postal address: \_\_\_\_\_

Name: \_\_\_\_\_

Tele No. \_\_\_\_\_

Designation: \_\_\_\_\_

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

Cell #: \_\_\_\_\_

GST No. \_\_\_\_\_

Stamp: \_\_\_\_\_

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

**Stamp & Signature of Bidder** \_\_\_\_\_



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## Annexure-II

### EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF PRIVATE SECURITY COMPANIES

<b>A)</b>	<b>Company Profile</b>	
	Satisfactory service performed by Security Company / Firm	<b>15 Marks</b>
	Up to 05 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
<b>B)</b>	<b>Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)</b>	Mandatory
<b>C)</b>	<b>Address Details.</b> A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
<b>D)</b>	<b>Company / Firm</b> must be in Active Taxpayer List (ATL) of FBR	Mandatory
<b>E)</b>	<b>Provide the detail of Security Guard</b> along with weapons and ammunition held by the Company with license.	<b>40 Marks</b>
	Ex-Army Personnel ,(Minimum 20 Persons) list to be attached along with Complete particulars (i.e. name, NIC, address, mobile number)	20
	Civilian Guards with Security Training Certificates ,(Minimum 20 Persons )list to be attached along with complete particulars (i.e. name, NIC, address, mobile number)	05
	<b>Repeater 12 bore ( with Valid Company License)</b> <b>One repeater will get one Mark</b>	10
	Pistol 9mm (Nos.2 with Company License) Two Pistol will get One mark	05
<b>F)</b>	<b>Salaries Proof showing the minimum wages were being paid or being paid to the Security Guards working in their jurisdiction.</b>	<b>20 Marks</b>
<b>G)</b>	<b>Financial Soundness/ Status</b>	<b>25 Marks</b>
	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 contract. One Contract is equal to one Mark. Supplier will provide evidence with satisfactory report after completion of contract. Preference will be given to those parties who are engaged with VTIs working under PVTC in case of equalizer. <b>Annexure-III.</b>	15
	Undertaking that the company has never been blacklisted by any Government organization <b>Annexure-III.</b>	Mandatory



# VOCATIONAL TRAINING INSTITUTE NANKANA SAHIB

Government of Punjab

	Undertaking that company has never been involved in litigation with the Punjab Vocational Training Council/ Vocational Training Institute / Government of Punjab/Government of Pakistan <b>Annexure-III..</b>	Mandatory
H)	<b>Bid Security Amounting to Rs <u>25,273/-</u></b>	Mandatory
	<b>Total Marks</b>	<b>100</b>
	<b>Required Passing Marks for consideration of Bid</b>	<b>70</b>

**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 70 marks. All the bidders having 70marks or more will be treated equal and will be financially evaluated.*



# VOCATIONAL TRAINING INSTITUTE NANKANA SAHIB

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## Annexure-III

### ON STAMP PAPER

#### UNDERTAKING

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *Vocational Training Institute Nankana Sahib* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Vocational Training Institute Nankana Sahib. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) The company has never been involved in litigation with the Punjab Vocational Training Council/ Vocational Training Institute / Government of Punjab/Government of Pakistan

The undersigned undertake and give assurance to Vocational Training Institute Nankana Sahib (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 Nankana Sahib due to unavoidable circumstances or bills are not verified by us in time as the case may be.

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SIGN & SEAL OF CEO/Director

Name: \_\_\_\_\_

CNIC # \_\_\_\_\_