



VOCATIONAL TRAINING INSTITUTE GUJRANWALA
Government of the Punjab



BIDDING DOCUMENT
National Competitive Bidding
Procedure
EPADS / Single Stage-Two Envelop

For Hiring of Security Services FY 2025-26

Budget / Estimated Cost = Rs; 1,320,000/-

(Tender Opening Date = 20-Apr-2026 at 11:30 AM)



VOCATIONAL TRAINING INSTITUTE GUJRANWALA
Government of the Punjab

TENDER NOTICE
FOR HIRING OF SECURITY SERVICES (FY 2025-26)

1. Vocational Training Institute Gujranwala under Punjab Vocational Training Council 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 2 x security guards at Vocational Training Institute Gujranwala, Opposite Haider Memorial Hospital, 204-Gill Road, Gujranwala for a period of minimum 12 months, further extendable on satisfactory performance.
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. The security companies must be on Active Taxpayers List of FBR and fulfills the eligibility criteria/ terms and conditions as per tender document
3. Single stage - Two 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 also from Vocational Training Institute Gujranwala free of cost. Bids should be submitted electronically ONLY through EPADS. Manual submission of financial bids is NOT allowed. For any difficulty / queries regarding registration on EPADS, please contact to Accounts & Admin Officer at 055-3730034.
4. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by **20-Apr-2026 at 11:00 AM**. Bids will be opened on the same day at 11:30 AM in Principal's Office.
5. Call deposit in the favor of "Principal Vocational Training Institute Gujranwala" @ **2%** of the estimated cost / budget, should be attached with Bid.
(Budget / Estimated Cost = Rs; 1,320,000/-)

S/N	Description	No. of Security Guards	Budget / Estimated Cost (for 12 x Months)	Last Date and Time of Bids submission	Opening Date and Time of Bids Opening
1	Hiring of Security Services (FY 2025-26)	2	1,320,000	20-Apr-2026 11:00:00 AM	20-Apr-2026 11:30:00 AM

PRINCIPAL
Vocational Training Institute Gujranwala
Opposite Haider Memorial Hospital, 204-Gill Road, Gujranwala
Phone # 055-3730034



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TERMS & CONDITIONS

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
- Received without earnest money, affidavits and mandatory documents.
 - Bids should be single stage two envelope basis.
 - Received after the time and date fixed for its receipt.
 - Not signed by authorized person on each page of tender documents.
 - The offer is ambiguous.
 - The offer is received by fax or e-mail.
 - The offer is from a black listed firm.
 - Offer received with shorter validity than required.
 - The offer is not conforming to requirements indicated in the tender documents.
 - Rate quoted found other than the tender documents.
 - Any conditional offer.
- 1.2 Offer will remain valid for a period of 90 days. The contract will be enforced for a period of Twelve months (One Year).
- 1.3 The cover envelop should indicate particulars of tender, and date of opening. The envelope must be properly sealed.
- 1.4 The earnest money / bank guarantee shall be forfeited if:
- a. The acceptance of tender is not received within ten days of issuance of order.
 - b. The offer is withdrawn, amended or revised.
 - c. The Security Agency fails to execute the contract strictly in accordance with terms and conditions.
- 1.5 The bidder should indicate their National Income Tax No. / Circle of Income Tax Department.
- 1.6 The bidders shall not bid below the minimum rates of wages for security services fixed by the government including all the applicable taxes etc.
- 1.7 Whole or part of tender can be cancelled by the President DBOM VTI Gujranwala with or without assigning any reason.
- 1.8 Minimum wages rates fixed by the Govt. of Punjab for the category "Security Guards" must be followed.

2. Cancellation / Penalty:

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

Signature & Stamp of bidder



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2.3 In case, the bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, performance bond / bank guarantee will be forfeited and security services can be hired from another company at risk and cost of the bidder.

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

3. Payment to the Security Agency:

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

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

4. Earnest Money:

4.1 Earnest money @ 2% of total tender amount will have to be deposited along with tender. It should be in the form of Pay Order / Bank Draft / Call Deposit in favor of VTI Gujranwala.

4.2 Earnest money of unsuccessful bidders shall be refunded on the finalization of the contract / tender whereas the earnest money of successful bidder shall be refunded on the submission of 06 months performance bond in shape of CDR/DD.

5. Inspection of Security Services

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

6. Payment and Deduction of Taxes:

Contract will be executed with the firms registered and active with income tax and sales tax. Any taxes (if applicable) will be deducted while making payment as per Government instructions / notifications (prevailing rates).

7. Termination of Contract:

President DBOM VTI Gujranwala may terminate contract with or without assigning any reason and will inform to the Security Agency about his decision in writing.

8. Dispute:

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

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9. Technical Evaluation Criteria:

S/N	Documents	Marks
1	Company profile with at least 05 years of establishment & professional experience.	10
	Company profile with at least 10 years of establishment and professional experience.	20
	Company profile with at least 15 years of establishment and professional experience.	30
2	Latest Active Income & Sales Tax Online verifications.	Mandatory
3	Registration with SECP certificate copy.	Mandatory
4	Copy of Valid License of the firm issued by Interior Ministry, Government of Pakistan.	Mandatory
5	Copy of renewal of Arms License should be attached.	Mandatory
6	An affidavit on stamp paper of Rs.100/- submitting following clauses that the firm is never been blacklisted on any grounds whatsoever by any organization/ Institute should be submitted to VTI Gujranwala.	Mandatory
7	DD/CDR amounting 2% of the estimated cost of the tender should be submitted to VTI Gujranwala.	Mandatory
8	Attach list of 05 x clients (Govt. & Semi Govt. department) including agreement's copy of having contract of Rs; one Million or above amount.	10
	Attach list of minimum 10 x clients (Govt. & Semi Govt. department) including agreement's copy of having contract of Rs; one Million or above amount.	20
9	Wage certificate showing the minimum wages were being paid to the Security Guards working in their jurisdiction.	Mandatory
10	Financial Soundness/ Status - Bank statement for at least one year (latest)	10
	An affidavit on stamp paper of Rs.100/- for Credit worthiness undertaking showing the capacity of the bidder as Annexure-I should be submitted to VTI Gujranwala.	20
11	Sample of Complete Uniform i.e. 2 x Shalwar-Kameez or 2 x Trouser-Shirt, Belt, cap, Shoes, Whistle and Torch should be submitted to VTI Gujranwala along with bid.	Mandatory

Note: Above mentioned all technical eligibility evaluation criteria documents must be attached with tender documents, failing which will lead towards disqualification of the bid. In case of equal rates of two or more bidders, preference will be given to the party whose technical marks would be high and in the case of equal technical marks and equal financial rates of two or more bidders than the decision of the President DBOM, VTI Gujranwala will be final and no grievance will be addressed in such case.

10. Performance Guarantee

Successful bidder will **submit 5% performance guarantee** (refundable after contract) favoring Vocational Training Institute Gujranwala.

11. Security Services: Terms & Conditions:

- The Security Agency will provide 02 Security Guards (Age range should be Range 30 years -55 years) at VTI Gujranwala, and 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 Gujranwala.

Signature & Stamp of bidder



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- b. The Security Agency will ensure that its personnel perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required in their profession. The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- c. The Security Agency will provide medically fit & duly verified Security Guards Verified by the Local Police/Special Branch to VTI Gujranwala.
- d. Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by VTI Gujranwala.
- e. The contract will be enforced for a period of 12 months, which may be extended on yearly basis if required and after approval by VTI Gujranwala on satisfactory performance of security agency.
- f. The Security Agency will provide one weapon and one Metal detector (both of it should be in very good / working condition) to each Security Guard along with appropriate (minimum 15 x rounds) ammunition without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from VTI Gujranwala.
- g. Security Guards must be in proper uniform as per below mentioned dress code.

DRESS CODE (per Security Guard):

Winter: 2 x Shalwar-Kameez or Trouser-Shirt, Pullover/Jacket, Belt, warm cap, Shoes and Torch.

Summer: 2 x Shalwar-Kameez or Trouser-Shirt, Belt, cap, Shoes and Torch.

- h. Security Guard must have minimum 25 to 30 x rounds of ammunition every time during duty.
- i. Security Guards must be capable of doing entries in IN & OUT register for vehicle /assets / visitors / staff at the Gate.
- j. The Security Company / Guards 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.
- k. Security Agency must ensure the payment of salaries no less than Govt. minimum wage rate to security guards till maximum 05th of each month in their bank accounts and shall share the screenshot every month regardless of the monthly cheque received or not from VTI.
- l. 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 to 06 hours.
- m. The Security Agency will be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged / stolen items will be determined by joint inquiry as per recommendations by both the parties. The inquiry committee will comprise one representative each from the VTI and security agency. Inquiry report / facts / findings will be submitted to the President DBOM VTI Gujranwala for his final decision.

Signature & Stamp of bidder



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- n. Security agency will prior intimate to VTI Gujranwala about any replacement of security guard through letter along with CNIC of new security guard.
- o. Provided Security guards must be cleared by the special branch/home department. EOBI, Social Security and Life Insurance of each guard is mandatory.
- p. VTI Gujranwala may increase or decrease the number of Security Guards at any time.
- q. The below mentioned financial bid / table should be completely filled by the security agency:

S/N	Category	Minimum Punjab Government Salary (Base Line Cost) in PKR	EOBI in PKR	Social Security in PKR	Group Life Insurance in PKR	Total Administration cost in PKR	PRA Tax in PKR	Total Service Charges for 1 Security Guard per Month with all taxes in PKR	No. of Security Guards	No. of Months	Total Amount for 12 Months including Taxes
		A	B	C	D	E	F	G=A+B+C+D+E+F	H	I	J=G*H*I
1	Hiring of Armed Security Guards with Proper Uniform (including Cap, Jacket/sweater, Shoes and Re-chargeable Torch-DP-7045B, Sogo JPN-8815 or Equivalent)								02	12	

NOTE: All the columns should be filled properly and after rounding off the value. No value should be in decimal fractions. Non filling or unjustified filling of "Total Administration cost" will leads towards disqualification of the bidder. In case of equal rates of two or more bidders, preference will be given to the party whose technical marks would high and in the case of equal technical marks and equal financial rates of two or more bidders than the decision of the President DBOM, VTI Gujranwala will be final and no grievance will addressed in such case.

12. Date of Submission / Opening:

Receipt of tenders : April 20, 2026 till 11:00 AM

Opening of tenders : April 20, 2026 till 11:30 AM at VTI Gujranwala.

Signature & Stamp of bidder



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Name of Firm: _____

Address: _____

Phone: _____

Contact Person/Designation: _____

Cell: _____ E-mail: _____

NTN: _____ GST No. _____

Signature & Stamp of bidder



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Annexure-I

ON STAMP PAPER

UNDERTAKING

I / We hereby undertake and give assurance to Vocational Training Institute Gujranwala (Government of Punjab) that our Security Company _____ is financially sound and will pay the salaries of deputed security guards before 05th of every month and other related expenses for three months regardless of the payment received or not from Vocational Training Institute Gujranwala due to unavoidable circumstances or bills are not verified by us in time or as the case may be (if any).

SIGN & SEAL OF CEO/Director of Company

Name: _____

CNIC # _____

Cell # _____