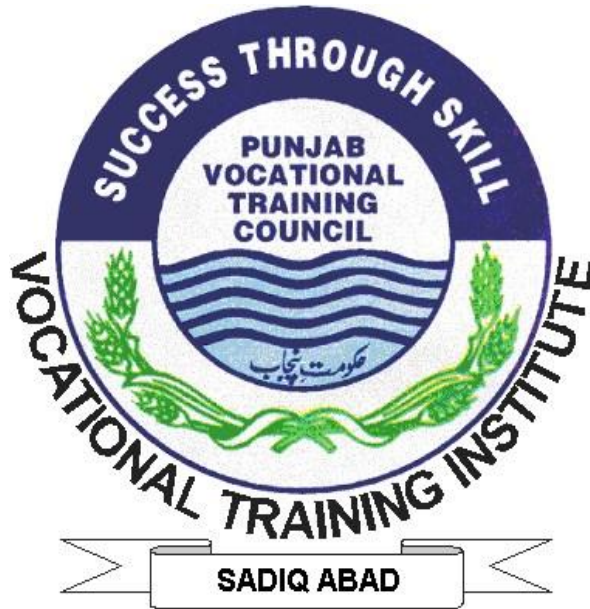


VOCATIONAL TRAINING INSTITUTE SADIQ ABAD



TENDER DOCUMENTS

***Security Guards Services
(Preferably EX- Army Man)***

***TECHNICAL BID
2025-2026***

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:
- a.** Received without bid money/security.
 - b.** It is received after the time and date fixed for its receipt.
 - c.** Not signed by authorized person on each page of tender document
 - d.** The offer is ambiguous.
 - e.** The offer is received by fax or e-mail.
 - f.** The offer is black listed from procuring agency (VTI SDK)
 - g.** Offer received with shorter validity than required.
 - h.** The offer is not conforming to requirements indicated in the tender documents.
 - i.** Rates quoted other than the tender documents.
 - j.** Any conditional offer.
 - k.** Offered rates **below than the base line cost** (minimum Salary (Government of Punjab) as per Punjab Gazette notification # MWB/58(VI)/2025 dated 26-06-2025.
- 1.2** Registered with Tax authorities, EOBI, Social Security, Life Insurance & SECP, NOC from Ministry Of Interior, valid license holder firms/companies from Home Department and having at least five years relevant experience in security services are only eligible to participate in the tender.
- 1.3** Offer will remain valid for a period of 365 days. The contract will be enforced for a period of one year. No escalation in rate will be given during contract period. However, if Punjab Government revises the minimum salary (Base Line Cost), revision in quoted rates will be revise accordingly on the written request of service provider to the competent authority (President DBOM).
- 1.4** The bid money shall be forfeited if
- a.** Bidder fails to sign the draft agreement or fails to accept the Contract after issuance of the draft agreement/contract
 - b.** The offer is withdrawn, amended or revised.
 - c.** The Service Provider fails to execute the agreement/contract strictly in accordance to the terms and conditions of agreement/contract.
- 1.5** The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

1.6 Wages rates fixed by the Govt. of Punjab for the category “Security Guards” must be followed.

1.7 Circular PPRA Govt. of Punjab S&GAD 1121: After the laps of given time between the declaration of technical evaluation report and opening of financial no grievance petition would be entertained.

2. All the tenders can be cancelled by the competent authority (President District Board Management VTIs District Rahim Yar Khan) before acceptance of the bid (s) as per Rule 35 of Punjab Procurement Rules, 2014.

3. Contract Period

The agreement/contract will be for a period of One **(01)** year with effect from **May 01, 2026 to April 30th, 2027**. If performance of the service provider not found satisfactory, agreement/contract will be cancelled by the competent authority (President District Board Management VTIs District Rahim Yar Khan).

4. Cancellation/Penalty:

4.1 In case the bidder fails to execute the contract in accordance with the terms & conditions laid down in the agreement/contract, bid money will be forfeited and security services will be hired from another company at risk and cost of the successful bidder.

4.2 In case of poor performance, Vocational Training Institute (VTI) Sadiq Abad may cancel the contract or impose appropriate penalty. The penalty may be up to the approved rate for per month of total 02 security guards service charges.

5. Payment to the Security Agency:

5.1 Payment will be made through crossed cheque to the security agency against invoice after satisfactory performance within 30 days.

5.2 Bidder will submit the monthly invoices to VTI.

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

6. Bid Money/ Earnest Money:

6.1 Fixed Bid money of **Rs. 32,640/-** at the rate of 2% for the total estimated price/cost amounting to Rs:16,32,000/- of the tender **will have to be submitted along the technical bid**. It should be in the form of Pay Order/Demand Draft in favor of Vocational Training Institute, Sadiq Abad.

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

6.2 Bid money of unsuccessful bidder(s) shall be returned at the approval of the tender whereas bid money of successful bidder shall be returned after successful completion of contract period of One (01) year as performance guarantee.

7. Performance Bond:

One (01) Year performance bond in the shape of CDR/ DD/Banker's Cheque or bank guarantee from scheduled bank to the satisfaction of Administration of VTI Sadiq Abad equivalent to 5% of the total contract amount will have to be furnished within 10 days after the award of contract. Bank guarantee will be returned after successful completion of the contract period. In case repeated orders, the bank guarantee will be returned after the completion of repeated orders.

8. Inspection of Security Services

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

9. Deduction of Taxes:

All applicable taxes will be deducted while making payment as per Government instructions/notifications and all applicable taxes will be liability of the Security Agency.

10. Termination of Contract:

President District Board Management VTIs District Rahim Yar Khan may terminate contract for convenience assigning reasons to the contractor in writing with compensation of services delivered to the purchaser if applicable.

11. Instructions To Bidder(s):

One firm/bidder can submit only one bid either it may be in a Joint Venture mode/consortium of persons or exclusive and in case of deviation from this provision of law/rules all such bids shall be rejected under the rule ibid Clause: 36 A (1,2).

12. Services Terms:

- a.** The Security Agency will provide 02 Security Guards with licensed weapon and equipment (metal detector, whistle, torch & proper uniform on company cost) as per tender specification to VTI Sadiq Abad, one (01) guard for day and other one (01) for night duty (for 365 days in a year) in two shifts (Morning & Evening). Security Guard will perform the duties, tasks and works pertaining to the establishment and maintenance of an effective and reliable security service at the premises of Vocational Training

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

Institute Sadiq Abad, Near Akram Eyes Hospital, Street # 3, Sultan Town, Sadiq Abad District Rahim Yar Khan

- b.** Number of Security Guards can be increased / decreased by the VTI Sadiq Abad for which written request will be made to the Security Agency by the VTI.
- c.** The Security Agency will ensure that its personals (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.
- d.** The Security Agency will provide medically fit security guard preferably Ex-Army Man (18 to 55 years of age) & duly verified Security Guards from VTI. Before change of any security guards from VTI Sadiq Abad duties, it will be informed in written to VTI Sadiq Abad immediately.
- e.** The Security Agency will provide one weapon (with authority letter) to each Security Guard along with appropriate ammunition (minimum 24 bullets/cartridges each time) without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from PVTC.
- f.** 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.
- g.** 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 Sadiq Abad and security agency. Inquiry report/facts/findings will be submitted to the President District Board Management VTIs District Rahim Yar Khan his final decision.
- h.** Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by the VTI Sadiq Abad.
- i.** Clearance of security guards from Police station/special branch will be provided before joining duties.
- j.** Security firm will provide the monthly certificate for payment of salary to security guards as per GOVT declared minimum wages rate.

13. Dispute Resolution:

In case of any dispute before or after execution of the agreement/contract, matter will be resolved as per PPRA Rules 2014' Clause 67 & 68. Further bidder(s) are instructed that after lapse of given time between the declarations of technical evaluation report and opening of the financial bid, no grievance

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

petition would be entertained concerning the technical qualification of successful bidder(s). The objection after opening of the financial bid would remain restrict to the financial bid. The advice however shall not impede the right of bidder(s) to file grievance petition if any as provided under rule 67 of PPRA Rules-2014.

The dispute arising after the contract shall be resolved in the following manner/mechanics

13.1 The arbitrator will be President DBOM, VTIs District Rahim Yar Khan or his nominee shall act as sole arbitrator. (Arbitrator First of all will get complete in written details of the matter from Grievance Redressed Committee and then will take his decision). The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.

13.2 The contractor shall provide his grievances in writing within 15 days after the dispute

13.3 The arbitrator shall decide the matter after hearing both Parties Within 30 days after receiving the written complaints from the Contractors.

13.4 The decision of the arbitrator shall be final and binding for both the Parties

14. Mandatory Technical Eligibility Evaluation Criteria:

- a. Company profile and at least 05 years professional experience
- b. 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

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

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						

- 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

Note: Above mentioned mandatory technical eligibility evaluation criteria documents must be attached with tender documents, failing which will leads towards disqualification of the bid.

15. Bid / Tender Opening Procedure:

15.1 Initially, "TECHNICAL PROPOSAL" will be opened.

15.2 "FINANCIAL PROPOSAL" will be retained in
The custody of the procuring agency (VTI Sadiq Abad) and will be opened as per given time frame.

15.3 The technical proposal shall be evaluated in a manner prescribed in

Advance in above mentioned tender **Clause: 14 & 16**, without reference to the price and any proposal will be rejected which does not conform to the specified requirements.

15.4 During the technical evaluation, no amendments in the technical Proposal shall be permitted.

15.5 The financial proposals of only those successful bidder(s) shall be Opened which found eligible for all the mandatory requirements at Clause: 14 & 16.

16. Evaluation Criteria:

For the purposes of determining the lowest evaluated bid, facts other than price such as:

Sr.#	Detail	Marks
1	Company Registration SECP Certificate: = 03 Security Company Profile: = 02 Company Year of Establishment at least 05 Years otherwise firm's disqualification in Technical Evaluation: = 03 Company Year of Establishment above 10 Years to 15 Years = 06 Company Year of Establishment above 15 Years = 10	15
2	Active Income & Sales Tax Payer online verification attached: = 05 NTN Certificate: = 02 Valid License Home Department Govt. of Punjab Extension below 06 months = 02 Extension from 06 months to 12 months = 05 Above 12 months = 08	15
3	Valid License of the firm issued by Interior Ministry, Government of Pakistan otherwise firm's disqualification in Technical Evaluation = 05	05
4	An affidavit on stamp paper of Rs.100/- submitting following clauses that the Firm is never blacklisted on any grounds. = 05	05
5	Attach List of Arms & Weapons with copy of License (30) = 05 Attach List of Arms & Weapons with copy of License (48) = 08 Attach List of Arms & Weapons with copy of License (Above 48) = 10	10
6	List of Govt./ Semi Govt. Organization/ Institutes served with certificate regarding reputation at least 05 otherwise firm's disqualification in Technical Evaluation = 05	10

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

	Certificate regarding reputation from above 05 up to 10 = 10	
7	Financial soundness (Balance Sheet, & Bank Statement Last year Jan 2025 to Dec 2025) Below 1 Million Annual Turnover = 00 Above 1 Million to 5 Million Annual Turnover = 03 Above 05 Million to 10 Million Annual Turnover = 06 Above 10 Million to 15 Million Annual Turnover = 09 Above 15 Million Annual Turnover = 10	10
8	List of Clients Govt. & Semi Govt. 05 Department Current Agreements worth 1 Million Or above for 01 Financial Year (2 Numbers each dept.) = 10	10
9	APSAA current year Registration letter = 05	05
10	Security Guard Training APSAA Maximum (15) Training Certificate = 15 1 Number each Certificate	15

Note (Evaluation criteria will be marked/changed as per requirements of the procurement of procuring agency)

17. Date of Submission / Opening:

Financial Bid will be opened according to PPRA notification # MD(PPRA)48-BOM/2023 (amendment) (dated 19-06-2023) clause # 09.

Receipt of Tender : **March 10, 2026 till 11:00 AM**
Opening of Tender (Technical Bid): **March 10, 2026 at 11:30 AM**
Opening of Tender (Financial Bid): **March 16, 2026 at 11:30 AM**

Vocational Training Institute Sadiq
Abad, Near Akram Eyes Hospital, Street
3, Sultan Town, Sadiq Abad
District Rahim Yar Khan

18. Name of Firm: _____

Address: _____

Phone: _____

Contact Person/Designation: _____

Cell: _____

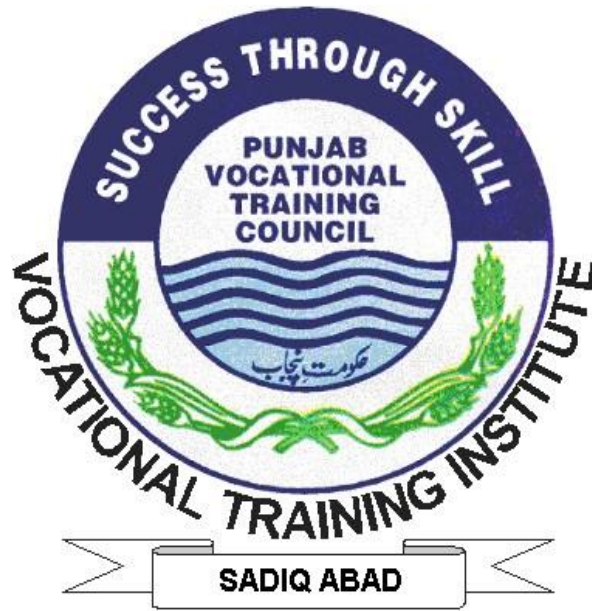
E-mail: _____

Fax: _____

NTN: _____

PNTN (PRA): _____

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD



TENDER DOCUMENTS

***Security Guards Services
(Preferably EX- Army Man)***

***FINANCIAL BID
2025-2026***

VOCATIONAL TRAINING INSTITUTE SADIQ ABAD

Govt. of The Punjab

1. Offered Rates:

Description	Cost (PKR)
Minimum Punjab Government Base Line Wages for 26 Days + 4 Days (30 Days)	
EOBI Monthly Contribution Per Security Guard as per Govt Current Defined Rate	
Social Security Monthly Contribution Per Security Guard as per Govt Current Defined Rate	
Monthly Group Life Insurance Per Security Guard per month	
Monthly Administrative Cost	
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	

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.

Name of Firm: _____

Address: _____

Phone: _____

Contact Person/Designation: _____

Cell: _____

E-mail: _____

Fax: _____

NTN: _____

PNTN (PRA): _____

Vocational Training Institute, Near Akram Eyes Hospital, Street # 3, Sultan Town, Sadiq Abad
District Rahim Yar Khan, Ph: 068-5708803 E-mail: vtisadiqabad@pvtc.gop.pk

Sign & Stamp of bidder

Ref No: VTI/SDK/02/2026/416

TENDER NOTICE FOR SECURITY SERVICES

Vocational Training Institute Sadiq Abad requires sealed bids / tenders for the Services of Security Guards for day and night shifts at VTI Sadiqabad:

Details are as given below

Sr. #	Name of Services	Estimated Amount (Rs)	Earnest Money (Rs)	Last date/ time For receiving tender	Date\time for opening Technical Bid	Date\time for opening Financial Bid
1	Security Guards	16,32,000/	(@ 2%) 32,640/=	10-03-2026 till 11:00 AM	10-03-2026 at 11:30 AM	16-03-2026 at 11:30 AM

- Interested eligible bidders (NTN + GST Registered) may get the tender documents immediately (from concerned web sites) after publication of this tender
- **Single stage, two envelope basis** bidding procedure shall be applied.
- The Bid Security / Earnest Money (2% of 16,32,000) Rs:32,640/= in the form of “CDR, Bank Draft, Pay Order etc.” in favor of “**Vocational Training Institute Sadiq Abad**” is required to be submitted.
- Competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Competent authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. This budget is approved for two security guards, as per VTI needed, but quantity can be changed as per need and demand of institute or Security measures/SOPs etc.

Note: All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules-2014.

Muhammad Sajjad Shafiq

Principal Vocational Training Institute, Sadiq Abad
Near Akram Hospital, Street # 3, Sultan Town, Tehsil Sadiqabad,
District Rahim Yar Khan Ph # 068-5708803 E-mail: vtisadiqabad@pvtc.gop.pk