

**VOCATIONAL TRAINING INSTITUTE SHORKOT**  
**GOVERNMENT OF THE PUNJAB**



**Tender Document (Security Guard Services)**

**TECHNICAL PROPOSAL**

Tender documents and details can be downloaded from PPRA website  
<https://ppra.punjab.gov.pk/> or EPAD <https://punjab.eprocure.gov.pk/>

# Terms & Conditions

## 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:
  - 1.1.1. Received without bid money / security.
  - 1.1.2. Received after time and date fixed for its receipt.
  - 1.1.3. Not signed and stamped by authorized person on each page of tender document
  - 1.1.4. Offer is ambiguous
  - 1.1.5. Offer is received by fax or e-mail.
  - 1.1.6. Offer is from a black listed firm.
  - 1.1.7. Offer received with shorter validity than required.
  - 1.1.8. Offer is not conforming to requirements indicated in the tender documents.
  - 1.1.9. Rates quoted other than the tender documents.
  - 1.1.10. Any conditional offer.
  - 1.1.11. Offered rates below than approved minimum base line cost (minimum Government of Punjab salary) of Rs. 40,000/- per security guard per month.
- 1.2. Registered with Tax authorities, Life Insurance & SECP, valid license holder firms/companies from Home Department and having at least one (01) year relevant experience in security services are only eligible to participate in the tender.
- 1.3. Offer will remain valid for a period of 90 days. The contract will be enforced for a period of one (1) year that can be extended up-to three (3) years on mutual consent subject to the approval of competent authority. No escalation in rate will be given during contract period. However, if Punjab Government revises the minimum wages (Base Line Cost), revision in quoted rates may be revised accordingly on the written request of service provider to the competent authority President DBOM Jhang subject to availability of budget.
- 1.4. The cover envelop should indicate particulars of tender and date of opening. The envelopes must be properly sealed.
- 1.5. The bid money shall be forfeited if
  - 1.5.1. Bidder fails to sign the draft agreement or fails to accept the contract after issuance of the draft agreement/contract
  - 1.5.2. The offer is withdrawn, amended or revised.
  - 1.5.3. The Service Provider fails to execute the agreement/contract strictly in accordance to the terms and conditions of agreement/contract.

## **2. Cancellation of tender**

- 2.1. All tenders can be cancelled by the President DBOM Jhang before acceptance of the bid (s) as per Rule 35 of Punjab Procurement Rules, 2014.

## **3. Contract Period**

- 3.1. The initial agreement/contract will be for a period of one (1) year with effect from July 01, 2026 to June 30, 2027. Agreement/contract will be extendable up-to three (03) years and will be reviewed for the end of each completed year in case of extension, if performance of the service provider not found satisfactory, agreement/contract will be cancelled by the competent authority (President DBOM Jhang)

## **4. Cancellation/Penalty**

- 4.1. In case the bidder fails to execute contract in accordance with terms & conditions laid down in the agreement/contract, bid money/performance bond will be forfeited and security services will be hired from another company at the risk and cost of successful bidder.
- 4.2. In case of poor performance, President DBOM Jhang may cancel the contract or impose appropriate penalty. The penalty may be up to the approved rate for per month of security guard service charges.

## **5. Payment to the Security Agency**

- 5.1. Payment will be made through cross cheque to the security agency against invoice after satisfactory performance within 30 days.
- 5.2. The security company (service provider) shall be sole responsible for the payment of EOIB, Social security and insurance charges to relevant departments for their respective provided security guards deployed at VTI Shorkot.
- 5.3. Payment against partial arrangements of security guards will not be made.

## **6. Bid Money**

- 6.1. Fixed Bid money of Rs. 58,882/- at the rate of 3% for the total estimated price/cost amounting to Rs. 1,962,720/- of the tender will have to be submitted along the technical bid. It should only be in the form of Pay Order/Demand Draft in favor of Principal Vocational Training Institute Shorkot.
- 6.2. Bid money of unsuccessful bidder(s) shall be returned at approval of the tender whereas bid money of successful bidder shall be returned on submission of required bank guarantee in shape of performance bond.

## **7. Inspection of Security Services**

- 7.1. The security services will be inspected by VTI through authorized personnel Admin & Accounts Officer / Principal of VTI Shorkot who will coordinate with the Security Agency in lieu of performance of security guard(s) as per tender terms & conditions of contract.

## **8. Performance Bond**

- 8.1. Three (3) years performance bond in shape of Pay Order/ Demand Draft from schedule bank to the satisfaction of VTI Shorkot equivalent to 06% of the total 01 years services amount quoted in the tender will have to be furnished within 7 days' time after signing the agreement/contract. Performance bond will be returned after successful completion of the agreement/contract.

## **9. Deduction of Taxes**

- 9.1. 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**

- 10.1. President DBOM Jhang 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)**

- 11.1. 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**

- 12.1. The Security Agency will provide one (01) male security guard to VTI Shorkot for day and night (12 hours) shift based duties necessary for 24 hours security in VTI Shorkot. Security guards will perform duties and relevant work for an effective and reliable security services at the premises of Vocational Training Institute, Hostel Building Govt. Boys High School, Tehsil Chowk, Shorkot City, District Jhang and its sub campus SVTI Female Campus, Hostel Building Govt. Girls High School, Mohallay Saray Shorkot City.
- 12.2. The Security Agency will ensure that it's personal (Security Guard) perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required for their profession. The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- 12.3. The Security Agency will provide trained security guards medically fit (Age within 18 to 55 years, Height not less than 5 feet and 2 inches, Eye sight: 6/6 with or without glasses, not color blind, no mental or physical disability) and having at least middle standard academic qualification. Before change of any security guard from VTI duties, it will be informed in written to VTI Shorkot immediately.

- 12.4. Number of security guards can be increased, for which written request will be made to the Security Agency from VTI Shorkot.
- 12.5. The Security Agency will provide licensed weapons and uniform (with cap and shoes) to security guards along with appropriate ammunition without any extra charges. Ammunition used by the security guards while performing duties shall not be charged from VTI Shorkot.
- 12.6. In case, any of the provided security guard by the Security Agency is found guilty of misconduct, he will be returned to Security Agency forthwith for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within five (05) hours.
- 12.7. 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 parties. The inquiry committee will comprise one representative each from VTI and security agency. Inquiry report/facts/findings will be submitted to President DBOM Jhang for final decision.

### **13. Dispute Resolution**

- 13.1. 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 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.
- 13.2. The dispute arising after the contract shall be resolved in the following manner / mechanism
- 13.2.1. The arbitrator will be Executive Member, TMC Shorkot
- 13.2.2. The contractor shall provide his grievances in writing within fifteen (15) days after the dispute.
- 13.2.3. The arbitrator shall decide the matter after hearing both Parties within thirty (30) days after receiving the written complaints from the contractor.
- 13.2.4. The decision of the arbitrator shall be final and binding for both parties.

#### 14. Mandatory Technical Eligibility Evaluation Criteria:

14.1. Technical Evaluation report regarding hiring of firm for provision of security services to ensure security / safety of public premises, property & personnel at Vocational Training Institute Shorkot shall be evaluated as per below parameters.

14.2. Here are the technical evaluation criteria where passing points are 55, if any bidder fails to obtain 55 points he will not participate in next stage of financial proposal.

14.2.1. Evaluation table 14.1.1 is as under.

**Table 14.1.1**

| <b>Sr. No</b> | <b>Evaluation factor</b>                                                                                     | <b>Criteria / Grading points</b>                           | <b>Documentary evidence</b> | <b>Max points</b> | <b>Points obtained</b> |
|---------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------|-------------------|------------------------|
| 1             | Registration certificate from SECP with company profile.                                                     | Yes = 10<br>No = 0                                         | Attached                    | 10                |                        |
| 2             | Company operations all Pakistan / Punjab                                                                     | All Pakistan =10<br>Punjab = 5                             | Attached                    | 10                |                        |
| 3             | NTN / GST / PRA certificates                                                                                 | Yes = 10<br>No = 0                                         | Attached                    | 10                |                        |
| 4             | Registered with EOBI                                                                                         | Yes = 5<br>No = 0                                          | Attached                    | 5                 |                        |
| 5             | Registered with social security                                                                              | Yes = 5<br>No = 0                                          | Attached                    | 5                 |                        |
| 6             | Financial worth / bank Statement (Last 6 Months)                                                             | Yes = 5<br>No = 0                                          | Attached                    | 5                 |                        |
| 7             | Govt. authorized license for business (Territory)                                                            | All Pakistan = 10<br>Punjab = 5<br>No = 0                  | Attached                    | 10                |                        |
| 8             | Strength of guards (Ex- army)                                                                                | Up to 30=10<br>Up to 20=7<br>Up to 10= 3<br>Below 10 = 0   | Attached                    | 10                |                        |
| 9             | List of major clients (companies, banks, universities, colleges & schools, hospitals or other institutions.) | Up to 10 = 10<br>Up to 5 = 5<br>Up to 3 = 3<br>Below 3 = 0 | Attached                    | 10                |                        |
| 10            | Valid Registration Ministry of Interior/Home Department                                                      | Yes = 5<br>No = 0                                          | Attached                    | 5                 |                        |
| 11            | Satisfactory performance certificates                                                                        | Up to 5 = 10<br>Up to 3 = 5<br>Below 3 = 0                 | Attached                    | 10                |                        |
| 12            | Operational security instruments and arms license                                                            | Up to 30 = 10<br>Up to 15 = 5<br>Below 15 = 0              | Attached                    | 10                |                        |
| <b>Total</b>  |                                                                                                              |                                                            |                             | <b>100</b>        |                        |

14.2.2. Satisfied major clients from companies, banks, universities, colleges and schools, hospitals or other institutions should be provided for verification.  
An extra sheet can be used if list prolongs.

14.2.3. Table 14.1.3 for satisfied major clients (companies, banks, universities, colleges and schools, hospitals or other institutions).

**Table 14.1.3**

| Sr. No. | Name of organization to whom services provided | Organization address | Organization contact person name & designation | Contact person phone / cell number | Duration of services |    |
|---------|------------------------------------------------|----------------------|------------------------------------------------|------------------------------------|----------------------|----|
|         |                                                |                      |                                                |                                    | From                 | To |
| 1       |                                                |                      |                                                |                                    |                      |    |
| 2       |                                                |                      |                                                |                                    |                      |    |
| 3       |                                                |                      |                                                |                                    |                      |    |
| 4       |                                                |                      |                                                |                                    |                      |    |
| 5       |                                                |                      |                                                |                                    |                      |    |
| 6       |                                                |                      |                                                |                                    |                      |    |
| 7       |                                                |                      |                                                |                                    |                      |    |
| 8       |                                                |                      |                                                |                                    |                      |    |
| 9       |                                                |                      |                                                |                                    |                      |    |
| 10      |                                                |                      |                                                |                                    |                      |    |
| 11      |                                                |                      |                                                |                                    |                      |    |

14.3. Bid Security must be attached

14.4. The Bidder shall be a legally registered entity with the formal intent to enter into an agreement

14.5. The Bidder must be an active income tax payer

14.6. The bidder must have active National Tax Number (NTN), General Sales Tax (GST) Number / registered with Punjab Revenue Authority (PRA)

14.7. Registration with SECP (Security Exchange Commission Of Pakistan)

14.8. Valid license holders from Home Department as a security services provider

14.9. Bidder who is barred / blacklisted or disqualified either by any Government Ministry / Division / Department / Agency / Authority / Organization would not be eligible to submit the bid. The Bidder shall submit an undertaking in this regard.

14.10. The copy of the bidding document shall be duly signed, stamped on each page and submitted by the bidder.

## **15. Bid / Tender Opening Procedure**

- 15.1. The bid shall comprise a single package containing two separate envelopes. Each sealed envelope shall contain separately the financial proposal and the technical proposal.
- 15.2. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and readable letters.
- 15.3. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened.
- 15.4. The envelope marked as “FINANCIAL PROPOSAL” shall be opened after declaration of technical evaluation.
- 15.5. The technical proposal shall be evaluated in a manner prescribed in advance in above mentioned tender Clause: 14, without reference to the price and any proposal will be rejected which does not confirm to the specified requirements.
- 15.6. During technical evaluation no amendment in technical proposal shall be permitted
- 15.7. The financial proposals of only those successful bidder(s) shall be opened which found eligible for all the mandatory requirements at Clause: 14

## **16. Date of Submission / Opening**

- 16.1. Receipt of Tender: July 06, 2026 till 11:00 AM
- 16.2. Opening of Tender (Technical Bid): July 06, 2026 at 11:30 AM at Vocational Training Institute Shorkot, Hostel Building Government Boys High School, Tehsil Chowk, Shorkot City, District Jhang.

## **17. Firm Particulars**

- 17.1. Name of Firm: \_\_\_\_\_
- 17.2. Address: \_\_\_\_\_
- 17.3. Phone: \_\_\_\_\_
- 17.4. Contact Person/Designation: \_\_\_\_\_
- 17.5. Cell: \_\_\_\_\_
- 17.6. E-mail: \_\_\_\_\_
- 17.7. NTN: \_\_\_\_\_
- 17.8. FAX: \_\_\_\_\_
- 17.9. GST/PNTN (PRA): \_\_\_\_\_



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**GOVERNMENT OF THE PUNJAB**



**Tender Document (Security Guards Services)**

**FINANCIAL PROPOSAL**

## 18. Offered rates to VTI Shorkot

18.1. Offered rates description is as under

**Table 18.1**

| Description of services required | Minimum Punjab Government salary (base line cost) | Administrative Cost (EOBI, Insurance etc / Income Tax) | PRA @ 16% | Total Service Charges for 01 Security Guard per month inclusive of all taxes in (PKR) | Total Service Charges for 03 Security Guard per month inclusive of all taxes in (PKR) | Total Service Charges for 03 Security Guard per Year inclusive of all taxes in (PKR) |
|----------------------------------|---------------------------------------------------|--------------------------------------------------------|-----------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Security Guard                   | 40,000                                            |                                                        |           |                                                                                       |                                                                                       |                                                                                      |

18.2. Firms shall be rejected whom quoted monthly per security guard service rate found less than approved minimum base line salary of Rs. 40,000/- per security guard per month for 12 hours Government of Punjab salary.

## 19. Firm Particulars

19.1. Name of Firm:

19.2. Address:

19.3. Phone: Contact Person / Designation:

19.4. Cell:

19.5. E-mail:

19.6. Fax:

19.7. NTN:

19.8. GST/PNTN (PRA):