



PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN  
L A H O R E - P A K I S T A N

## **TENDER DOCUMENTS**

**OUTSOURCING OF SECURITY SERVICES  
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)**

PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN

**TENDER FEE: Rs. 1,000/-**

**TENDER No: PFID/TENDER/2025-26/013**

Procurement Office, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore

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PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN  
LAHORE - PAKISTAN



Chartered by the Government of Pakistan

## **TENDER NOTICE**

Pakistan Institute of Fashion and Design (PIFD), Lahore is a federally chartered Public Sector degree awarding Institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Sealed tenders/bids are invited from the firms registered with the Tax Departments and relevant Authority for the following Tender based on Single Stage Two Envelope Bidding Procedure in terms of Rule No. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004 which have been amended time to time):

### **OUTSOURCING OF SECURITY SERVICES** **PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)** **PIFD/TENDER/2025-26/013**

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal".
- Tender Fee Rs. 1,000/- may be deposited online in the bank account, Account Title: PIFD, Account#:50397000268851, Bank Name: Habib Bank Limited, evidence should be enclosed with Technical Proposal.
- Tender documents can be downloaded from EPADS website <https://eprocure.gov.pk> or from the official website of the PPRA (<https://ppra.gov.pk/>).
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **December 22<sup>nd</sup>, 2025** at 11:00 AM. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted with PPRA or involved in litigation with PIFD will not be considered.
- PIFD reserves the right to reject any or all bids in accordance with PPRA rules.

**SECRETARY TENDER COMMITTEE**  
**PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD),**  
**51-J/III, JOHAR TOWN, LAHORE.**  
**PH.042 99232951 – 57**

## **INVITATION TO THE BID**

Pakistan Institute of Fashion and Design (PIFD) is a federally chartered Public Sector degree awarding institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Pakistan Institute of Fashion and Design (PIFD), Lahore invites sealed Bids from interested tax-registered firms having experience of working with Education/Government Institutions for the tender **OUTSOURCING OF SECURITY SERVICES PIFD** on the basis of “**Single Stage Two Envelope**” Bidding Procedure in terms of rule no. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004).

Tender Documents will be available after the publishing of Notice (Rule No. 23(1) of PPRA 2004). Interested bidders may download Tender/Bid Documents containing detailed terms & conditions, procedure for submission of Bid, and evaluation criteria from official website of PPRA (<https://ppra.gov.pk/>) or EPADS (<https://eprocure.gov.pk>). Tender Fee **Rs. 1,000/-** may be deposited online in the bank account, Account Title: PIFD, Account #:50397000268851, Bank Name: Habib Bank Limited, evidence should be enclosed with Technical Proposal

## **SECTION I – INSTRUCTION TO BIDDERS (ITB)**

### **GENERAL CONDITION**

#### **1 INSTRUCTION FOR SUBMITTING THE BIDS:**

- 1.1 In connection with the “Invitation to the Bid”, the Procuring Agency, as defined in Section-III (Bid Data Sheet abbreviated as BDS), issues this set of Tender Documents (TD) to prospective Bidders (also hereinafter referred as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section **IV (Scope of Work)**.
- 1.2 Procurement will be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.
- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the Single Stage Two Envelopes procedure shall be followed.
- 1.8 The Bidders are required to submit their bids in hard copy and also online on EPADS (e-Pak Acquisition & Disposal System) <https://eprocure.gov.pk> without failure otherwise bid will be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

## **CONTENTS OF THE TENDER DOCUMENTS**

### **2 SECTIONS OF TENDER DOCUMENTS**

2.1 This set of Tender Documents consists of sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITB 3.

- **SECTION I - INSTRUCTIONS TO BIDDER (ITB)**
- **SECTION II - QUALIFICATION CRITERIA AND REQUIREMENTS**
- **SECTION III - BID DATA SHEET (BDS)**
- **SECTION IV - TERM OF REFERENCE & SCOPE OF WORK**
- **SECTION V - APPLICATION FORMS**

2.2 The Bidders is expected to examine all instructions, forms, and terms in the Tender Documents and to furnish with its Bid all information or documentation as is required by the Tender Documents.

### **3 AMENDMENT OF TENDER DOCUMENTS**

3.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Tender Documents by issuing an Addendum.

3.2 Any Addendum issued shall be part of the Tender Document and shall be communicated in print media and PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page and in the newspaper as identified in the Bid Data Sheet:

3.3 Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids prior to the original or extended Bid submission deadline.

3.4 To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum is issued within the last three (03) days of the Bids submission deadline.

## **PREPARATION OF BIDS**

### **4 COST OF PREPARATION OF BID**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

4.2 The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Bid Data Sheet.

4.3 Supporting documents and printed literature that are part of the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

## 5 BID PREPARATION AND SUBMISSION

- 5.1 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.
- 5.2 The Bids/Tenders should be submitted in two parts (A) Technical Proposal and (B) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

### A. TECHNICAL PROPOSAL

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and whether the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- **DETAIL OF DOCUMENTS TO BE FURNISHED WITH TECHNICAL PROPOSAL [ENVELOPE A]:**

#### i) The Bidder must provide the following mandatory documents:-

- Bid Security” in the form of CDR/Bank Draft.
- Evidence of online Tender Fee deposit in the PIFD Bank Account.
- Bid Submission Form (**Annex ‘A’**) on Firm’s Letterhead.
- Price Reasonability Certificate (**Annex “B”**) on Firm’s Letterhead.
- Affidavit (**Annex ‘C’**) on the Stamp Paper.
- Declaration Form (**Annex ‘D’**) on Firm’s Letterhead.
- Technical Bid Form (**Annex ‘F’**) on Firm’s Letterhead.
- Key Management and Staff Information (**Annex ‘H’**) on Firm’s Letterhead.
- Income Tax Registration Certificate.
- PRA Registration Certificate.
- Valid Registration Certificate/License with relevant Authority/Agency.
- Document showing the status as Active Tax Payer.
- Business Registration Category Certificate, Sole proprietor (Copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- Tender Document duly signed and stamped on each page by the Bidder.

#### ii) Other Documents

- Copies of the Financial Statement/ Audited Report for the last three years.
- List of clients (providing similar services) with Purchase Orders/Work Orders /performance certificate from the clients.
- Professional Tax Certificate.

## **B. FINANCIAL PROPOSAL**

- The Financial Proposal of the bidder shall include the price break up of taxes/duties on prescribed format (**Annexure-‘E’**). All taxes/duties as applicable shall be responsibility of the bidders.
- The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of the Contract including during the period of extension of time if any.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- **Details To Be Furnished With Financial Proposal [Envelope B]**
  - Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annex ‘E’**).

## **C. SEALING THE BID**

The Proposal [**Envelop A and Envelop B**] shall be placed in an outer envelope and sealed appropriately. The cover shall be marked as “PROPOSAL FOR – TENDER REFERENCE, the “FROM” address and the “TO” address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

## **D. BID SUBMISSION ADDRESS**

The Bid should be addressed and submitted to the Secretary, Tender Committee, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore, during office hours on working days. Bids submitted after the due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected

## **6 BID SECURITY/EARNEST MONEY**

- 6.1 Bidder will submit Bid Security/Earnest Money, amount mentioned in the bid data sheet drawn in the name of “Pakistan Institute of Fashion and Design, Lahore”. The Bid Security will be in the form of CDR.
- 6.2 Cheque or cross-cheque shall not be accepted at all.
- 6.3 The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4 The Bid Security may be forfeited if a Bidder:-
  - Refuses to accept the Letter of Acceptance of the Bid; or
  - Fails to furnish Performance Security.
  - In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

## **7 DEADLINE FOR SUBMISSION OF BIDS**

- 7.1 Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.

- 7.2 If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3 The deadline will be extended in the same manner as that of original Invitation for Bids (or the advertisement).

## **8 LATE BIDS**

The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified as the last date for submission of Bids but before the time for opening of the Bids.

## **9 REJECTION OF THE BID**

- 9.1 The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions, The Tender Committee may reject all tender(s), cancel/annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final
- 9.2 **No offer shall be considered if:**
- a) The tender is un-signed.
  - b) The offer is ambiguous or the offer is conditional.
  - c) The offer is from the firms that are blacklisted/suspended by any Government Department.
  - d) The offer is received by email.
  - e) Offer is received with shorter validity than required in the tender.
  - f) Evidence for the tender fee deposited in the Bank Account of PIFD not provided.
  - g) Bidder failed to submit the bid online through EPADS.
  - h) The bidder is not an active taxpayer.

## **10 OPENING OF BIDS**

- 10.1 The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.
- 10.2 The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

## **PROCEDURES FOR EVALUATION OF BIDS**

### **11 CLARIFICATION OF BIDS**

- 11.1 To assist in the evaluation of Bids, the Procuring Agency may ask any Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.
- 11.2 If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

## **12 RESPONSIVENESS OF BIDS**

The Procuring Agency may reject any Bid which is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within the prescribed time, it may result in disqualification of the Bidder.

## **13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT BIDS**

The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.



## **SECTION-II – QUALIFICATION CRITERIA AND REQUIREMENTS**

### **14 ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA**

#### **14.1 TECHNICAL EVALUATION**

The Bidder(s) should meet the Eligibility/Qualification Criteria (Annex ‘G’) to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

#### **14.2 FINANCIAL EVALUATION**

- I.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PIFD accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- III.** In case of calculation errors, total amount will be calculated on unit rate.

### **15 ANNOUNCEMENT OF EVALUATION REPORT**

The Procuring Agency shall publish the Evaluation Report at least 15 days before the award of the Contract on EPADS.

### **16 LETTER OF INTENT**

After acceptance of the Bids by the Tender Committee, a Letter of Intent (LOI) will be issued only to the successful Bidder.

### **17 PAYMENT OF PERFORMANCE GUARANTEE (PG)**

- 17.1 The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **05%** of the value of the contract price (Per Annum). The PG should be paid by way of a Call Deposit Receipt (CDR), Demand Draft, or Bank Guarantee drawn in favor of “Pakistan Institute of Fashion and Design Lahore” as an unconditional Guarantee.
- 17.2 The Bid Security will be forfeited if the successful Bidder withdraws the Bid during the period of Bid validity specified in the Tender/Bid Documents or if the Bidder(s) fails to sign the contract.

### **18 AWARD OF CONTRACT**

The Tender/Contract will be awarded to the most advantageous Bidder based on offering the lowest rates, who has been declared Technically Qualified.

### **19 SIGNING THE CONTRACT**

- 19.1 The Concerned Authority shall sign a Contract with the successful bidder who has submitted the Performance Guarantee.
- 19.2 The Successful Bidder will provide the stamp paper for issuance of the Work Order or Signing of the Contract.

## **20 PAYMENT**

- 20.1 Payment shall be released through the Treasurer Office of PIFD, Lahore, within 15 days of receipt of the invoice provided that:
- i. Invoice is complete, accurate, and to the entire satisfaction of Administration Department PIFD.
  - ii. Services provided according to instructions of the Administration Department PIFD.
  - iii. Monthly attendance reports of the Security Guards are submitted to the Administration Department.
  - iv. Satisfactory Report is furnished by the Administration Department.
- 20.2 No advance payment shall be released.
- 20.3 All payments shall be made through crossed cheques/ Online Bank Transfer in local currency.

## **21 TAXES**

- 21.1 Rates quoted should be inclusive of all applicable taxes.
- 21.2 PIFD will deduct taxes at source, as per prevailing rules/regulations of the Government.
- 21.3 In case supplies/services or part thereof are exempt from levy of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

## **22 BID VALIDITY**

Offer will remain valid for 90 days from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

## **23 DELIVERY OF SERVICES**

The supplier will bear all costs associated delivery of the services and the Procuring Agency in any case will not be responsible or liable for those costs. The supplier will make such arrangements to ensure the safe delivery of services.

## **24 DELIVERY OF SECURITY SERVICES**

Services are required to be delivered as outlined in the scope of work (Section IV).

## **25 RELEASE OF PERFORMANCE GUARANTEE (PG)**

The Performance Guarantee (PG) will be released/refunded to the Successful Bidder(s) after successful completion of services delivery.

## **26 DISPUTE RESOLUTION**

In case of any dispute arising between the Bidder and PIFD, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

## **27 CONSTITUTION OF GRIEVANCE REDRESSAL**

- 27.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee will have one subject specialist depending on the nature of the procurement.

- 27.2 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.
- 27.3 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.
- 27.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 27.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 27.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 27.7 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

## **28 FRAUD AND CORRUPTION:**

- 28.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 28.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 28.3 Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
- 28.4 Procuring Agency will reject a bid or proposal, if it is established that the Bidders or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
- 28.5 Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.

## **SECTION III- BID DATA SHEET (BDS)**

|   |  |
|---|--|
| <b>1. GENERAL</b>                         |  |
| 1.1                                       | <b>TENDER NUMBER:</b><br>PIFD/TENDER/2025-26/013<br><br><b>THE PROCURING AGENCY:</b><br>Pakistan Institute of Fashion and Design (PIFD)<br>51-J-III, Johar Town<br>Lahore<br><br><b>THE LIST OF CONTRACT FOR SERVICES:</b><br>Outsourcing of Security Service Pakistan Institute of Fashion and Design   |
| <b>2. CONTENTS OF THE TENDER DOCUMENT</b> |  |
| 2.1                                       | <b>FOR CLARIFICATION PURPOSES CONTACT PERSON</b><br>Attention: Mr. Umar Saleem<br>Secretary Tender Committee<br>Pakistan Institute of Fashion and Design<br>51-J-III, Johar Town<br>Lahore   |
| 2.2                                       | <b>WEB PAGES:</b><br><b>Procuring Agency:</b> <a href="http://www.pifd.edu.pk">www.pifd.edu.pk</a><br><b>Authority:</b> <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> ,<br><b>EPADS:</b> <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a>  |
| 2.3                                       | <b>PRE-BID MEETING:</b> Not Required   |
| 2.4                                       | <b>LANGUAGE OF BID:</b> English  |
| <b>3. SUBMISSION OF BIDS</b>              |  |
| 3.1                                       | <b>THE DEADLINE FOR BID SUBMISSION:</b><br><b>Date: December 22<sup>nd</sup> , 2025 Time: 11:00 AM</b><br><br><b>THE PROCURING AGENCY'S ADDRESS:</b><br>Procurement Department,<br>Pakistan Institute of Fashion and Design<br>51-J-III, Johar Town, Lahore<br><br><b>ELECTRONIC SUBMISSION:</b> <ul style="list-style-type: none"><li>• Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax</li><li>• The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition &amp; Disposal System) <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a> without failure otherwise bid will be rejected.</li></ul> |
| 3.2                                       | <b>THE OPENING OF THE TECHNICAL BIDS</b><br><b>Date: Same Day at 11:30 AM</b>  |
| 4.  | <b>BID SECURITY / EARNEST MONEY:</b><br>Rs.590,000 in the form of CDR in favour of the Pakistan Institute of Fashion & Design  |
| 5.  | <b>PERFORMANCE GUARANTEE</b><br>05% of the Total Tender amount in the form of CDR/Bank Draft Only  |

## **SECTION IV – SCOPE OF WORK AND TERMS OF REFERENCE**

### **1. SCOPE OF WORK**

- 1.1 PIFD requires the services of a Security Contractor company to safeguard its assets, students, faculty, staff and information. The following strength of guards having suitable qualification, training, experience, smart professional appearance, armed with licensed firearms and equipped with proper uniform and scanners / detectors, without any deformity or handicap are required to be deployed at PIFD campus and hostels:

| S | Description | No of Security Guards |                |             |              | Total |
|---|-------------|-----------------------|----------------|-------------|--------------|-------|
|   |             | PIFD, Lahore          | PIFD Islamabad | PIFD Skardu | PIFD Karachi |       |

#### **A. Security Guards Required.**

|  |  |           |           |           |           |           |
|--|--|-----------|-----------|-----------|-----------|-----------|
| 1                                      | Security Supervisor (one for each shift) | 02        | Nil       | Nil       | Nil       | <b>02</b> |
| 2                                      | Ex-Service Man Male Guard                | 12        | 01        | Nil       | 01        | <b>14</b> |
| 3                                      | Civilian Male Guard                      | 14        | 01        | 01        | 01        | <b>17</b> |
| 4                                      | Female Guard                             | 04        | Nil       | Nil       | Nil       | <b>04</b> |
| <b>Total Manpower for the Campuses</b> |  | <b>32</b> | <b>02</b> | <b>01</b> | <b>02</b> | <b>37</b> |

#### **B. Security Guards Required for Hostels**

|                                       |                           |           |            |            |            |            |
|---------------------------------------|---------------------------|-----------|------------|------------|------------|------------|
| 1                                     | Ex-Service Man Male Guard | 02        | Nil        | Nil        | Nil        | <b>02</b>  |
| 2                                     | Civilian Male Guard       | 02        | Nil        | Nil        | Nil        | <b>02</b>  |
| 3                                     | Female Guard              | Nil       | Nil        | Nil        | Nil        | <b>Nil</b> |
| <b>Total Manpower for the Hostels</b> |                           | <b>04</b> | <b>Nil</b> | <b>Nil</b> | <b>Nil</b> | <b>04</b>  |
| <b>Grand Total (A + B)</b>            |                           |           |            |            |            | <b>41</b>  |

- 1.2 Security services will initially be required at the PIFD Lahore campus. The successful bidder may be asked to provide services in other cities (Karachi, Skardu and Islamabad) as and when needed and the payment will be released accordingly.
- 1.3 PIFD reserves the right to increase or reduce the strength of guards and their respective remuneration as per requirements varying from time to time.
- 1.4 **TIMINGS**  
02 shifts per day @ 12 hours shift on rotation basis as per timings defined by PIFD.

### **2. TERMS OF REFERENCE**

- 2.1 Contract period would be for one year initially, extendable up to three years as per PPRA rules and mutually agreed terms for subsequent tenure(s). However, initial 3 months would be treated as probationary period. The increase of the rate will be 10% subject to the satisfactory performance.
- 2.2 Contract can be cancelled without notice during probationary period. In case of cancellation of contract during probationary period, PIFD reserves the right to automatically award the contract to runner-up bidder of this tender.
- 2.3 Contractor is responsible to pay minimum wages as per Government Ordinance.
- 2.4 Contractor is responsible to provide face mask and gloves to all the security staff on daily basis.
- 2.5 Contractor is responsible for providing uniform including other accessories as part of uniform, display identification cards with company monograms, regulation shoes, raincoat, gloves and umbrella to the deployed staff/guards.

- 2.6 The security personnel, if civilian, must be well trained from a recognized institution / training school / academy and highly professional in security field.
- 2.7 Any obese personnel or having shabby turnout (whether civilian or ex-army) will not be stationed for security purpose at PIFD.
- 2.8 The guards must be medically fit and contractor is bound to provide their CNIC and medical fitness certificate to the Administration Department, PIFD.
- 2.9 To evaluate the physical proficiency and agility of guards, PIFD reserves the right to carry out scheduled or surprise medical test or physical exercise.
- 2.10 All the guards must be trained for the usage of security detectors/scanners and wireless sets etc.
- 2.11 Security guards must adhere to the duty timings as defined by PIFD.
- 2.12 In case of continuous/consistently absentees of the guards, PIFD have a right to deduct the salaries of those guards as per PIFD rules.
- 2.13 No guard shall perform continuous double shift duty, whether by force or voluntarily.
- 2.14 All weapons and metal detectors must be functional.
- 2.15 The age of civil guards must be between 25 and 50 years whereas for Army/ Ranger / Police Guards up to 55 years.
- 2.16 The security company is responsible to submit Police verification of all the security guards to the Administration Department, PIFD.
- 2.17 Weapons must be in perfect working condition and will be checked periodically by PIFD.
- 2.18 Guards should be trained and experienced enough to handle diverse situations of security.
- 2.19 A proper duty roster for each shift is to be maintained by the Security Contractor for periodic inspection by PIFD.
- 2.20 Security Contractor should submit a list containing the name, father's name, CNIC etc. of the guards to be posted at PIFD. The list should contain enough personnel for standby / reliever duties. Without prior approval from PIFD, the Security Contractor will not be allowed to change the list.
- 2.21 Security Contractor will maintain a separate register for firearms and ammunition which will be periodically inspected by PIFD Security Supervisors.
- 2.22 A weekly day/ night checking schedule should be maintained by the Security Contractor.
- 2.23 The security guard must be well trained and have experience of weapon handling. The PIFD Security Officer has a right to take weapon handling test of the guards.
- 2.24 Guards must be trained and experienced for emergency drills procedures.
- 2.25 Guards must be trained and experienced for fire and natural disaster drills and evacuation procedures.
- 2.26 Security Contractor is responsible for reporting any occurrence or untoward incident to Administration Department of PIFD.
- 2.27 On account of security, administrative or other reasons, PIFD reserves the right to have an unsuitable security guard removed from its premises and this contract.
- 2.28 The Security Contractor will be responsible to get the Security Supervisors interviewed and approved from PIFD before the commencement of the contract.
- 2.29 Complete record (application form, copy of CNIC, snaps, discharge book, character verification certificate duly endorsed by the local chairman/Nazim (for civilian only), character verification of deputed guards from Special Branch / IB (for all guards), any other documents to be required by PIFD must be provided before the commencement of contract.
- 2.30 The Security Company should have minimum three reputable clients.

- 2.31 The Security Company must have their own repairing/maintenance workshop for their ammunition.
- 2.32 The daily salary will be deducted if any male guard is absent on weekends i-e Saturday and Sunday. However, Gazetted holidays are the off days for only female guards.
- 2.33 Sunday will be off days for female guards and PIFD will not be responsible to pay the wages of the said day(s).
- 2.34 The Security Company should be equipped their Security Guards with a minimum of four walkie-talkie sets at all times.

### **3. PENALTY**

- 3.1 In case of violation of the general and technical requirements of the Tender document, Work Order or Contract Agreement, PIFD reserves the right to impose financial penalty on pro-rata basis, even on the services already availed. If unsatisfactory/incomplete security services for more than two check-post/duty position are observed by PIFD, a penalty in the form of deduction of minimum 25% or more can be charged from the default payable remuneration for that particular day”.



**SECTION V - APPLICATION FORMS AND ANNEXURES**

**Annexure 'A'**

**Bid Submission Form  
(On the letterhead of the firm)**

Date:-----/-----/2025

**Secretary Tender Committee**  
Procurement Office,  
Pakistan Institute of Fashion and Design,  
51-J/III, Johar Town, Lahore

**Subject: OUTSOURCING OF SECURITY SERVICES PAKISTAN INSTITUTE OF FASHION AND DESIGN**

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the Tender Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the PIFD based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Bid are in all respects true, correct, and complete to the best of our knowledge and belief.

|                                  |                  |
|----------------------------------|------------------|
| <b>Name of Authorised Person</b> |                  |
| <b>Designation</b>               |                  |
| <b>Signature &amp; Stamp</b>     |                  |
| <b>Date</b>                      | -----/-----/2025 |

**PRICE REASONABILITY CERTIFICATE**

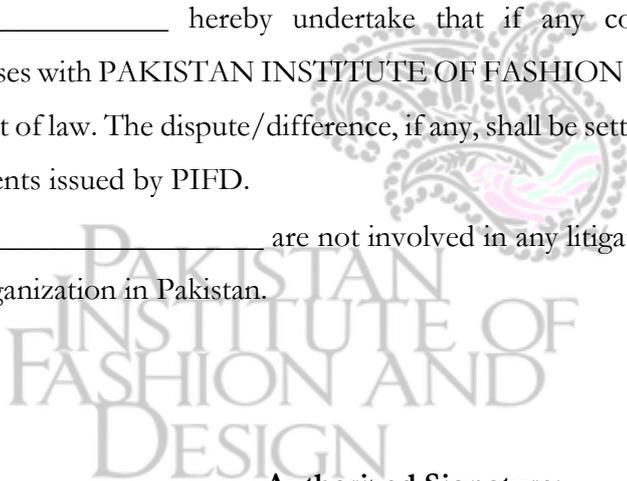
1. We hereby confirm to have read carefully all the terms and conditions of your tender enquiry. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender enquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall not be entertained.
4. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
5. We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.

|                                  |                  |
|----------------------------------|------------------|
| <b>Name of Authorised Person</b> |                  |
| <b>Designation</b>               |                  |
| <b>Signature &amp; Stamp</b>     |                  |
| <b>Date</b>                      | -----/-----/2025 |

**AFFIDAVIT**

|              |  |
|--------------|--|
| <b>FROM:</b> |  |
|              |  |
|              |  |
|              |  |
| <b>TO:</b>   |  |
|              | <b>Pakistan Institute of Fashion and Design, Lahore (PIFD)</b> |
|              | <b>51 J-III, Johar Town</b>                                    |
|              | <b>Lahore</b>  |

1. We, M/s. \_\_\_\_\_ having our office at \_\_\_\_\_  
\_\_\_\_\_ hereby undertake that if any conflict/dispute regarding execution of work arises with PAKISTAN INSTITUTE OF FASHION AND DESIGN, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by PIFD.
2. We, M/s. \_\_\_\_\_ are not involved in any litigation and have never been blacklisted by any organization in Pakistan.



Authorized Signature:-----

|                         |  |
|-------------------------|--|
| <b>NAME OF FIRM</b>     |  |
| <b>STAMP:</b>           |  |
| <b>COMPLETE ADDRESS</b> |  |

Dated: -----/-----/2025

## Declaration Form

(Mandatory: On Letterhead, Non-provision will disqualify the bidder)

**All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:**

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us herein is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the pro forma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with Pakistan Institute of Fashion and Design (PIFD), Lahore AND/OR blacklisting.

|   |  |
|---|--|
| <b>TENDER NAME</b>                          |  |
| <b>NAME OF FIRM</b>                         |  |
| <b>YEAR OF ESTABLISHMENT</b>                |  |
| <b>NAME OF THE OWNER / AUTHORIZED AGENT</b> |  |
| <b>OFFICE ADDRESS</b>                       |  |
| <b>GST NUMBER</b>                           |  |
| <b>NTN</b>                                  |  |
| <b>VALID TELEPHONE #</b>                    |  |
| <b>VALID EMAIL</b>                          |  |
| <b>SIGNATURE &amp; STAMP</b>                |  |

**TENDER FORM / PRICE SCHEDULE****OUTSOURCING OF SECURITY SERVICES PIFD**

|                                |  |
|--------------------------------|--|
| Name of Bidder / Tenderer      |  |
| Mailing Address                |  |
| Income Tax Registration #      |  |
| PRA Registration #             |  |
| EOBI Registration #            |  |
| Social Security Registration # |  |

| Description                  | Qty.      | Quoted Rates (Inclusive of All Taxes) |                 |                 |
|------------------------------|-----------|---------------------------------------|-----------------|-----------------|
|                              |           | Unit Rate                             | Total Per Month | Total Per Annum |
| 1. Security Supervisor       | 02        |                                       |                 |                 |
| 2. Ex-Service Man Male Guard | 16        |                                       |                 |                 |
| 3. Civilian Male Guard       | 19        |                                       |                 |                 |
| 4. Female Guard              | 04        |                                       |                 |                 |
| <b>Grand Total</b>           | <b>41</b> |                                       |                 |                 |

|                            |  |
|----------------------------|--|
| Total Bid Amount in Words: |  |
|----------------------------|--|

**Earnest Money /Bid Security Information (Attach Copy of the CDR)**

|                          |  |
|--------------------------|--|
| Amount of Earnest Money: |  |
| CDR # & Date:            |  |
| Name of Issuing Bank:    |  |

Authorized Signatures & Stamp-----

**TECHNICAL BID FORM**

The bidder must attach this list along with the Technical Bid

|    |                                 |  |
|----|---------------------------------|--|
| 1  | Name of the Company:            |  |
| 2  | Legal Status of the Company:    | <input type="checkbox"/> Partnership / Association of Person<br><input type="checkbox"/> Pvt. Limited Company / Pvt. Partnership Firm<br><input type="checkbox"/> Public Limited<br><input type="checkbox"/> Sole Proprietor |
| 3  | Year of Registration:           |  |
| 4  | NTN Registration Number:        |  |
| 5  | PRA Registration Number:        |  |
| 6  | No. of Years of Experience:     |  |
| 7  | Postal Address of the Company : |  |
| 8  | Office Telephone Number:        |  |
| 9  | Email of The Company:           |  |
| 10 | Name of Contact Person:         |  |
| 11 | Mobile No:                      |  |
| 12 | Email of Contact Person:        |  |

Authorized Sign & Stamp-----

**TECHNICAL EVALUATION CRITERIA**

| <b>A – TECHNICAL PART</b>  |    | <b>Maximum Marks</b> |
|--|----|----------------------|
| <b>Financial Strength</b> (Attach Income Tax/Sales Tax Return of FY 2023,2024,2025)              |    | <b>10</b>            |
| Average Annual Revenue/Sales T.O 10,000,000 to 15,000,000  | 5  |                      |
| Average Annual Revenue more than 16,000,000 up to 20,000,000                                     | 7  |                      |
| Average Annual Revenue above 20,000,000  | 10 |                      |
| <b>Business Experience</b> (Attach a copy of the business registration certificate)              |    | <b>10</b>            |
| 12 – 15 Year Experience  | 5  |                      |
| 16 – 18 Year Experience  | 7  |                      |
| Above 18 years of Experience   | 10 |                      |
| <b>Legal Status of the Company</b> (Attach proof of company registration)                        |    | <b>10</b>            |
| Individual   | 5  |                      |
| Partnership / AOP  | 7  |                      |
| Private Limited Firm / Private Partnership Firm / Public Limited                                 | 10 |                      |
| <b>List of Clients</b> (Attach relevant reference letters/performance certificates )             |    | <b>10</b>            |
| If Clients 3 ~ 4   | 3  |                      |
| If Clients 5 ~ 6   | 5  |                      |
| If More than 6   | 10 |                      |
| <b>Strength of Security Staff</b> (Attach a list of the working Security Staff as per Annex 'H') |    | <b>10</b>            |
| If Security Staff 50 ~ 60 ( <i>Must have at least 50% Ex-Service man</i> )                       | 5  |                      |
| If Security Staff 61 ~ 70 ( <i>Must have at least 50% Ex-Service man</i> )                       | 8  |                      |
| If Security Staff More Than 70 ( <i>Must have at least 50% Ex-Service man</i> )                  | 10 |                      |
| <b>Company Registration</b> (Attach Valid Certificates)  |    | <b>20</b>            |
| EOBI Registration  | 10 |                      |
| Social Security Registration   | 10 |                      |
| <b>Physical Inspection</b>   |    |                      |
| Availability of Bill Board on Main Office  | 5  | <b>15</b>            |
| Ammunition and equipment detail as per Fixed Assets Schedule                                     | 5  |                      |
| In-house repair and maintenance facility for ammunition  | 5  |                      |
| <b>B. PRESENTATION</b>   |    | <b>20</b>            |

*Total Marks*                      **105**

*Qualifying Marks*                **75**

**Key Management and Staff Summary**

| S# | Designation           | Strength |
|----|-----------------------|----------|
| 1  | Mangers               |          |
| 2  | Supervisors           |          |
| 3  | Ex-Service Man Guards |          |
| 4  | Civilian Male Guards  |          |

**DETAIL OF THE SECURITY STAFF MEMBERS (EX SERVICE MAN)**

| S# | Name of Employee | Designation | CNIC | Contact # | Experience with Bidder |
|----|------------------|-------------|------|-----------|------------------------|
| 1  |                  |             |      |           |                        |
| 2  |                  |             |      |           |                        |
| 3  |                  |             |      |           |                        |
| 4  |                  |             |      |           |                        |
| 5  |                  |             |      |           |                        |
| 6  |                  |             |      |           |                        |
| 7  |                  |             |      |           |                        |
| 8  |                  |             |      |           |                        |
| 9  |                  |             |      |           |                        |
| 10 |                  |             |      |           |                        |

**DETAIL OF THE SECURITY STAFF MEMBERS (CIVILIANS)**

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 1  |  |  |  |  |  |
| 2  |  |  |  |  |  |
| 3  |  |  |  |  |  |
| 4  |  |  |  |  |  |
| 5  |  |  |  |  |  |
| 6  |  |  |  |  |  |
| 7  |  |  |  |  |  |
| 8  |  |  |  |  |  |
| 9  |  |  |  |  |  |
| 10 |  |  |  |  |  |