QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

No: QUEST/NH/PROC/300 Dated: 06.11.2026

NOTICE INVITING TENDER

Quaid-e-Awam University of Engineering, Science & Technology (QUEST) Nawabshah, invited e-bid through E-Pak Acquisition and disposable system (**E-PADS**). The details of tenders are as under:

S#	Description of work	Award criteria	Bid security	Tender fee	Procurement Procedure
1	**Hiring of Security Services at QUEST**	*(least cost)*	Rs. 1,350,000/-	PKR 5000/- (Non-Refundable)	Single Stage Two Envelopes

Bid Doc. Issuance:	Documents can be purchased from Procurement Office or can be downloaded from QUEST Website and SPPRA EPADS Website from 11.11.2026 to 26.11.2026 (www.quest.edu.pk)
Tender Fees and Application:	The bidder shall submit the tender fee through a Demand Draft (D.D.) or Pay Order in favor of the Quaid-e-Awam University of Engineering Science and Technology, Nawabshah.
Contact details:	PTCL: 0244-930389 and email address: pm@quest.edu.pk
Bids Submission:	(Date & time)**: 26.11.2026 up to 12:00** P.M in the Procurement office QUEST, Nawabshah
Bid Opening:	On **26.11.2026** at 12:30 PM, in the Conference Hall, Vice Chancellor Secretariat, Quaid-e-Awam University of Engineering Science and Technology, (QUEST), Nawabshah.
Bid Security:	**5%** Bid Security/Earnest Money amounting to **Rs.1,350,000**/- in the form of Pay Order only, in favor of Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.
Bid Validity Period:	90 days
Eligibility:	Eligibility Criteria and Terms & Conditions are provided in the Bidding Document.
Terms and conditions:	

Procurement Manager
QUEST Nawabshah

Director, SFAQ Quaid-e-Awam University PId(H) 132/2026 10x4

FOUNDED BY QUAID-I-AZAM MOHAMMAD ALI JINNAH

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Procurement Manager
QUEST Nawabshah

PID (H) 132/2026

THE DAILY JANG KARACHI
روزنامہ جنگ کراچی
بانی میر خلیل الرحمٰن
جلد 90 | ہفتہ 26 جمادی الاوّل 1448ھ 7 نومبر 2026ء | نمبر 305

QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

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QUEST Nawabshah

PID (H) 132/2026

Daily KOSHISH Hyderabad
ABC Certified
روزنامہ
کوشش
حیدرآباد
Ph:2728254-2784822 Fax:2784986-2729951

QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

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QUEST Nawabshah

PID (H) 132/2026

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عوام جو آواز
روزانہ
ھلال پاکستان
کراچي
Regd. Non S.S. 253

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QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

TENDER DOCUMENT

FOR

HIRING OF SECURITY SERVICES

AT

QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE & TECHNOLOGY, NAWABSHAH.

Method of Procurement: *Single Stage-Two Envelopes Procedure*

(Least cost)

OFFICE ADDRESS:

PROCUREMENT MANAGER

Quaid-e-Awam University of Engineering,

Science & Technology (QUEST), Sakrand Road Nawabshah Sindh.

Phone # 0244-9370381 ext. 3159

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INTRODUCTION

Dear Bidder,

The Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, Shaheed Benazirabad appreciate your interest in response to this Notice Inviting Tender, which is advertised in Four leading newspapers (Daily Dawn, Daily Jung, Daily Koshish and Daily Hilal-E- Pakistan Karachi) also hoisted at the websites of **SPPRA (EPADS) & QUEST.**

The QUEST is premiere educational institute in Nawabshah imparting quality education to the nation. The QUEST is interested to avail the services as required in this bid document of high potentiality from your esteemed firm. It's also expected to avail services of high standards meet our prime & basic need through this tender.

Feel free to contact the Procurement Manager on +9244-9370381 or pm@quest.edu.pk for any information and query.

Thank you.

Procurement Manager,
QUEST Nawabshah

TENDER: _____

FOR QUEST.

TENDER PURCHASE RECEIPT

This is to certify that this tender document is issued to below mentioned bidder/firm/company. The bidder had submitted the tender application along with tender fees (non-refundable), attached with NTN, GST & SRB (where applicable) certificate copies. The details are as under:

Registered Name _____

NTN Number_____

GST Number (For Supply / Goods) _____

SST Number (For Services) _____

Pay Order / Challan #_____, Dated:_____

Rs. _____, Bank_____

Representative of the Firm_____

Contact Number Mobile: _____

Contact Number PTCL: _____

Email Address: _____

Postal Address: _____

_____

Procurement Manager
Quaid-e-Awam University of Engineering,
Science & Technology Nawabshah,
Shaheed Benazirabad

QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

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Terms and conditions:	

Procurement Manager
QUEST Nawabshah

INSTRUCTIONS TO BIDDER (ITB)

1. SOURCES OF FUNDS

Recurring Budget of current financial year of Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, Shaheed Benazirabad. The eligible payment under the contract is to be made from allocated budget.

2. ELIGIBLE BIDDERS

2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2010 (amended 2017) and its Bidding Documents except as provided hereinafter.

2.2 This Invitation for Bid is open to all firms having three years of experience in the relevant field within Pakistan or abroad, and their Authorized Agents / Importers / Bidders / Distributors.

2.3 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the University to provide consulting services for the preparation of the design, specification, and other documents to be used for the procurement of the goods under this NIT.

2.4 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Federal Govt. or Provincial Govt.

2.5 Bidder should not be eligible to bid, if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization.

3. ELIGIBLE GOODS

3.1 The origin of all the goods & related services to be supplied under the Contract should be mentioned.

3.2 Origin means the place where the goods are mint, grown or produce or the place from which the related services are supplied.

3.3 The Origin of goods and services is distinct from the nationality of bidders.

3.4 All goods (mention in the bill of quantities) and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services.

4. COST OF BIDDING

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency" will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

THE BID DOCUMENT

5. CONTENTS OF BID DOCUMENT

5.1 The Bidding Document in addition to the Notice Inviting Tender (NIT) include:

i. Instructions to Bidders (ITB).
ii. General Conditions of Contract (GCC). iii. Special Conditions of Contract (SCC).
iv. Bid Data Sheet
v. Schedule of Requirements / Bill of Quantities.
vi. Bid Form and Price Schedules vii. Experience in the relevant field viii. Contract Form ix. Performance Security Form x. Bid Declaration.

5.2 In case of discrepancies between the Invitation for Bid (IFB) / Tender Notice and the Biding Document, the Bid Document shall take precedence.

5.3 The bidders are expected to examine all instructions, forms, terms, and specifications in the bid document. Failure to furnish complete information required in the bidding document or to submit a bid not substantially responsive to the bidding document may result in rejection of its bid.

6. CLARIFICATION OF BID DOCUMENT

6.1 A interested Bidder requiring any clarification of the bid documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bid documents, which it receives not later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

7. AMENDMENT OF BID DOCUMENT

7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by a interested Bidder, may modify the bid document by amendment.

7.2 All interested bidders that have received the bid documents will be notified of the amendment in writing and will be binding on them.

7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

PREPARATION OF BID

8. BID PROCEDURE

8.1 **Single Stage – Two Envelope Procedure** under SPPRA Rule number **46-2**.

(a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

(b) Envelopes shall be marked as "FINANCIAL PROPOSAL" and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;

(c) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

(d) Envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;

(e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;

(f) No amendments in the technical proposal shall be permitted during the technical evaluation;

(g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

(h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

(i) The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.

9. LANGUAGE OF BID

9.1 The bid document and the bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in **English**. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

10. DOCUMENTS COMPRISING THE BID

The bid prepared by the Bidder shall comprise the following:

(a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6. (b) Bid Security.

(c) Bid Form.

(d) Documentary evidence that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted (as defined in *ITB Clause 2);* (e) Supply orders in the relevant field.

(f) Undertaking that the bidder is not black listed by any firm.

(g) Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services;

11. BID FORM

11.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, warranty/Guaranty(if applicable), and prices.

12. BID PRICES

12.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

12.2 The prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the schedule of Requirements. No separate payment shall be made of the incidental services.

12.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.

12.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Shp;eet.

13. BID CURRENCIES

13.1 Prices shall be quoted in Pakistani Rupees for goods mention in the bill of quantities.

14. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

14.1 Pursuant to *ITB Clause 2 & 3*, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications and experience to perform the contract.

15. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS

15.1 Pursuant to ITB Clause 2, 8, 10 and 18, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract and shall consist of:

15.1.1 a detailed description of the essential technical and performance characteristics of the goods;

15.1.2 the Bidder shall note that standards for workmanship, material and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specification are intended to be descriptive only and not restrictive: till stated otherwise in Technical Specifications or Bid Data Sheet.

16. BID SECURITY

16.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet.

16.2 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period. or till it is revalidated/extended for a period mutually agreed upon by the procuring agency and tenderer.

16.3 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;

16.4 The Bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity; or (b) in the case of a successful Bidder, the Bidder fails:

(i) to sign the Contract; or

(ii) to complete the supplies in accordance with the General / Specific Conditions of Contract.

(iii) to furnish performance security after the ward of contract.

16.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency.

16.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and submission of performance security*, pursuant to ITB Clause 37.*

17. BID VALIDITY

17.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.

17.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under *ITB Clause 16* shall also be suitably extended.

17.3 A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

17.4 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

18. ALTERNATIVE BIDS

18.1 If any bidder elects to submit alternative proposal(s), complete information on the alternative items including all data relating to technical specifications shall be given as per following table.

Sr. #	Description of Stores	Statement of Variation from Spec	Reasons for Variations

SUBMISSION OF BIDS

19. SEALING AND MARKING OF BIDS

19.1 The envelopes shall:

(a) bear the name and address of the Bidder;

(b) bear the specific identification Name and NIT reference number;

(c) bear the Procuring Agency's name and address

(d) a statement: **"DO NOT OPEN BEFORE"** the time and date specified in the Bid Data Sheet.

19.2 If the envelope is not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.

20. DEADLINE FOR SUBMISSION OF BIDS

20.1 Bid must be submitted by the bidder and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.

20.2 The Procuring Agency may, at its convenience, extend the deadline for submission of bids, by amending the bidding documents as mention in *ITB Clause 7.*

21. LATE BID

21.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and returned unopened to the bidder.

22. MODIFICATION AND WITHDRAWAL OF BIDS

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification (including substitution or withdrawal of the bids) is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 No bid may be modified and withdrawn after the deadline for submission of bids.

21.3 Withdrawal of a bid before the validity period of bid security may result the forfeiture of bid security.

OPENING AND EVALUATION OF BIDS

23. OPENING OF BIDS BY THE PROCURING AGENCY

22.1 The Procuring Agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening.

22.3 No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to *ITB Clause 20*.

22.4 Bids (and modifications sent pursuant to *ITB Clause 21.1*) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.5 The Procuring agency will prepare minutes of the bid opening.

24. CLARIFICATION OF BIDS

23.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

25. PRELIMINARY EXAMINATION

24.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 **Arithmetical errors** will be rectified on the following basis. If there is a **discrepancy** between the unit price and the total price that is obtained by multiplying the unit price and quantity, **the unit price shall prevail**, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the **amount in words will prevail**.

24.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, (pursuant to *ITB Clause 25)* the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, Taxes and Duties, will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

26. EVALUATION AND COMPARISON OF BIDS

25.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive, (pursuant to *ITB Clause 24 & 30)*.

25.2 The Procuring Agency's evaluation of a bid will be on delivered duty paid (DDP) inclusive of prevailing duties/taxes and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 **Litigation History**: The Bidder should not be involved in any litigation with the Procuring Agency/Govt. Deptt: (Provincial/Federal), else their bid will be rejected.

27. CONTACTING THE PROCURING AGENCY

27.1 No bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing.

27.2 Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.

28. REJECTION OF BIDS

28.1 Notwithstanding anything stated here-before after the Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency may upon request, communicate to a bidder, the grounds for its rejection, but shall not be under obligation to justify those grounds.

28.2 The **erasing and/or alterations**, if any, in the Tender shall be authenticated by the authorized person by his full signature. Use of white fluid markers shall lead to rejection of bids.

28.3 **Ambiguous and incorrect answers** and/or incorrect filling of Tender Documents will render the tender liable to rejection.

28.4 The disclosure of firm's price at the time of opening of technical bid will result in the rejection of the bid.

28.5 No tender will be entertained without earnest money. The earnest money will be forfeited to Government Treasury, in case of non-submission of security money within **seven (7) days** of receipt of the offer letter.

29. RE-BIDDING

29.1 If the Procuring Agency has rejected all bids, it may move for a re-bidding or may seek any alternative method of procurement under the provisions of the prevailing Rules.

30. ANNOUNCEMENT OF EVALUATION REPORT

30.1 The Procuring Agency will announce the Evaluation Report and the resultant acceptance or rejection of bids at least seven days prior to the award of procurement contract.

31. AWARD of CONTRACT

31.1 Pursuant to Rule 45 of SPP Rules 2010 (Amended 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.

31..2 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency

32. AWARD CRITERIA

32.1 **Least Cost**

32.2 The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the Least Cost provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

33. PROCURING AGENCY'S RIGHT TO VERY QUANTITIES AT TIME OF AWARD

33.1 The Procuring Agency reserves the right to increase or decrease the quantity of stores originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.

34. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID TO REJECT ANY OR ALL BIDS

34.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

34.2 Pursuant to Rule 45 of SPP Rules 2010 (Amended 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract

34.3 The notification of award will constitute the formation of the Contract.

34.4 Upon the successful Bidder's furnishing of the performance security, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security (pursuant to *ITB Clause 16.5)*.

35. LIMITATIONS ON NEGOTIATIONS

35.1 The Procuring Agency reserves the right to hold negotiation on delivery schedule or completion schedule for all the items or any item.

35.2 Negotiations will not be used to change substantially:

35.2.1 the details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods;

35.2.2 the terms and conditions of the Contract and;

35.2.3 anything affecting the crucial or deciding factors in the evaluation of the proposals / bid and / or selection of successful bidder.

36. NOTIFICATION OF AWARD

36.1 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency.

36.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 37, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security.

37. SIGNING OF CONTRACT

37.1 While conveying acceptance of bid to the successful bidder, the Procuring Agency will send the bidder Contract Form, incorporating all points of agreement between the Parties.

37.2 Seven days after the official announcement of the award, both the successful Bidder and the Procuring Agency will sign and date the Contract on legal stamp paper valuing 0.3% of the value of contract, (cost shall be borne by the bidder). In case the successful Bidder, after completion of all codal formalities, shows inability to sign the Contract, its Bid Security shall be forfeited. The firm may also be blacklisted from taking part in any future bidding of Procuring Agency for a period upto five Years. In such a situation, the Procuring Agency may make the award to the next evaluated responsive bidder or move for re-bid.

38. PERFORMANCE SECURITY

38.1 The successful Bidder shall furnish Performance Security. Upon submission of Performance Security, the Bid Security will be returned. The amount of Performance Security is specified at Bid Data Sheet.

38.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next lowest evaluated Bidder.

39. CORRUPT OR FRAUDULENT PRACTICES

39.1 The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:

(i) "**corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and

(ii) "**Fraudulent Practice"** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) "**Coercive Practice**" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(iv) "**Collusive Practice**" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(v) **"Corrupt Practice"** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(vi) **"Obstructive Practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

B: GENERAL CONDITIONS OF CONTRACT (GCC)

The Scope of the Contract shall be the *Procurement of items mentioned in the NIT attached with this bid document*, in accordance with the Specifications and Bill of Quantities enclosed in this *tender document*.

1. DEFINITIONS

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "**The Contract**" means the agreement entered into between the Procuring Agency and the Bidder, as recorded in the Contract Form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "**The Contract Price**" means the price payable to the Bidder under the Contract for the full and proper performance of its Contractual obligations.

(c) "**Goods**" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Agency under the Contract.

(d) "**Services**" means the services required to the supply of the goods, such as mention in the bill of quantities.

(e) "**GCC**" means the General Conditions of Contract contained in this section.

(f) "**SCC**" means the Special Conditions of Contract.

(g) "**The Procuring Agency**" means the Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, Shaheed Benazirabad.

(h) **The Vice Chancellor** shall mean the Vice Chancellor of the Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, Shaheed Benazirabad Sindh, including his successor in office and assignees, empowered to act in all matters pertaining to the University either directly or through the Procurement Committee QUEST

(i) "**The Bidder/Vendor/Supplier**" means the individual or firm supplying the goods under this Contract.

(j) The "**Specifications**" shall mean the specifications mentioned in the bill of quantities as well as the samples and patterns (if any).

(k) "**Day**" means official working day excluding national / official holiday.

(l) "**Month**" shall mean the Calendar month.

(m) Writing shall include any manuscript, type-written, printed or other statement reproduced in any visible form and whether under seal or under hand.

2. APPLICATION

2.1 These General Conditions shall apply to the extent that they are not inconsistent with provisions of other parts of the Contract.

3. STANDARDS

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the bill of quantities.

4. USE OF CONTRACT DOCUMENTS AND INFORMATION

4.1 The Bidder shall not without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern; sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to such employed person shall be made in confidence and shall extend only, as far as may be' necessary, to such performance and not further or otherwise.

4.2 The Supplier shall not, without the Procuring agency's prior written consent, make use of any document or information except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, shall remain the property of the Procuring Agency and shall be returned (all copies) on completion of the Bidder's performance under the Contract.

4.4 The Bidder shall permit the Procuring Agency to inspect the Bidder's accounts and records relating to the performance of the Supplies.

5. PATENT RIGHTS

5.1 The Bidder shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part the of the country.

6. PERFORMANCE SECURITY

6.1 The successful Bidder shall furnish Performance Security as per rate mention in bid data sheet. Upon submission of Performance Security, the Bid Security will be returned to the Bidder. The amount of Performance Security is specified at Bid Data Sheet.

6.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next evaluated Bidder at the risk and cost of the former.

6.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

i a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or ii a cashier's or certified check.

6.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

7. RIGHTS OF THE UNIVERSITY

7.1 The University reserves the right to award the contract to one bidder or divide it among several bidders. In the Event when two or more then bidders have same weightage than the quantity of the supply shall be distributed equally among all in that specific item.

8. INSPECTIONS

8.1 The Procuring Agency or its representative shall have the right to inspect and/or test the goods to confirm their conformity to the Contract specifications at the cost payable by the Bidder.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to the Procuring agency.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

8.4 The Procuring Agency's right to inspect, test and, where necessary, reject the goods either at Bidder's premises or upon arrival at Procuring Agency's destinations shall in no way be limited or waived by reasons of the goods having previously been inspected, tested, and approved by the Procuring Agency or its representative prior to the goods shipment from the manufacturing point.

9. PACKING

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.

10. DELIVERY AND DOCUMENTS

10.1 The Bidder shall in accordance with the terms specified in the Schedule of Requirements make delivery of the goods. Details of documents to be furnished by the Bidder are mention in the Bid Data Sheet.

11. INSURANCE

11.1 No need of Insurance for Local Supplies, However Supplier is responsible to deliver the goods in perfect condition to the end user

12. TRANSPORTATION

12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination and shall be arranged by the Supplier, and related costs shall be deemed to have been included in the Contract Price.

13. PAYMENT

13.1 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.

13.2 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

13.3 The currency of payment is Pak. Rupees.

13.4 If the supply is not according to the specifications or unsatisfactory, the Contract will be rejected and cancelled at the risk and cost of Firm.

13.5 If the firm fails to execute the contract/supply order as per condition, action will be taken against them which may be their black listing and Earnest Money. / Security Deposit will be forfeited.

13.6 In case of late delivery @ 0.1% per day will be charged on bid amount deducted from the bill, but not more than 10% of contract value

14. ASSIGNMENT

14.1 The Bidder shall not assign, in whole or in part, its obligations to perform to another party under this Contract, except with the Procuring Agency's prior written consent.

15. INCIDENTAL SERVICES

15.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

16. PRICES

16.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

17. DELAYS IN THE BIDDER'S PERFORMANCE

17.1 Delivery of the goods shall be made by the Bidder in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements / Contract Award.

17.2 If at any time in the course of performance of the Contract, the Bidder encounters anything impeding timely delivery of the goods, he shall promptly notify the Procuring Agency in writing of the causes of delay and its likely duration. As soon as practicable, after receipt of the Bidder's notice, the Procuring Agency shall evaluate the situation and may, depending on merits of the situation, extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by a supplementary Contract to be treated as an addendum to the original contract.

17.3 Any undue delay by the Bidder in the performance of its delivery obligations shall render it liable to the imposition of liquidated damages.

17.4 Except as provided under GCC Clause 19 a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages.

18. PENALTIES LIQUIDATED DAMAGES

18.1 Subject to GCC Clause 19, if the Supplier fails or in case of late delivery, even for reasons beyond control, penalty will be imposed upon the Bidder / Manufacturer. The Procuring Agency may consider termination of the Contract in case there is an unusual delay in the delivery of the goods whereby the ongoing activity is likely to be affected seriously.

19. FORCE MAJEURE

19.1 The Bidder shall not be liable for forfeiture of its Performance Guaranty/ Bid Security, or termination / blacklisting for default if and to the extent that this delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this Clause Force Majeure means an act of God or an event beyond the control of the Bidder and not involving the Bidder's fault or negligence directly or indirectly purporting to mal-planning, mismanagement and /or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and

the cause thereof. The Committee, constituted for redressing grievances, will examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable' alternative means for performance not prevented by the Force Majeure event.

20. ARBITRATION AND RESOLUTION OF DISPUTES

20.1 The Procuring Agency and the Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the Contract.

20.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Bidder have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

20.3 In case of any dispute concerning the interpretation and/or application of this Contract is to be settled through arbitration, the arbitrator to be appointed with the approval of the University's Syndicate. The decisions taken and/or award given by the sole arbitrator shall be final and binding on the Parties.

21. GOVERNING LANGUAGE

21.1 The Contract shall be written in English language. All correspondence and other documents pertaining to the Contract, which are exchanged by the Parties, shall be written in English.

22. APPLICABLE LAW

22.1 This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

23. NOTICES

23.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

23.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

24. TERMINATION FOR INSOLVENCY

24.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accursed or will accrue thereafter to the procuring agency

25. TERMINATION FOR CONVENIENCE:

25.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

25.2 The Goods that are compete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency amy elect:

i to have any portion completed and delivered at the Contract terms and prices; and / or ii To cancel the remainder and pay to the Supplier and agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Suppliers

26. TAXES AND DUTIES

26.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

Clause – 1: Commencement & Completion Dates of work.

The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Chairman CPC or of in subordinate of the work. Failing such authority the contractor shall have no claim to ask for payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor.

Clause – 3: Termination of the Contract.

(A) Procuring Agency/Chairman CPC may terminate the contract if either of the following conditions exits:-

i. Contractor causes a breach of any clause of the Contract;

ii. The progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;

iii. In the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.

iv. Contractor can also request for termination of contract if a payment certified by the Chairman CPC is not paid to the contractor within 60 days of the date of the submission of the bill;

(B) The Procuring Agency has power to adopt any of the following courses as may deem fit:- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
(ii) to finalize the work by measuring the work done by the contractor.

(C) In the event of any of the above courses being adopted by the Procuring Agency, the contractor shall have:-

i. No claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,

ii. However, the contractor can claim for the work done at site duly certified by the Chairman CPC in writing regarding the performance of such work and has not been paid. Procuring Agency/Chairman CPC may invite fresh bids for remaining work.

Clause –4: Specifications.

The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Chairman CPC and initialed by the parties, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Chairman CPC and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications.

Clause – 7: Issuance of Variation and Repeat Orders.

(A) Agency may issue a Variation Order for procurement of supply, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.

(B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 15% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.

(C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the

Chairman CPC is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.

(D) The time for the completion of the work shall not be extended at day event

(E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Chairman CPC can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of competent authority.

Clause- 08: Quality Control.

(A) **Identifying Defects:** If at any time before the performance security deposit is refunded to the contractor/during defect liability period mentioned, the Purchase & Store Officer or his subordinate of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

(C) **Uncorrected Defects:**

(i) In the case of any such failure, the Chairman CPC shall give the contractor a notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

(ii) If the Chairman CPC considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 10: Risks.

The contractor shall be responsible for all risks of loss or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Chairman CPC may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Purchase & Store Officer.

Clause- 11: Measures for prevention of fire and safety measures.

The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Procuring Agency. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

Clause- 12: Sub-contracting.

The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Procuring Agency. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause– 13: Site Clearance.

On completion of the work, the contractor shall be furnished with a certificate by the Chairman CPC (hereinafter called the Chairman CPC in-charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Procuring Agency may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so

incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

Clause – 14: Financial Assistance /Advance Payment.

(A) Mobilization advance is not allowed.

(B) Secured Advance against materials brought at site.

(i) Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;

(ii) Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the final payments on actual consumption basis, but not later than period more than three months.

BID DATA SHEET

Procuring Agency		**Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, SBA**
Tender Description		**Hiring of Security Service Agency (Complete Package)**
Bid Procedure:		**Single Stage – Two Envelope**
Bidder's (Who can Apply)	1	Bidder shall be a Pakistani entity.
	2	The Bidder must have valid NTN Number, GST & SRB (Where applicable),
	3	The bidder is NOT BLACK LISTED from any Procuring Agency in Pakistan.
	4	The bidder shall have at-least 03 years of experience in the relevant field.
	5	The bidder should have required annual turnover as required for this tender.
	6	Firm must comply with specifications mentioned in bidding documents.
	7	Any Conditional bid will be disqualified.
Bid Document can be purchased		From: Office of the Procurement Manager, QUEST, Nawabshah. **PTCL** # PTCL: 0244-930389 and email address: pm@quest.edu.pk or can be downloaded from QUEST and SPPRA **(E-Pads)** Websites from 11.11.2026 to 26.11.2026
Language:		English
Bid Prices:		Bid shall be in Pak Rupees.
Bid Security:		**5**% Bid Security/Earnest Money amounting to **Rs.1,350,000**/- in the form of Pay Order only, in favor of Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.
Bid Validity:		The bid should be valid for 90 days
Perf. Security.		**10%** Performance Security of the awarded amount mention in the Bid Evaluation Report. The Successful bidder submit the amount of performance security shall not be less than 10% of the total contract value for one years (12 months). Calculated based on the prevailing minimum wage as notified by the Government of Sindh for the financial year 2025-2026, inclusive of all applicable taxes and ancillary cost
Award of Contract		***(Least cost)***
Purchase Date:		Bids will be issued from the **11.11.2026** to at SPPRA-EPADS website site up to 26.11.2026
Bid submission		(Date & time): **26.11.2026 up to 12:00. P.M** on **SPPRA-EPADS**
Bid opening		(Date & time): **26.11.2026** at **12:30 PM** on **SPPRA-EPADS**
Bid opening place		In the Conference Hall, Vice Chancellor Secretariat, Quaid-e-Awam University of Engineering Science and Technology, (QUEST), Nawabshah
Contract Period		**12th Months at QUEST** (as per award of contract) Initially for one year however will be extended for another term with mutual consent.
Inspection:		The services will be verified by the committee as per specification mentioned in the bid document & awarded in the Purchas Order.
Payment		Monthly Payment as per submission of bills and attendance sheet duly verified by Concerned Officer In-charge (Security) and Director Finance.
Bid Evaluation:		The bids will be evaluated as per Evaluation Criteria given in this bid document.
		The quantity time can be increased / decreased or can deleted at any time as per SPPRA Rules.
		The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPPRA Rules 25 (1) (Amended 2017).
Liquidated Damages		In case of late delivery @ 0.1% per week will be charged on bid amount deducted from the bill, but not more than 10% of contract value.
Note: In case of any unforeseen situation or official / government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.		

Procurement Manager,
QUEST, Nawabshah

BIDS QUALIFICATION / EVALUATION CRITERIA

1. MANDATORY REQUIRED DOCUMENTS

The bidder is required to submit the following mandatory documentary information.

Sr. No.	Qualification Criteria	Required Documents	Attachment
1	The bidder must be a registered security company with a valid operating licence issued by the Ministry of Interior / Home Department.	Valid Security Company Licence	
2	The bidder must have valid registrations with FBR, SRB, EOBI and SESSI, along with a Professional Tax Certificate.	Copies of valid registration certificates	
3	The bidder must have valid ISO 9001 certification	Copy of ISO Certificate	
4	The bidder must have at least 5 years of experience in providing security services.	Company registration and experience documents	
5	The bidder must have experience of providing security services with 50 or more guards to Government, Semi-Government, Universities or reputable private organizations.	Work Orders and Satisfactory Performance Certificates	
6	The bidder must provide details of its managerial staff, security supervisors and guards	Staff and Guards Details	
7	The bidder must possess licensed weapons for security services.	List of weapons with valid licence copies	
8	The bidder must submit Income Tax Returns and audited financial statements for the last three (03) financial years	Copies of Tax Returns and Audit Reports	
9	The bidder must not be blacklisted by any Government Department or Procuring Agency.	Undertaking on Rs. 100/- Stamp Paper	
10	The bidder must submit its company profile along with the owner's CNIC copy.	Company Profile and CNIC Copy	
11	The bidder must submit the completed annexures provided in the bidding documents.	Filled and signed annexures	

2. TECHNICAL EVALUATION MARKS CRITERIA

Bidders achieving minimum **60% marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

Sr. No.	Evaluation Parameters / Sub-Parameters	Marks
1	**Year of Establishment**	**10**
1.1	5 marks for 5 years experience and additional 01 mark for each year exceeding 5 years upto max 10 marks	10
2	**Existing Clients**	**20**
2.1	Government / Semi-Government Organizations (1 mark per client, maximum 8 marks)	8
2.2	Banks (1 mark per client, maximum 4 marks)	4
2.3	Embassies (1 mark per client, maximum 4 marks)	4
2.4	National / Multinational Organizations (1 mark per client, maximum 4 marks)	4
	Note: The bidder must provide work orders and satisfactory performance certificates from the respective clients	

	Each work order must demonstrate provision of security services for at least 50 security guards	
3	**Bidder's Past Performance (Last 5 Years)**	**15**
3.1	Satisfactory Performance Certificates (1 mark per certificate, maximum 15)	15
4	**Total Number of Security Guards on Company Payroll**	**15**
4.1	Minimum 500 Security Guards	15
4.2	Minimum 400 Security Guards	10
5	**Availability of Licensed Weapons**	**15**
5.1	Valid Pistol Licenses (0.5 mark per license)	6
5.2	Valid Automatic Rifle Licenses (0.5 mark per license)	6
5.3	Valid Repeater Shotgun Licenses (0.5 mark per license)	3
6	**Valid ISO 9001 Certification**	**5**
6.1	Valid and Active Registration	5
6.2	Invalid / Inactive Registration	0
7	**Annual Financial Turnover**	**20**
7.1	Above PKR 27 Million	10
7.2	Above PKR 54 Million	15
7.3	Above PKR 81 Million	20
	TOTAL MARKS	100

Note: It is worth to mention here that:

1. The Bidder meeting the above requirement will be eligible for further necessary action.
2. The bidders shall set his profile according to sequence of criteria and shall also tag them as per serial number given to evaluation conditions as mentioned in above table. It will highly be appreciated to avoid irrelevant attachment.
3. QUEST reserves the right to visit the site for the physical verification of equipment, human resources etc.

Contractor
Sign with stamp

Procurement Manager,
QUEST Nawabshah

SCOPE OF WORK

1. Aim: To establish foolproof security arrangements to avoid any unfortunate incident. The following are the scope of work to be performed if hired for provision of security services for QUEST.

a. SECURITY GUARDS

i. The company shall provide Security Guards at designated location(s) to provide security cover, and also Security Guards with Automatic / Semi-automatic / rapid-fire weapon as per given schedule of duty timing.

ii. The company shall provide and ensure that each guard on duty has received and understood written instructions of basic duties and has the following in his possession.

1. Company card and color copy of Computerized National Identity Card (CNIC). 2. Torch for guards on night duties
3. Standard Uniform.
4. Weapon(s) with ammunition of agreed kind and quality to be provided only to the relevant security guard as per the requirement / request of QUEST.

iii. The Security Guard will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the company under all circumstances.

iv. The company shall be bound to execute the directives of the QUEST's Security Orders, which will be conveyed to the company through Email, What's app message / SMS or Letter etc.

v. The company shall be responsible to provide satisfactory services at all key points of QUEST premises with the following conditions:

a. The company shall maintain extra guards to be readily available with the company as the substitute for the Supervisors/Guards who become absent /short/sick at the company's own enrollment for which the QUEST Management will not make any extra payment.

b. The company shall deploy energetic, smart and healthy, well trained ex-armed forces personnel (preferable) or well-trained civilians with perfect turnout, smart uniform and fully competent to meet security requirements / demands at

sensitive/vulnerable points in consultation with the security in charge of the QUEST Management designated for the purpose.

c. Upon unsatisfactory performance of the Supervisor/Guards as determined by the QUEST Management, the contract agreement shall be terminated by giving one month's notice to the Security Company. Unsatisfactory performance includes:
   - Unable to provide desired number of security guards / supervisors / lady searchers.
   - Absence of security guard(s) from duty.
   - Non-Attendance of office on scheduled / prescribed time.
   - Casual performance of duty by guard(s)
   - During the period of agreement, the responsibility of any loss and damage due to unsatisfactory performance of the security company.
   - Non-reporting of major incidents to QUEST management that occurs in the QUEST.

d. Daily attendance shall be marked as per the approved attendance system of the QUEST. Security Company head-office shall also submit the Daily Attendance Sheet. Month-wise bill be submitted to QUEST, on 2nd week of every month regularly.

b. THE GUARD'S DUTIES SHALL INCLUDE THE FOLLOWING

1. Prevention of entry into offices / installation premises trusted in the charge of the company, of any person not authorized by QUEST Management or any person who lacks proper identification or intrudes the secured premises.
2. Prevent pilferage of items /equipment/property belonging to QUEST from the premises placed under the charge of the company as per written instructions issued by the authorized officer of the QUEST Management. Proper inventory list will be prepared and checked by both the parties or any part of property will not be removed without a proper gate pass.
3. Inform concerned authorized officer of the QUEST Management promptly and accurately, of any occurrence detrimental to the security of the installation premises and property of the QUEST placed under charge of the company.
4. To take proper action in case of emergencies like:
   a. Fire, rising of alarm and proper communication to fire brigade and officer in charge of the installation and arrange rescue activities.
   b. Forced Entry will be promptly reported to the local police station, QUEST security in charge and Security Company's head office for appropriate action.
   c. Law and order situation will be promptly reported to the local police station, QUEST Security in charge and the security company head office of the company for appropriate action. All entry points shall be closed under such situation.
   d. Provide medical assistance to QUEST Management to any person injured in the premises. The provision of medical coverage and its cost shall be borne by QUEST, in case, if the negligence is in part of the QUEST.
   e. To carry out daily checking of all security lights, entry points and locked premises for their effectiveness after office hours or on closed holidays.
   f. To properly brief the relieving guard, about any situation concerning the security.
5. Security guards must have under gone, Fire Fighting Trainings and elimination of the subversive activities (bidder is bound to provide the training certificate on the demand of QUEST). Further coordination with concerned secret agencies; special police, local police and civil defense authorities will be done at site and to take immediate remedial measures.
6. The guard shall perform duties including security of QUEST personnel, installations, its property and fire fighting in any eventuality of a fire disaster or any other likely attack by the human being or group of human beings.
7. During the validity of the contract agreement, in case damage occurs to the property or personnel of the QUEST and due to outbreak of fire or any other eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying for such losses occurred to QUEST, as a result of their negligence, to be decided by a committee consisting of representatives, in equal number of both the parties, which will decide the matter after considering the following:
8. Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
9. Negligence of guards in case of the fire, or other disaster, which is caused by any act omission and commission of security guards.
10. Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.
11. The Company shall notify its representatives who will be contracted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

c. PENALTY

1. The Security Company is bound to provide guards on every cost for sensitive areas, in case of any loss due to lapse Security Company will be held responsible.
2. In case of any damage/loss to QUEST's due to Security lapse herewith for determination of liability a committee constituted by the management having representation from Security Company will investigate the matter and fix the responsibility. The recommendation of the committee shall be a binding on the company to pay the losses.
3. In case of any theft/damage at go down premises, the security company will be held responsible to pay the entire losses to the QUEST as determined by the Committee constituted by the Competent Authority.
4. **Overage and underage guards will not be accepted for duty and no salary shall be paid for them.**
5. In case of placement of inefficient guard/placement of, lethargic guards, guards without proper uniform, QUEST reserve the rights to impose penalty as approved by the competent authority.

d. HUMAN RESOURCE:

1. Security will work according to the requirement given in Bill of Quantities at designated location(s) of QUEST. This could be adjusted according to the future requirements of the university.
2. The contractor shall be responsible to provide satisfactory services at all locations of QUEST by deploying energetic, and healthy, well-trained workers with approved uniform.
3. In case of any dispute between guard/workers and the contractor the matter shall be, referred to the Registrar for arbitration whose decision shall be final.
4. Undisciplined guards and/or guards involved in immoral activities will not be allowed to serve in the QUEST.
5. Contractor will be bound to change the guards who will be unwanted by the QUEST management immediately.
6. The Contractor Employees will work according to Government rules / policy.
    a. The services to be provided by the contractor must be according to labor laws.
    b. Child labor rules and basic human rights will not be violated by the Contractor.
    c. Contractor shall be bound to provide the sanctioned strength of Guards at all-time even **on holiday**.
    d. Contractor shall be bound to pay the minimum salary to its employees working at QUEST as per the prevailing rates fixed by the Provincial Government.

e. CONFIDENTIALITY:

The company shall ensure that all employees performing, the services shall not any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the QUEST or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the QUEST Management, there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of QUEST management.

f. RESPONSIBILITIES OF THE COMPANY:

1. In addition to the services to be performed by the company specified above, the company shall provide at additional cost to the QUEST such supervision of its employees as in necessary to adequately fulfill its obligation.
2. The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
3. The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the QUEST nor any of its personnel shall be held liable for either of the above in any manner.
4. The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with QUEST employees.
5. The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the QUEST management regarding their service matters that is the sole responsibility of the company.
6. The QUEST May refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
7. The company shall be responsible for the deployment of security guards at all vulnerable points as per the agreement. However, for any new site, for which order of deployment will be issued by QUEST management, the company shall be responsible to deploy security guards and install the security system after the issuance of work order within seven days. In case of delay, if any incident takes place, it shall be covered under the indemnity clause.
8. The Security Company will use its own frequency for communication (Walkie-Talkies) to the QUEST.

g. RESTRICTION OF ASSIGNMENT / TAKE OVER

a) The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the QUEST to terminate its services forthwith.

b) If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the QUEST shall be entitled to terminate its services forthwith.

h. CONTRACT PERIOD

The initial agreement will be for 12 months, which shall enforce from date of contract signing to next 12 months. The agreement may be extended for another term of two years or suitable period thereof by mutual consent of both the parties i.e. vendor and vendee on same terms & conditions.

i. FINANCIAL METHODS AND PAYMENTS:

1. Payment for rendered security services will be made to the security Agency / Firm on the completion of each month based on actual attendance/duties performed by security guards during the concerned month. The security Agency / Firm will submit services bill to In-charge Security QUEST between 10th to 15th of each month for previous month. After scrutiny of bill by security office same will be forwarded Director Finance for Further Necessary Action.
2. No escalation of rate and amount at any stage after approval of tender cost will be accepted.
3. No increase in the value of services will be accepted on account of either unit amount, total cost, any and all other charges, duties, taxes, scope of services and or any other head of account shall not be allowed, after award of services tender for period of one year.
4. Breakdown of emoluments (Charging for one guard from QUEST) must be given to University by Security Agency / Firm to ensure that guards are given declared amount of pay by 5th of each month positively. QUEST reserves the right to deduct 1% of the current monthly bill as penalty if guards are not paid by 10th of each month.
5. The salary structure, emoluments paid to the security personnel contacted to University should be consonant with prevalent Government policies and generally practiced market rates. QUEST will not be liable to pay any additional charges due to any change in government policies.
6. In case guard is employed on overtime, the total cost of overtime will be paid to the security guard and the company will not deduct any service or other charges from the guard.

j. OPERATIONAL REQUIREMENTS

1. The Security Agency / Firm ensures that Security Guards must be a Pakistani National, having valid CNIC. The Security Agency / Firm will be responsible for security clearance and character verification of Security Guard posted to QUEST from Police, APSAA & NADRA.
2. Security Agency / Firm to ensure that their Security Personnel/ Guard(s) is not involved in any criminal, terrorist, racial, religious, sectarian activities. Politically motivated individual also be avoided to be deployed. All deployed security guards must be disciplined and law abiding national of Pakistan with clean conduct sheet. The QUEST reserve the right to remove any or all Security Staff / Guard(s) if found involved in any criminal/ undesired activity or create harassment or disturbance among staff and students etc.
3. The Security Agency / Firm will be responsible to provide attested photocopies of arms/ ammunitions valid license along with authority letter for carrying same by their security guards while performing duty at QUEST.
4. In case of complain, the security Agency / Firm will be responsible to replace/ remove Security Guard/ Personnel at their own expense without delay. If guard reporting late by more than half an hour, half day salary will be deducted from Agency / Firm amount. In case of re-deployment of guards on overtime from same location or any other location equivalent to half day salary will be deducted from Agency / Firm amount.
5. The security personnel / Guards must be of good health, physically fit at 49 sound mind and mature in judgment. Preferably in the age bracket of 30 years to 45 years.
6. Preference will be given to those guards who posse's armed forces or law enforcement departments background and already served in educational institutions.
7. Security Agency / Firm would provide extra guards/Lady Searchers as and when required on same term and condition/ rates (per day) as fixed in contract agreement (equivalent one-day duty).
8. Security Agency / Firm would arrange training of Guards and arrange firing practice at least once in 03 months.
9. Security Agency / Firm would provide serviceable weapons to their security guards.
10. Periodical inspection of weapons/equipment's to be arranged / ensured by the Agency / Firm through qualified technician. No faulty/defected weapon/ammunition to be given to deployed security guard.

11. Operation Manager of the Security Agency / Firm must visit QUEST all locations fortnightly to discuss all issues related with the attendance, discipline, performance etc. of Security Guards with respective Security Coordinators/ Security Officer.
12. Agency / Firm would deploy mix cluster of people; they should not be of same cast or area or sect. Ethnic/ area proportion in the strength of deployed guards to be ensured.
13. In case of poor turnout, provision of untrained guard, faulty equipment and weapons etc., QUEST has the right to deduct the amount equivalent to one day pay of guard for each observation from monthly bill of Agency / Firm.
14. Guards will maintain their turnout, they will be properly dressed, and trim the mustaches and beard does not keep long hairs, wear black shoes of proper pattern. Agency / Firm will issue new uniforms items to their guards. Agency / Firm will be responsible for providing raincoats / winter wear to the guards as required.
15. There will be two monthly holidays allowed to security guards. Security Company will provide reliever for each guard without extra cost to QUEST.
16. Duty will be divided into two shifts from 07:30am to 07:30pm (Day Shift) and from 07:30pm to 07:30am (Night Shift) however duty timings can be altered by the Security In-charge QUEST according to the need. No leave will be admissible to security Agency / Firm security staff / guards during the period of their deployment.
17. Security Guard will report for duty 15 minutes prior to start of duty time, Guards coming late by 15 minutes, will marked absent; Agency / Firm would arrange reliever within next 30 minutes at their own expenses. If reliever does not arrive on location, QUEST has the right to fine the Agency / Firm equivalent to one-day salary of guard in addition to his actual one-day salary.
18. Before posting new guard, brief profile should be emailed to Director Administration, In-charge Security Section (Both Main & New campus) and Deputy Director Purchase
19. No guard will be posted to QUEST without proper training by the Security Agency/Firm. Agency / Firm will issue a certificate with deployment orders to Security In-charge, QUEST that posted guards have been thoroughly screened and property trained and groomed by the security Agency / Firm.
20. Guard to be directed during night duty not to remove their uniforms/ shoes and switch of the lights of sentry post/ guardroom. Any guard found sleeping while at duty will mark absent.
21. Security Guard will perform 12 hours' duty in a day however seeing the requirements, Security In-charge can alter shift start and finish time.
22. The QUEST is not liable to provide Accommodation, Food and other facilities to hired Security Personnel / Guards. However, they have access to drinking water whenever required but not to take outside the premises or sub-let / sale of the same.
23. Agency / Firm would ensure that guard will not disturb University management for their personal administrative issues; Agency / Firm must pay their dues by 10th of each month.
24. The Bidder will be bound to provide neat and clean uniform to Security Guards, Id Cards badges, and weapons approved by Authority.

k. FORCE MAJURO

That in the event of any war, declared, enemy action, hostilities, act of God, or any other circumstances (whether or not of a similar nature of the foregoing) which is beyond the control of the security provider which cause the cessation of substantial interface to perform the said services the agreement shall forthwith be suspended until such circumstances shall have ceased subject to the security provider forthwith notifying the second party shall not make any payment under Clause-3 hereof in respect of the such suspension and sum already paid there under of such period shall be refunded forthwith by the security provider to the second party, who shall have right to terminate this agreement forthwith.

l. ARBITRATION

In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the QUEST and CEO of the firm / agency for arbitration / settling of the dispute, failing which the decision of the court of law in the jurisdiction of Nawabshah/Hyderabad binding to the parties.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

(CNIC NO _____ (Copy must be attached).)

Full Address _____

_____

Rubber Stamp _____

Quaid-e-Awam University of Engineering, Science & Technology Nawabshah

Bill of Quantities

Hiring of Security Service Agency

Sr.	Particulars	Unit	Quantity	Rate	Amount
1.	**Security Supervisor (Ex-Armed Forces)** With 9mm Pistol with 2 loaded magazines (Retd. Army / Ex-Serviceman personal Hawaldar-N.C.O.) Age 38 years to 48 years. For 12 Hrs.	Per Month	02 Nos.		
2.	**Supervisor (Civilian)** Male Security Force with good communication skills(in Urdu) and a minimum height of 5" 8" to handle modern security equipment	Per Month	01 Nos.		
3.	Security Guards (Ex-Forces / Armed Services Rtd. Sipoy / Constable etc.) **Age 35 years to 45 years**, For 12 Hrs.	Per Month	32 Nos.		
4.	Security Guards (Civilian) **Age 25 years to 40 years,** For 12 Hrs.	Per Month	14 Nos.		
5.	Walkie Talkie per Month VHF Professional 2-way Wireless Handsets (with minimum 5-7 Km Operating range) along with 02 Nos. Base sets (Complete sets with antennas) having licensed VHF Frequency (Preferably HYT or Motorola Brand or equivalent)	Per Month	49 Nos.		
6.	High Intensity Long Distance L.E.D Torch Lights .	Per Month	49 Nos.		
7.	Walkie Talkie per Month VHF Professional 2-way Wireless Handsets (with minimum 5-7 Km Operating range) along with 02 Nos. Base sets (Complete sets with antennas) having licensed VHF Frequency (Preferably HYT or Motorola Brand or equivalent)	Per Month	49 Nos.		
8.	Car-Search Mirror (Rate per Item)	Per Month	02 Nos.		
9.	Vehicle Scanner (Explosive detector) (Rate per Item)	Per Month	02 Nos.		
10.	Hand –Held Metal Detector (Rate per Item)	Per Month	05 Nos.		
	Total Charges Including all applicable taxes				

i. S.O.P. of the work will be mentioned in contract agreement before execution of contract.

ii. It is of utmost importance that bids should be submitted very carefully.

Procurement Manager,
QUEST, Nawabshah

TERMS & CONDITIONS

1. The bidder must possess a valid license/registration issued by the competent authority for providing private security services in Sindh. The license must remain valid throughout the contract period.
2. QUEST reserves the right to physically verify the weapons, ammunition, security equipment, communication gadgets, uniforms and other facilities proposed by the bidder before the opening of financial bids.
3. The bidder shall submit its bid strictly on the prescribed Price Schedule provided in the bidding document. The quoted rates must clearly indicate the monthly cost per security guard and the total cost of the proposed deployment.
4. Conditional bids shall not be accepted or entertained.
5. The bidders are required to carefully examine all instructions, forms, terms of reference and specifications contained in the bidding documents. Failure to provide complete information or supporting documents may result in rejection of the bid.
6. The quoted rates shall be inclusive of all applicable taxes, salaries, allowances, uniforms, equipment, transportation, administrative expenses, insurance and all other costs associated with the provision of security services.
7. All applicable taxes, including Income Tax, Sales Tax on Services (SRB), and other government duties, shall be quoted and charged in accordance with prevailing government rules and regulations.
8. The bidder shall ensure that all security guards deployed at QUEST are physically fit, medically fit, properly trained, disciplined and possess the required experience and qualifications.
9. The successful bidder shall provide security personnel in accordance with the number, duty timings, deployment locations and other requirements specified by QUEST.
10. All deployed security guards shall wear proper uniforms, carry valid identification cards and possess the necessary security equipment while performing their duties.
11. The successful bidder shall provide complete details of all deployed security personnel, including their names, CNIC numbers, photographs, residential addresses, experience and other relevant documents, before deployment.
12. The successful bidder shall be responsible for the salaries, wages, overtime, allowances and other employment-related benefits of its deployed security personnel in accordance with applicable labour laws and government notifications.
13. The bidder shall ensure that all deployed personnel comply with applicable laws, rules, regulations and instructions issued by the Government of Pakistan and the Government of Sindh concerning private security services.
14. The successful bidder shall provide proper supervision of security personnel through designated supervisors and shall ensure effective monitoring of their attendance, performance and conduct.
15. The successful bidder shall immediately replace any security guard found unsuitable, negligent, absent, involved in misconduct or performing unsatisfactorily, upon the direction of the competent authority of QUEST.
16. The successful bidder shall ensure uninterrupted security services throughout the contract period. Any absence or shortage of deployed security personnel shall be immediately compensated by providing replacement personnel.
17. The security guards shall perform their duties responsibly and remain vigilant at all designated entry and exit points, buildings, offices, hostels, laboratories, parking areas and other premises as directed by QUEST.
18. The security personnel shall not leave their assigned duty posts without prior permission from their supervisor or the authorized representative of QUEST.
19. The successful bidder shall be responsible for the proper handling, safe custody and lawful use of weapons, ammunition, communication devices and other security equipment provided to its personnel.
20. The successful bidder shall be fully responsible for any loss, damage, theft, negligence, misconduct or security breach caused by its personnel during the performance of the contract, subject to applicable law and the terms of the contract.
21. The bidder shall submit documentary evidence of valid insurance coverage for its deployed personnel, wherever required under applicable laws, and shall remain responsible for employment-related liabilities.
22. The bidder shall maintain complete attendance and duty rosters of all deployed security personnel. The attendance record shall be verified by the authorized representative of QUEST.

23. QUEST reserves the right to increase, decrease, relocate or modify the number of security personnel and their deployment locations according to institutional requirements, subject to the terms of the contract.
24. The successful bidder shall not change or withdraw any deployed security personnel without prior intimation to and approval from the authorized representative of QUEST, except in emergencies.
25. The bidder shall maintain strict confidentiality regarding the security arrangements, sensitive information, institutional records and other confidential matters of QUEST. No information shall be disclosed to any unauthorized person.
26. The successful bidder shall ensure that its personnel maintain proper discipline, professional conduct and courteous behavior with students, employees, visitors and other stakeholders of the University.
27. The successful bidder shall be responsible for ensuring compliance with applicable minimum wage laws, social security requirements, EOBI provisions, where applicable, and other statutory obligations relating to its employees.
28. Payment shall be made on a monthly basis against satisfactory provision of security services, submission of invoices, verified attendance records and certification by the concerned authorized officer of QUEST, subject to availability of funds and applicable deductions.
29. All applicable taxes shall be deducted at source in accordance with prevailing government rules and regulations.
30. In case of unsatisfactory performance, negligence, breach of contract or violation of the terms and conditions, QUEST reserves the right to issue a warning, impose applicable contractual penalties or terminate the contract in accordance with the contract provisions and applicable procurement rules.
31. The successful bidder shall submit the prescribed Performance Security within the stipulated period and in the form and amount specified in the bidding documents.
32. In case of breach of contract, the damages suffered by QUEST shall be recoverable from the contractor in accordance with the contract and applicable rules. The Performance Security may also be forfeited where justified under the contract.
33. If the successful bidder fails to provide the required security personnel or maintain the agreed deployment strength, deductions and penalties shall be imposed as specified in the bidding documents and contract agreement.
34. QUEST reserves the right to inspect and evaluate the performance, operational arrangements, weapons, equipment and deployment of security personnel at any time during the contract period.
35. The successful bidder shall not sub-contract or transfer the awarded contract, wholly or partially, to any other company or individual without prior written approval of QUEST.
36. In case of any emergency, security threat, law-and-order situation or special institutional requirement, the successful bidder shall provide necessary cooperation and additional security arrangements as directed by QUEST, subject to mutually agreed contractual terms.
37. The contract period shall be as specified in the bidding documents and may be extended, subject to satisfactory performance, mutual agreement and approval of the competent authority, in accordance with applicable rules.
38. QUEST reserves the right to accept or reject any or all bids, wholly or partially, in accordance with the applicable SPPRA Rules, without incurring any liability towards the bidders.
39. Incomplete bids or bids not accompanied by the required documents, certificates, licences, undertakings and completed appendices shall be treated in accordance with the responsiveness requirements of the bidding documents.
40. All disputes arising out of the contract shall be resolved in accordance with the dispute resolution mechanism provided in the contract agreement and applicable laws of Pakistan.
41. initially for the period of one (01) year which will be expandable for further two (02) years annually or till the finalization of next tender, based on performance. Extension of contract will be on same terms & conditions and inflation rates of "Minimum Wage Rate of Per Month" fixed by the Labour & Human Resource Department, Government of Sindh

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

(CNIC NO _____ (Copy must be attached).)

Full Address _____

Rubber Stamp _____

ANNEXURE – A

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To (Name and address of Client /QUEST)

Dear Sir,

We, the undersigned, offer to provide **the (insert title of assignment)** in accordance with your NIT / Tender Document No**. (insert number) dated (insert date)** and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelope.

Having examined the bidding documents including Addenda / Corrigendum Nos. **[insert numbers & Date of individual Addendum / Corrigendum],** the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the SERVICES / GOODS under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to deliver the Services / Goods in accordance with the delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ANNEXURE –B

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To (Name and address of Client / Competent Authority (QUEST))

Dear Sir,

We, the undersigned, offer to provide the **(Insert title of assignment)** in accordance with your NIT / Tender Document No**. (insert number)** dated **(insert date)** and our Technical Proposal. Our attached Financial Proposal is for the sum of **(insert amount in words and figures)**. This amount is inclusive of all taxes, duties etc. Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]:
Name and Title of Authorized Signatory:
Name of Bidder:
Stamp / Seal :

ANNEXURE – C

GENERAL COMPLIANCE CERTIFICATE

DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

(On PKR 100/- Stamp Paper)

[Location, Date]

To: ***[Name and address of Employer]***

Re: Tender Reference NO.QUEST/NH/PROC/300, Dated_____ 2026,
"Tender :_____".

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred QUEST Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ANNEXURE-D

(Must be Printed on Rs. 100/- Stamp Paper)

UNDERTAKING / CERTIFICATE

If provided information with the bid document found false, or any criminal proceedings found in any court of law, the services of the hired security agency will be immediately terminated without assigning any reason and making any refund / payment. Further, the performance security given by the firm will also be confiscated and the firm will be declared black listed.

M/s. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile: #_____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

ANNEXURE – E

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN

(On Bidder / Company / firm's Letterhead)

[Location, Date]

*To: **[Name and address of Employer]***
Ref: QUEST/NH/PROC/300 , Dated,
for Tender "_____".

Dear Sir,

I/we hereby declare that, our firm's Annual Turnover is as follow:

F. Y. 2023 – 24	F. Y. 2024 – 25	F. Y. 2025 – 26
PKR _____ (Million)	PKR_____(Million)	PKR_____(Million)

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last the 3 financial years i.e. 2022•23 & 2023-24. & 2024-25. Copies of ITR and Audit Reports are attached for ready reference.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ANNEXURE – F

VALID LIST OF CLIENT"S DETAIL
(On Bidder / Company / firm's Letterhead)

[Location, Date] To:

[Name and address of Employer]

Ref: QUEST/NH/PROC/300 , Dated,

for Tender "_____".

Dear Sir,

I/we hereby mention following list of valid Clients details where our firm had provided services **during the last five (05) years**, supported by copy of agreements / contracts / work orders for your reference:

Sr. No.	Client Name / End User	Nature of Client (Govt./ Semi Govt./ Bank / Embassy / Private Sector)	No. of Guards deployed	Starting Date	Completion Date	Total contract/ Project value (PKR)	Status (Ongoing / Completed)

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ANNEXURE – G

DECLARATION FOR WEAPON LICENSE
(On Bidder / Company / firm's Letterhead)

[Location, Date] To:

[Name and address of Employer]

Ref: QUEST/NH/PROC/300 , Dated,

for Tender "_____".

Dear Sir,

I/we hereby declare that, our firm M/s_____have following weapons (copy of licenses are attached for your reference):

Close Combat Weapons; Machine Pistols (30 Bore / 9mm) / 30-Bore T.T Pistols OR 9 mm Pistols				
Sr. No.	**License No.**	**No. of Weapons Registered on License**	**Date of issuance**	**Date of Expiry**
Use additional lines / pages if required				

Automatic Rifles (Multiple Shot Option) Any Non-Prohibited Bore (0.223 etc.)				
Sr. No.	**License No.**	**No. of Weapons Registered on License**	**Date of issuance**	**Date of Expiry**
Use additional lines / pages if required				

Repeaters (Shot Guns) with Minimum 10-Rounds Ea :h				
Sr. No.	**License No.**	**No. of Weapons Registered on License**	**Date of issuance**	**Date of Expiry**
Use additional lines / pages if required				

Yours faithfully,

Authorized Signature [In full and initials]:
Name and Title of Authorized Signatory:
Name of Bidder:
Stamp / Seal:

APPENDIX - H

A F F I D A V I T

(Must be Printed on Rs. 100/- Stamp Paper)

We, M/s._____hereby undertake that:

i. Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.

ii. Any director or owner of our company is not awarded any punishment from any Court of Law.

iii. We has submitted the correct and complete information along with our bid/offer.

iv. If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, QUEST has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

M/s. _____

Contact Person : _____

Address : _____

Tel #:_____Mobile #. _____Fax # : __

Email : _____

Signature _____ : Dated : _____

Agency Seal :

ATTESTED BY NOTARY PUBLIC

(Must be Printed on Company's letterhead)
SECURITY CLEARANCE CERTIFICATE

[Date & Location]

Certified that M/s. will bound to deploy Security Supervisors / Guards, who would be security wise cleared by MoI / Provincial Home Department / police. If found non-complied, QUEST Nawabshah may immediately terminate the contract leading to forfeiture of earnest money or performance security and further to blacklisting of the firm.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

APPENDIX - J

(Must be Printed on Company's letterhead)

CATEGORY OF SECURITY GUARDS

[Date & Location]

Certified that M/s._____will bound to deploy Security Supervisors / Guards, who are Ex-armed Forces Personnel / Ex-armed Forces / well trained civilians If found non-complied, QUEST may immediately terminate the contract leading to forfeiture of earnest money or performance security and further to blacklisting of the firm.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

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APPENDIX - K

(Must be Printed on Company' letterhead)

SECURITY GUARDS AGE CERTIFICATE

[Date & Location]

Certified that M/s._____will bound to deploy Security Supervisors / Guards, who would are having at least 5'.6" height and within the requisite age bracket (30 to 45 Years). If found non-complied, QUEST may Immediately terminate the contract leading to forfeiture of earnest money or performance security further to blacklisting of the firm.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

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APPENDIX – L

(Must be Printed on Company's Letterhead)

COMPANY"S ARMOURER CERTIFICATE.

[Date & Location]

Certified that Mr._____ S/o _____ bearing Service Card No. _____ CNIC No. _____is working as Armourer for M/s._____who will Examine / Check weapons of the deployed armed Guards / Security Supervisor(s) at least once in a month.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

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INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: _ Contract Value: Dated:

_____ Contract Title: _____

_____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest , privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** as aforesaid for the purpose of obtaining orinducing the procurement of any contract, right, interest, privilege or other obligation or benefit, inwhatsoe ver form, from PA.

_____ _____

[Procuring Agency] **[Supplier /Contractor/Consultant]**

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CONTRACT FORM

THIS AGREEMENT made the ……..... Day of ……(year) Between the Procuring Agency (hereinafter "the_____") of one part and …….(Name of Vendor) of ……..……..(City and country of Vendor) (Hereinafter "the Supplier") of the other part:

WHEREAS the _____is desirous that certain Supplies, as described in the bid document and briefly outlined below, should be provided by the Vendor.

Date of tender call:

Title of the project:

Brief outline of the work:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following document shall be deemed to form and be read and construed as part of this Contract, viz.. 1) Bid document(s)

2) Pre-bid conference minutes if any,
3) Clarification on bid document issued if any,
4) **Procurement Manager, QUEST Nawabshah, Shaheed Benazirabad notification** of award.

In case of conflict among documents mentioned above, the documents mentioned above in reverse order will prevail over other documents. In consideration of the payments to be made by the QUEST**, Nawabshah, Shaheed Benazirabad** to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the QUEST**, Nawabshah, Shaheed Benazirabad** to (**Tender Title**. . . . . .) and to remedy defects therein conformity, in all respects, with the provisions of the contract.

The QUEST**, Nawabshah, Shaheed Benazirabad** hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the services which shall be supplied/provided by the Supplier are as under:

Solutions, service or material	Quantity	Unit price	Amount	Remarks

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year above written. Signed, sealed, delivered by_____ the (for the Procuring agency) Signed, sealed, delivered by_____ the (for the Supplier)

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QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450
PROCUREMENT OFFICE

No. QUEST/NH/PROC/306

Dated: 10.11.2026

ANNUAL PROCUREMENT PLAN
For the financial year 2026-2027
(Works, Goods and Services)

Last modified date: 10.11.2026

S #	Procurement Type	Item/Scheme Title	Procurement Description	Quantity (where applicable)	Estimated Unit Cost (where applicable)	Estimated Total Cost in Million	Funds Allocated in Million	Source of Funds	Proposed Procurement Procedure	Proposed Procurement Method	Tentative Timing of Procurement	Remarks
01	Goods	A Complete Supply & Installation of 200 kW (Gross) Off Grid /Hybrid Solar System at QUEST, Nawabshah, District Shaheed Benazirabad	A Complete Supply & Installation of 200 kW (Gross) Off Grid /Hybrid Solar System at QUEST, Nawabshah, District Shaheed Benazirabad	--	--	17.55 (M)	17.55 (M)	Other	National Competitive Bidding	Single Stage Two Envelop	1st Qtr	
02	Goods	Procurement of Lab Equipment for Biomedical Engineering Department under Sindh Laboratory Strengthening Program (SLSP) for Public Sector Universities FY 2024-25	Procurement of Lab Equipment for Biomedical Engineering Department under Sindh Laboratory Strengthening Program (SLSP) for Public Sector Universities FY 2024-25	-	-	2.5 (M)	2.5 (M)	Other	National Competitive Bidding	Single Stage One Envelop	1st Qtr	
03	Goods	Supply and Installation of 200kW (Gross) off gird/Hybrid Solar System at QUEST Nawabshah, District Shaheed Benazirabad (SDG#4)	Supply and Installation of 200kW (Gross) off gird/Hybrid Solar System at QUEST Nawabshah, District Shaheed Benazirabad (SDG#4)	--	--	19.672 (M)	19.672 (M)	Other	National Competitive Bidding	Single Stage Two Envelop	1st Qtr	

The procurement plan is provisional and subject to modification / update based on funds availability and /or correction of errors, if found at later stages.

04	**Goods**	Supply and Installation of Air-Conditioners in Class Rooms at QUEST Nawabshah. District Shaheed Benazirabad. Phase-I (SDG#4)	Supply and Installation of Air-Conditioners in Class Rooms at QUEST Nawabshah. District Shaheed Benazirabad. Phase-I (SDG#4)	--	--	19.357 (M)	19.357 (M)	Other	National Competitive Bidding	Single Stage Two Envelop	1st Qtr	
05	**Services**	Services for 16th Academic Convocation (Venue Setup & Catering)	Services for 16th Academic Convocation (Venue Setup & Catering)	--	--	5.5 (M)	5.5 (M)	Other	National Competitive Bidding	Single Stage One Envelope	**2nd Qtr**	
06	**Services**	Hiring of Security Services at QUEST	Hiring of Security Services at QUEST	--	--	27 (M)	27 (M)	Other	National Competitive Bidding	Single Stage Two Envelop	**2nd Qtr**	

Procurement Manager
QUEST Nawabshah