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## **REQUEST FOR PROPOSAL**

**HIRING OF SECURITY GUARDS THROUGH  
OUTSOURCED CONTRACT AT JIAP KARACHI**

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Last Date of submission: As displayed on EPADS

Name of Firm and Rep. to whom Issued: \_\_\_\_\_

Date of Advertisement: As per publication in newspaper

Website: PAA & PPRA Website & EPADS Platform

**PAKISTAN AIRPORTS AUTHORITY**  
OFFICE OF THE CHIEF OPERATING OFFICER/ APM,  
JIAP KARACHI

For Pakistan Airports Authority

For Contractor

## 1. DEFINITIONS

- 1.1 “**Conditions**” means the terms and conditions of this request for proposal.
- 1.2 “**Confidential Information**” means all information including copies of PAA documents, ideas, computer programs, specifications, plans, drawings, pricing, marketing and customer information, and any other information marked or by implication, confidential.
- 1.3 “**Contract**” means an agreement enforceable by law.
- 1.4 “**Document**” means any matter expressed or described upon any substance by means of letters, figures or marks, or by more than one of those means, intended to be used, or which may be used, for the purpose of recording that matter.
- 1.5 “**Insolvency Event**” means a person (a) entering into voluntary/compulsory liquidation, (b) having a receiver or administrative receiver appointed over any of its assets or being the subject of an application for administration, (c) entering into an arrangement or composition with its creditors or (d) becoming bankrupt.
- 1.6 “**Losses**” means any direct or indirect losses, damages, claims, demands, liabilities, costs (including legal costs) fines, penalties (including third party penalties), expenses, or claims (including but not limited to workmen’s compensation claims or grievances) and lost revenue suffered or incurred by PAA.
- 1.7 “**Bidder**” means firm, company sole proprietor or an organization who submits instant bid.
- 1.8 “**Service Provider**” means a firm, company or an organization who undertakes to provide security services.
- 1.9 “**RFP**” means Request for Proposal.
- 1.10 “**Similar Services**” means the work/service for which RFP is published.

## 2. INTRODUCTION

Pakistan Airports Authority (PAA) invites proposals from well reputed firm / company or an organization having experience of providing Security services in large organizations and who fulfil other parameters given in this **RFP**, for a period of **two (02)** years (extendable for another **six months** only) adhering to Government prevailing minimum wage policy, EOBI, Social Security and all other applicable taxes / duties / regulatory payments etc.,.

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- 2.1 Areas to be secured are defined in Annexure "A" (scope of work) so as to give a picture of the nature of service required.
- 2.2 The bidders may visit the location to ascertain the service to be provided before submission of Bids. However, to have an idea, a description of the services required is given in the RFP.

### 3. PURPOSE OF RFP.

The purpose of this RFP is to select a service provider for the provision of armed security guards (ex-servicemen) and related security services on a 24 hours a day, 7 days a week, 365 days a year basis at sensitive areas of **Jinnah International Airport, Karachi, as well as other locations within and outside the airport.** Technical proposals submitted by the bidders will be evaluated in accordance with the prescribed technical evaluation criteria. Financial bids of only those bidders who qualify technically will be opened. However, PAA reserves the right to cancel the contract with the successful bidder in case of poor performance, submission of inaccurate or false information, or violation of any clause(s) of the contract.

### 4. SCOPE OF WORK

The scope of service is defined and given in **Annexure "A"** of this RFP.

### 5. INSTRUCTIONS TO BIDDERS

- 5.1 The bidder shall study the bidding documents and the instructions mentioned therein.
- 5.2 The bids will be evaluated on the basis of technical and financial proposals submitted by the bidders. Financial bids of only those will be opened, who technically qualify as per the evaluation criteria.
- 5.3 The selection under this RFP shall be conducted through the "Quality and Cost Based Selection (QCBS)" method under the "Single Stage Two Envelope" bidding procedure, in accordance with Rule 36 (b) of the Public Procurement Rules, 2004. Marks shall be allocated strictly on the basis of documentary evidence provided in the proposal. The contract shall be awarded to the bidder submitting an unconditional bid and obtaining the highest combined score under the Quality and Cost Based Selection method.
- 5.4 The proposals shall be uploaded on EPADS portal before due date i.e. on or before **16<sup>th</sup> February, 2026** not later than **1500 Hours**. Documents submitted after due date and time will not be entertained. Bid Security instrument in the form of Pay Order must reach to this office (in original) before opening of technical bid. The Technical Bids will be opened on the **same day** by the tender opening committee at **1530 Hours**.
- 5.5 The technical proposal in PDF file shall include relevant documentary proof / certificates as mentioned in "Bid Evaluation Checklist" and "Evaluation Criteria" along with all other required information / details / documents of this RFP with seal and signature on each and every page by

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the bidder. The PDF file should be titled as **“Technical Bid - Provision of Private Security Guards at JIAP Karachi, as well as other locations within and outside the airport.”**

- 5.6 The financial proposal in PDF file shall include financial bid (as per **Annexure-B**), breakdown of costs showing manpower category-wise per person wages, all regulatory payments including taxes (except Provincial Sales Tax on Services), EOBI, Social Security, Uniform, Conveyance, Service Charges etc.,. The PDF file should be titled as **“Financial Bid - Provision of Private Security Guards at JIAP Karachi, as well as other locations within and outside the airport.”**
- 5.7 The details of the bid security, amounting to **Rs.8,000,000/- (Rupees Eight Million Only)** in the form of a Pay Order in favour of Pakistan Airports Authority, shall be entered / uploaded on EPADS along with a scanned copy thereof. The original bid security must be submitted to and received in the office of the COO / APM, JIAP Karachi, prior to the bid opening date and time. In addition, bidders may submit the complete bid documents in hard copy form to the office of Officer In-charge HR, JIAP Karachi, Level VI, Jinnah International Airport Karachi on or before **16<sup>th</sup> February, 2026** (not later than **1500 Hours**).
- 5.8 The bidders are required to provide trained manpower for performing duties of Private Security Guards.
- 5.9 PAA reserves the right to reject the bid of any bidder or cancel the process of bidding in accordance with Public Procurement Rules 2004.
- 5.10 PAA reserves the right to invite the next bidder in case where the first bidder is unable to provide requisite manpower, weapons and other security equipment's as per pre-decided scheduled, inclusive of all the formalities.
- 5.11 The bidder shall strictly follow the labour laws and minimum wages prescribed by the Government. In case of revision of minimum Wage policy by the Government during service tenure or after signing of contract, **the difference shall be borne by PAA (if salary is less than minimum wage)**.
- 5.12 In preparing the technical proposal, the bidders shall examine all terms and instructions included in this document and their bids will be evaluated on the basis of information provided by them. During preparation of technical proposal, bidders must give special attention to the following: -
  - 5.12.1 Only the Service Providers who have all the expertise for the assignment may submit their proposals.
  - 5.12.2 All the information shall be filled-in / submitted strictly as per enclosed forms. If required, photocopies of the forms may be made
- 5.13 All attachments / documentary evidences should be enclosed in order of Bid Evaluation Checklist (Clause - 8).
- 5.14 The bidder shall submit breakup of his financial bid mentioning all mandatory cost / tax (**except Provincial Sales Tax on Services**) / charges / duties / regulatory payments etc.,.

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- 5.15 The bidder shall submit payment slips of EOBI / Social Security mentioning staff names employed by the bidder for subject services on monthly basis to Chief Operating Officer / Airport Manager JIAP Karachi or his authorized officer after award of contract. In case of failure, the payment shall not be made.

## **6. PRE-REQUISITES FOR TECHNICAL QUALIFICATION OF BIDDER**

Following are the pre-requisites for bidders intending to submit their proposals. Absence of any of the following shall disqualify the proposal for consideration.

- 6.1 The bidder must have minimum **three (03) years' work experience** of similar services for which the bid is being sought.
- 6.2 Minimum number of clients for providing similar services shall be **three (03)** to whom the bidder must have provided 50 Ex-serviceman as Security Guards to each client. Only Ex-serviceman Security Guards shall be considered and less than 50 Ex-serviceman provided as Security Guards to any client shall not be considered as client for the purpose of considering experience.
- 6.3 The bidder has valid NTN Certificate.
- 6.4 The bidder shall be registered with Social Security and EOBI. The bidder must attach the copy of EOBI cards issued to its permanent employees along with verifiable proof of payment paid to EOBI of each permanent as well as all employees engaged with service provider / bidder.
- 6.5 The bidder shall provide last **Six (06) months** Bank Account Statement from a scheduled Bank with at least average monthly credit balance of **Ten (10) Million**.
- 6.6 The bidder shall furnish undertaking on non-judicial stamp paper of value Rs.100/- to the effect that it has not been blacklisted by any Government, Semi Government and Autonomous Body.
- 6.7 Bidder shall provide Audited Accounts for last **three (03) Years** from a reputable Chartered Accountant firm.
- 6.8 The bidder shall provide undertaking that they can provide to PAA all such information, data documentation, accounting records etc. pertaining to their operations etc. within **Seven (07) days** of request for the same.
- 6.9 The bidder shall give an undertaking on non-judicial stamp paper of value Rs.100/- that it will pay all the regulatory dues, taxes etc., and will abide by the minimum wage rate determined by the Government, which may increase in annual budget. **However, if minimum wage will be increased after signing of the contract, the difference will be borne by PAA (if salary is less than minimum wage).**
- 6.10 The bidder should disclose details of its litigation subjudice before any Court of Law by or against any of its clients including PAA, if any.

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## 7. TECHNICAL QUALIFICATION CRITERIA

The bidder shall provide the following details / documents as essential part of Technical Proposal in this order;

- 7.1 Signed copy of the RFP document along with Proposal Submission Form **(Form-A)**
- 7.2 Name, address, phone, fax, website and e-mail address along with postal and telephonic Address of head office and branch offices **(Form-B)**.
- 7.3 List of Similar assignments completed and in hand along with number of resources deployed, contact person of each facility separately **(Form-C)**.
- 7.4 A brief description of the Firm's Key personnel (Professional, Management & Clerical) qualification & experience **(Form-D)**.

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## 8. BID EVALUATION CHECK LIST

S. No.	Bid Evaluation Parameters:	Yes / No	Remarks
1	Legal Status		Attach certificate of incorporation / registration and Memorandum & Articles of Association. <b>OR</b> In case of partnership firm, attach certificate of registration along with Partnership Deed etc., <b>OR</b> In case of sole proprietorship, attach NTN certificate. <b>(Appendix - A)</b>
2	The bidder must have a minimum of three (03) years' experience in providing security services and must have served at least three (03) clients. For each client, the bidder must have deployed a minimum of fifty (50) ex-servicemen security guards.		Attach Service Agreements showing provision of 50 Ex-Servicemen as Security Guards for minimum three (03) years or more for at least three (03) clients. This agreement must contain verifiable following information along with others, as deemed necessary:  (i) Execution date of the agreement. (ii) Duration of the agreement. (iii) Number of Security Guards (iv) Clients address and contact numbers. <b>(Appendix - B)</b>
3	No. of Ex-Servicemen, not exceeding age of 55 years, employed by the service provider must be 300 or more.		Attach list showing total number of Ex- Servicemen as Security Guards with their names, address, CNIC, active cell numbers who had been deployed on similar nature of assignments, with Client name. <b>(Appendix - C)</b>
4	NOC for; a) Running Security Company, b) Use of Arms & Ammunitions c) VHF communication license.		Copies of NOC from the Ministry of Interior, Govt. of Pakistan or from the Home Department of Provincial Government, NOC from survey of Pakistan and copies of Arms' Licenses must be attached. <b>(Appendix - D)</b>
5	Last Three (03) years audited financial statements.		Attach audited Annual Accounts of last three (03) years. <b>(Appendix - E)</b>
6	NTN Registration		Attach attested copy of NTN Registration Certificate <b>(Appendix - F)</b>

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7	EOBI Registration of the bidder along with copies of EOBI cards issued to the employees of the bidder and verifiable proof payment paid to the EOBI.	Attach attested copy of EOBI Registration Certificate and attested copies of EOBI cards and payments slips. <b>(Appendix - G)</b>
8	Registration with concerned Social Security Institution.	Attach attested copy of Social Security Registration Certificate. <b>(Appendix - H)</b>
9	Period of average monthly Credit Balance of at least <b>Rs.10 Million</b> in Bank Account for last <b>Six (06)</b> months	Last Six (06) months Statement of Bank Accounts or Banker's Certificate <b>(Appendix - I)</b>
10	Data Provision Undertaking	Attach an undertaking on company letter head <b>(Appendix - J)</b>
11	Black List Undertaking	Attach an undertaking on non-judicial stamp paper of value Rs.100/- <b>(Appendix - K)</b>
12	Regulatory Payment Undertaking / Payment of Minimum Wages Undertaking	The firm must give an undertaking on non-judicial stamp paper of value Rs.100/- that it will pay all the regulatory dues, taxes etc., and would abide by the minimum wage rate determined by the Government. Difference will be paid by PAA subject to the provision of documentary evidences of payment by the contractor <b>(Appendix - L)</b>
13.	Bid Security Instrument	Attach original bid security instrument, in the form of pay order, of amount mentioned in clause 5.7 and Clause 17 alongwith technical proposal, from a scheduled bank as listed at Annexure C. <b>(Appendix-M)</b>

Note: The bidders who respond 'Yes' in all the above requirements and provide documentary evidences in support of their 'Yes' shall be analysed through **Evaluation Criteria** for provision of Security Guards at PAA JIAP Karachi. Any 'No' in the bid evaluation checklist or non-submission of supporting documents or furnishing of forged documents or concealment of facts or submission of false information shall lead to disqualification of a company.

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## 9. EVALUATION CRITERIA:

### 9.1 Detailed Technical Evaluation Methodology

Technical Evaluation would be conducted on following parameters as shown in the table below:

S. NO.	DESCRIPTION	MAX MARKS	MARKS OBTAINED
1	<b><u>Average Turnover</u></b> Audited Financial Statement will be obtained from bidders of last three (03) financial years. Annual average minimum turnover mentioned in Audited Account Statements. Equal to Rupees Thirty (30) Million = 05 Marks and on every five (05) Million above 30 Million, one (01) mark shall be granted.	10	
2	<b><u>Arms &amp; Ammunitions</u></b> Details of Arms & Ammunitions used by the Service Provider / Bidder, Base marks five (05) shall be given for Arms upto 300, and on every ten (10) Arms above 300, one (01) additional mark shall be granted.	10	
3	<b><u>Number of Clients</u></b> Details with documentary evidence of Security Services provided to at least <b>three (03)</b> clients to whom at least <b>fifty (50)</b> Ex-servicemen as Security Guards have been provided to each client for which 15 base marks will be awarded. For each such additional client, the bidder will be awarded One (01) mark.	20	
4	<b><u>Number of Manpower</u></b> Number of skilled and experienced Ex-Servicemen engaged as Security Guards by the bidder must be 300, for which fifteen (15) base marks will be awarded. For every 10 such resources above 300, the bidder will be awarded 01 mark.	20	
5	<b><u>Training Capacity</u></b> Service Provider has an institution, firing range or premises for imparting Security trainings.	10	
6	<b><u>Validation from Mol</u></b> Documentary evidence for imparting Security Training from an institute recognized by Ministry of Interior, Training Institute details and Syllabus for Security Training.	10	
7	<b><u>Training Records</u></b> Record of refresher training / courses imparted to guards	10	
8	<b><u>Functional Office</u></b> An established and functional office set up in Karachi.	10	
<b>TOTAL</b>		<b>100</b>	

**Note:** The minimum qualifying score required by the bidder for being eligible for financial bid is 70 marks in Technical Evaluation Criteria (TS) and financial bids of only technically qualified bidders will be opened. All data relating to Evaluation Criteria shall be provided in verifiable documentary evidence.

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## 9.2 Detailed Financial Evaluation Methodology

The lowest financial bid among all the bids shall be given Financial Score (FS) of 100 points. The Financial scores of the other bids shall be computed as follows:

$$FS = 100 * (LB / X)$$

FS= Financial Score

LB=Lowest Financial Bid

X=Amount of Specific Financial Bid

## 9.3 Selection of Most Advantageous Bid

The bid shall finally be ranked according to combined technical score and financial score using the following weightages:

T=The weightage given to the Technical Bid= 70% (0.70)

P=The weightage given to the Financial Bid =30%(0.30)

Combined Score = TS\*T + FS\*P

**Note: The highest ranked bid having combined score will then be declared as Most Advantageous Bid.**

## 10. SERVICE PROVIDERS WARRANTIES AND OBLIGATIONS:

Service provider undertakes, warrants and represents that at all times:

- 10.1 It has the requisite manpower and authority to enter into and perform this contract.
- 10.2 It shall provide the services with reasonable care and skill.
- 10.3 It holds valid license and authority (as required) to provide the Services.
- 10.4 It shall hire competent, young medically fit and security cleared Ex-serviceman resources as instructed by Ministry of Interior to provide the services.
- 10.5 All persons engaged by the Service Provider to perform the Services are its employees and have no criminal record.
- 10.6 It shall provide services by using all reasonable skill, care and diligence in accordance with good industry practices and shall ensure that its employees have skills and expertise to provide the Services to the standards and timings required by PAA.
- 10.7 The Service Provider or its employees will manage the transportation to and from the premises and there will be of no obligation to PAA with relevant to this.
- 10.8 The Service Provider shall not act in a way, which is prejudicial to PAA's interests or business.
- 10.9 The Service Provider and its employees shall obey all lawful and reasonable directions of PAA's representatives.

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10.10 Any breach by Service Provider of this clause (Service provider's Warranties) constitutes a material breach of the contract. In addition to PAA's rights, PAA shall be entitled to require Service Provider to following, but will not be limited to;

- 10.10.1 Remedy the breach at its costs;
- 10.10.2 Pay for it to be remedied; or
- 10.10.3 Repay all amounts already paid for the defective services.

## 11. TERMINATION

11.1 PAA shall be entitled to terminate / suspend the contract if Service Provider suffers (or is likely to suffer) an insolvency event or, undergoes a material change in its management, ownership or control subject to at least 30-days prior notice. OR

11.2 Upon unsatisfactory performance of the guards as determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the security company. Unsatisfactory performance includes:

- i. Absence of a Guard from duty.
- ii. Non-Attendance of office in time
- iii. Casual performance, misconduct, misbehavior, negligence in duty by a guard
- iv. During the period of contract, the responsibility of any loss, theft and damage due to such and unsatisfactory performance will be on the security company.
- v. Any other violation of the contract as determined by PAA.

## 12. LIABILITY

Service Provider shall be responsible for and shall indemnify and hold harmless PAA, its agents and employees from:

12.1 All losses arising out from Service Provider's negligence or breach of contract.

12.2 Any claim or compensation arising against PAA by an employee of the Service Provider.

12.3 Upon unsatisfactory performance of the guards as determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the security company. Unsatisfactory performance includes:

- i. Absence of a Guard from duty.
- ii. Non-Attendance of office in time
- iii. Casual performance, misconduct, misbehavior, negligence in duty by a guard

12.4 During the period of contract, the responsibility of any loss, theft and damage due to such and unsatisfactory performance will be on the security company.

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### **13. CONFIDENTIALITY**

Except with the consent in writing of PAA, Service Provider shall keep the information strictly confidential and will not make use of any confidential information supplied by PAA other than to perform this contract, and shall impose the same obligations on its employees and other third parties.

### **14. INDEPENDENT CONTRACTOR**

The service provider shall at all times functions and be regarded as independent and not as an agent of PAA and neither the contractor nor its personnel shall have the right to represent or bind PAA to any third person.

### **15. TAXES & DUTIES**

The service provider / successful bidder shall be directly responsible for all his liabilities or obligations on account of any taxes (except Provincial Sales Tax on services), duties (including stamp duty), charges, regulatory payments or cesses levied by the Government or any other authority either on his businesses or the Services and the documentation related thereto. The tendered rates or amount shall be inclusive of all taxes (except Provincial Sales Tax on services), duties etc., as applicable and no claim on the account shall be entertained by PAA.

### **16. BID VALIDITY**

The Bid shall be valid for a period of **One Hundred and Twenty (120) days**. In special circumstances, PAA may request the bidders to extend the period prior to expiry of bid validity, which shall not be more than the validity period of original bid.

### **17. BID SECURITY**

The intending firm has to furnish a bid security of **Rs.8,000,000/- (Eight Million Only)** in the form of pay order at the time of submission of bids. The Security fee will be returned to technically unsuccessful bidder alongwith its financial proposal. However, Security deposits of the technically successful bidders and unsuccessful in Financial bid will be returned upon award of contract to the successful bidder or on expiry of bid validity. However, security deposits of financially successful bidder will be returned on furnishing "Performance Bond" **(5% of the Total Contract Value)**. The bid security may be forfeited if:

17.1 A bidder withdraws his bid during the bid validity period; or

17.2 A bidder does not accept the correction of his bid price; or

17.3 The successful bidder fails to furnish the required performance bond within the stipulated period.

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## 18. PERFORMANCE BOND:

The successful bidder will furnish a Performance Bond in the form of **Pay Order, CDR or Bank Guarantee** of an amount equal to **05% of the total Contract value** from a scheduled bank.

*Note: List of Authorized Bank for Pakistan Airports Authority is attached as Annexure C.*

## 19. OTHER TERMS AND CONDITIONS

By responding to this RFP, the Service Provider agrees to the Terms and Conditions given below in this RFP as a whole;

- 19.1 At any time prior to the deadline for submission of proposal PAA may, for any reason, whether at its own or in response to a clarification requested by a prospective firm, modify / improve the content of RFP, which will be placed either on PAA's website, e-mailed or dispatched to all prospective bidders.
- 19.2 All such amendments shall become part of the RFP after they have been notified to all bidders.
- 19.3 PAA reserves the right to extend the dates for submission of responses to this RFP.
- 19.4 All security guards deployed at the premises should be Ex-Servicemen i.e. retired from armed forces including Army, Navy, PAF, FC, Police & Paramilitary Forces **not to be over fifty-five (55) years of age**.
- 19.5 The security guards should have **matric or above** educational qualification and should be able to understand, read and write.
- 19.6 The security guards should be medically fit.
- 19.7 Uniforms, weapons and other equipment's should be timely provided to the security guards.
- 19.8 All the weapons and ammunition provided to the security guards should be in serviceable condition.
- 19.9 The security guards should be trained on the weapon(s) sanctioned to them.
- 19.10 Fresh background clearances of each guard (name-wise) should be obtained before awarding the company a contract and any changes in the enrolment of Guards be shared with COO/Airport Manager JIAP Karachi.
- 19.11 Any technical or financial bid, submitted cannot be withdrawn / modified after last date for submission of the bids.
- 19.12 PAA reserves the right to call for any additional information. PAA reserves the right to reject the proposal of any bidder if in the opinion of PAA, the information furnished is incomplete or the Service Provider does not qualify for the contract.
- 19.13 The bidders are requested to quote in Pakistani Rupees ('PKR'). Bids in currencies other than PKR will not be considered.

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- 19.14 PAA will make payments against the monthly invoices raised by the service provider based on actual deployment of resources, duly verified by the concerned PAA official.
- 19.15 Failure of PAA to select a Service Provider shall not result in any claim whatsoever against PAA and PAA reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.
- 19.16 By submitting a proposal, the Bidder agrees to promptly enter into a contract with PAA for any service awarded to the service provider. Failure on the part of the successful bidder to execute a valid contract with PAA will relieve PAA of any obligation to the service provider, and second most advantageous bidder may be selected.
- 19.17 Cost of execution of the Contract Agreement is to be borne by the successful bidder.
- 19.18 Any additional or different terms and conditions proposed by the bidder would be rejected unless expressly assented to in writing by PAA.
- 19.19 All responses received after the due date / time would be considered late and shall not be accepted or opened.
- 19.20 PAA shall not assume any expense incurred by the bidder in preparation of the response to this RFP and the bidding documents shall not be returned to the bidder.
- 19.21 The bidders shall have the opportunity to clarify doubts pertaining to the RFP prior to finalizing their bids / responses.
- 19.22 PAA shall scrutinize the technical and financial proposal submitted by the bidders as per the criterion mentioned in this RFP.
- 19.23 PAA may waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all competitors and PAA reserves the right for such waivers.
- 19.24 PAA may ask some or all bidders for clarification of their bids. The request for such clarification and the response thereto shall be in writing. PAA has the right to disqualify the bidder who shall not provide the requisite clarification within the stipulated time.
- 19.25 The bidders are required to be prepared to demonstrate, through presentations and / or site visits, as part of the final evaluation in accordance with the responses given for the identified requirements, any time after the last date of the submission of proposal. Accordingly, PAA may communicate a date and time to all bidders. The bidders will arrange such demonstrations, presentations or site visits.
- 19.26 PAA may exclude or reject any proposal that in the reasonable opinion of PAA contains any false or misleading claims or statements. PAA has no liability to any person/company for excluding or rejecting any such proposal.
- 19.27 The service provider shall promptly notify PAA of any change in partnership, directorship or other managerial orders of the company or address of the firm.

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- 19.28 Service Provider shall indemnify, protect and save PAA against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting directly or indirectly from an act or omission of the Service Provider, its employees, its agents, in the performance of the services provided by contract, infringement of any patent, trademarks, copyrights etc. or such other statutory requirement.
- 19.29 The Service Provider shall provide all required resources for provisioning of services to Ex-Servicemen deployed as Security Guards.

## **20. PAYMENTS**

- 20.1 The Service Provider shall ensure payment to its personnel / guards employed for services to be rendered in PAA before **05<sup>th</sup> of each month**.
- 20.2 The Service Provider shall submit the monthly bill before **05<sup>th</sup>** of each month which will be duly verified by Chief Operating officer / Airport Manager PAA, JIAP Karachi. PAA will make payment of each month after deduction of withholding and other taxes / duties as per Income Tax Ordinance / other applicable laws within thirty days after tendering the bill.
- 20.3 The Service Provider shall be responsible for payment of its entire employee's wages, insurance premiums, salaries, allowances and all pay roll taxes / duties as per Income Tax Ordinance / other applicable laws.
- 20.4 Salary of each security guard shall be credited in his bank account and the proof of such transaction shall be produced as evidence by the Service Provider.
- 20.5 The Service Provider shall ensure the monthly wages of the guards that shall not be less than the minimum wages fixed by the Government. Any violation at any stage in this regard may lead for the termination of the contract with the Service Provider. In case of any increase during the contract period by the Government in minimum wages, difference will be borne by PAA along with difference of EOBI and SESSI only (**if salary is less than minimum wage**).
- 20.6 The Service Provider shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff / workers / guards who shall be deputed for the Services or may be specified from time to time.
- 20.7 In case of any theft / damaged at premises, the Service Provider will be responsible to pay entire losses to PAA as determined by the committee constituted by the Competent Authority.

## **21. ARBITRATION**

In case of any difference or dispute arising between the parties in respect of the interpretation, conduct or performance of any terms or condition of this contract, the same shall be referred to the Director General PAA or his authorized / nominated officer not below Director who after receiving reply from the APM or the concerned officer of PAA will give his decision within thirty (30) days which shall be final and binding upon the parties.

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## **22. GOVERNING LAW AND JURISDICTION OF COURTS**

This contract shall be governed and constructed in accordance with the laws of Pakistan. In case of litigation by any party to this contract in relation to terms & conditions hereinto existing or otherwise, the courts of local jurisdiction only shall have jurisdiction to entertain and adjudicate upon situation.

## **23. PENALTY**

23.1 Without prejudice to any other right and remedy available to PAA, the Service Provider shall be liable to the penalties mentioned in para 23.2 including but not limited to the following cases:

23.1.1 Delay beyond the timeline given by the PAA in taking over the designated places.

23.1.2 Absence of Security from the designated places.

23.1.3 Performing duty without uniform, required equipment etc.,

23.1.4 Dirty / Un-presentable uniform.

23.1.5 Smoking / Chewing Pan / Gutka / Naswar during duty hours.

23.1.6 Found sleeping, misbehaving, misconduct, unauthorized / illegal activities etc.,

23.1.7 Any other violation of the contract as determined by PAA.

23.2 In cases mentioned in para-supra, the Service Provider shall be liable to pay a penalty of **Rs.10,000/-** per violation.

23.3 PAA shall be entitled to recover the amount (penalty whether imposed under this article or any other provision of the contract) from any amount payable by PAA to the Service Provider or from the Security Deposit.

23.4 The security company shall agree that the decision of PAA in respect of any of the aforesaid penalties or recoveries shall be final and binding upon the Service Provider and shall not be called into question in any manner whatsoever.

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**SCOPE OF WORK**

1. The Service Provider shall provide a total of **two hundred fifty-five (255)** Armed Security Guards (Ex-Servicemen), retired from the Armed Forces including the Pakistan Army, Pakistan Navy, Pakistan Air Force, Frontier Corps, Police, and Paramilitary Forces; and **Ten (10) Ex-Servicemen** as **Supervisor**. The guards shall be not more than **fifty-five (55) years of age**, duly trained, background-checked, and possess a minimum of **three (03) years'** experience at a reputed organization.
2. The guards shall be deployed on a 12 Hours Shift Basis at Jinnah International Airport, Karachi (JIAP) for the protection of vital installations and key points. The scope of coverage shall include, but not be limited to, JIAP, Cargo Complex, PAA Sports Complex, ACC Radar Building, New Transmitting Station, PAA Offices, Aviation Dynamics Building, PAA Residential Areas (including the residences of the Director General and Additional Director General), General Aviation Area, Terminal-I HQ PAA, PAA Open Land at Karachi, NDB Stations, PAA Residential Areas, PAA Schools and Colleges and other designated locations within or outside the airport premises.
3. The security services shall be provided on a round-the-clock basis, seven (07) days a week, in accordance with the deployment schedule agreed by PAA. The Service Provider shall ensure time to time patrolling in the areas as mentioned above.
4. The duties of Service Provider shall include but will not be limited to;
  - 4.1 Watch & Ward Duties
  - 4.2 Prevention of entry of unauthorized personnel in the premises.
  - 4.3 Patrolling and surveillance of the premises to deter and detect any unauthorized activity.
  - 4.4 Ensuring foolproof security of PAA assets.
  - 4.5 Deployment of guards at barrier, proposed watchtower main building and other locations as determined by PAA.
  - 4.6 Prevent pilferage of items / equipment / property belonging to PAA from the premises placed under the security of the company as per written instructions issued by the authorized officer of PAA.
  - 4.7 Inform concerned authorized officer of PAA promptly and accurately of any occurrence detrimental to the security of the premises and property of PAA placed under security of the company.
5. The Security Firm is responsible to take proper action in case of emergencies like:
  - 5.1 Fire, raising of alarm and proper communication to fire brigade and officer in charge of the installation and arrange rescue activities.
  - 5.2 Forced Entry will be promptly reported to the local police station, in-charge installation and Security Company's head office for appropriate action.

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- 5.3 Law and order situation will be promptly reported to the local police station, in-charge of installation and the security company head office of the company for appropriate action. All entry points shall be closed under such situation.
- 5.4 To carry out daily checking of all security lights, entry points and locked premises for their effectiveness during off hours.
- 5.5 Patrolling / picketing the installation as per specific written orders peculiar to the installation prepared by the company and approved by the PAA Administration.
- 5.6 To properly brief the relieving guard about any situation concerning the security.
6. The deployment of **229 (two hundred and twenty-nine)** Security Guards at all the designated areas will be as per deployment plan of **O/IC Vigilance PAA JIAP Karachi**. Whereas, **fourteen (14)** Security Guards deployed for Residential Area (including messes) and **twelve (12)** Security Guards deployed for different PAA Schools and Colleges shall be under administrative and operational control of **Officer In-charge Residential Area**.
7. The company shall be responsible to provide satisfactory services at the premises with the following conditions:
- 7.1 The company shall ensure extra guards to be readily available as the substitute of the guards who become absent /short / sick at the company's own enrollment for which PAA Management will not make any extra payment.
- 7.2 Service Provider shall provide **02 x Vehicles (01 x Mobile Vehicle for routine patrolling duties and 01 x Double Cabin for QRF / escort duties) and 04 x Motorcycles (02 x Motorcycles for patrolling of key points and vital installations and 02 x Motorcycles for patrolling of residential camps and other surrounding areas) (150cc or above)**, for use by the security guards. These vehicles shall be utilized for patrolling and surveillance of the designated areas to deter and detect any unauthorized activity and to respond promptly to any security situation.
- 7.3 Security guards deployed on patrolling and Quick Reaction Force (QRF) duties shall wear camouflage uniforms, as mutually agreed between PAA and the Service Provider, along with knee pads, elbow guards, bullet-proof vests clearly marked "PATROLLING" or "QRF," as applicable. The guards shall also be equipped with batons, daggers, torches, whistles, protective goggles, and up-to-date enhanced communication equipment, as required for effective performance of their duties;
- 7.4 The Service Provider shall also provide;
- 7.4.1 Improved Weapons such as 7mm Semi-Automatic SMGs and Semi-Automatic Shotguns to the Security Guards to ensure an effective response in case of any unlawful interference.
- 7.4.2 Bullet Proof Jackets for the Security Guards in direct contact with Public and vital points in order to provide an additional layer of physical security to the individuals responsible to guard valuable assets. The Security Guards should be armed with BJPs as per

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threat. 10% of the strength of the guards employed at critical and sensitive location / premises / installations / assignments for providing additional physical security are to be provided BJPs all the time.

7.4.3 Seven (07) Under vehicle Inspection Mirror for Security Guards deployed at Entry and Exit points

7.4.4 Seven (07) Hand Held Metal Detectors for Security Guards

7.5 Enhanced Security communication equipment should be provided to the guards for effective and timely communication.

7.6 The company shall deploy trained, energetic, smart and healthy security personnel (Ex-Servicemen) with perfect turnout in proper uniform, properly equipped and fully competent to meet security requirements / demands of PAA.

7.7 Daily attendance shall be marked in the register at the security points by the designated supervisor as well as by the security company head office. Month wise bill shall be submitted to COO/Airport Manager JIAP Karachi before **05<sup>th</sup>** of every month regularly. Payment will be made against the services rendered satisfactorily by **10<sup>th</sup>** of every month.

7.8 The company shall maintain a **supervisory network** at its own expense to ensure its presence for active performance of duties by the security guards.

7.9 A responsible and responsive officer should be nominated as Focal Person for all communication with PAA.

8. The Security Company shall provide and ensure that guards on duty has received and understood written instruction of basic duties and has the following in their possession;

8.1 Company Card and valid CNIC

8.2 A Torch for guards on evening and night duty

8.3 A metal baton

8.4 Proper and clean uniform

8.5 Enhanced security communication equipment for effective and timely communication

8.6 Hand Metal Detector

8.7 Bottom view Mirror

8.8 Whistle etc.,.

9. Security firm will be required to arrange minimum Quantity five (05) Base set with Twenty (20) Walkie / Talkie sets Motorola or equivalent without any additional cost to PAA

10. The armed guards will remain alert and vigilant throughout their duty hours and any mishap will be the responsibility of security company under all circumstances.

11. The company shall provide service books / discharge certificates of all supervisors & armed security guards, evidence of ex-services of armed forces along with list showing their CNIC numbers, permanent / present addresses and telephone numbers.

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12. If required, Service Provider shall arrange a vehicle for pick & drop and accommodation of its staff to / from the premises without any additional cost to PAA.
13. Only with prior approval of PAA, Security firm will establish its control room on its own expense in PAA colony or any other place as agreed upon. If the control room is established on PAA premises, the Security Company shall pay all kind of utility charges and maintenance expenses.
14. Security company shall submit details of weapons with type and licenses held by the company, which have been issued to the guards deployed at PAA premises.
15. Security guards must have undergone necessary security training regarding watch and ward and elimination of subversive activities.
16. The Security guards employed must go through suitable live fire practice at least once in calendar year.
17. The Security Company shall be responsible to submit fresh back ground clearances before award of contract and any changes in the guards' enrollment be shared with respective COO / APM.
18. During the validity of the contract, in case of damage, theft or loss occurs to the personnel, his property or property or installations of the PAA due to any eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying the losses occurred to the personnel or PAA under all circumstances 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:
  - 17.1 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.
  - 17.2 Negligence of guards in case of the fire, or other disaster, which caused by any act omission and commission of security guard.
  - 17.3 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.
  - 17.4 The company shall notify its representatives who will be contacted for immediate replacement in the event of unsatisfactory performance of deputed personnel.
19. Charter of Guards Duties:
  - 18.1 No unauthorized entry be permitted under all circumstances.
  - 18.2 To ensure body, baggage and vehicle's complete search and screening.
  - 18.3 Watch and ward duty.
  - 18.4 Vigilance against intruders / miscreants.
  - 18.5 Reporting against suspicious activity and immediately notifying to supervisor and law enforcement agencies.
  - 18.6 Any grey area on existing structural security arrangements be intimated to next higher command.
  - 18.7 All weapons should be in good working condition with sufficient ammunition.

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**PART-1**  
**FINANCIAL BID**

**MANPOWER PRICING**

Sr. No.	Deployment	Wages Per Month	Wages + All Applicable Taxes, Duties, Service Charges etc., (Except PST)	Total Amount For One Security Guard / Supervisor Per Month	Total Amount for 10 Security Supervisors and 255 Security Guards Per Month	Total Amount For Two Years
a)	10 Security Supervisors					
b)	255 Security Guards					
Sr. No.	Vehicles	No. Of Vehicle	Service Charges Per Month Per Vehicle	Total Service Charges For One Month	Total Service Charges for Two Years	
c)	Patrolling vehicle (4x4 double-cabin)	01				
d)	Quick Reaction Force (QRF) vehicle (4x4 double-cabin)	01				
e)	Motorcycles (150cc or above)	04				
					Total Bid for One Month	
					Total Bid for Two Years (in figure)	
Total Bid value for Two Years (in words)						

**PART-2**

**BREAKUP OF THE FINANCIAL BID**

**Note: Please provide breakup of the financial bid mentioning all mandatory cost / tax (except Provincial Sales Tax on Services) / charges / duties / regulatory payments etc., on company letter head attached with financial bid.**

\_\_\_\_\_  
(Authorized Signature)  
With Company Stamp

For Pakistan Airports Authority



For Contractor

S.NO	NAME OF BANK
<b>Public Sector Banks</b>	
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank of Punjab
<b>Private Sector Banks</b>	
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al Habib
7	Habib Metropolitan Bank Limited
8	JS Bank Limited
9	MCB Bank Limited
10	Samba Bank Limited
11	Soneri Bank Limited
12	Standard Chartered Bank Limited
13	United Bank Limited
14	Industrial & Commercial Bank of China Limited
15	Faysal Bank Limited
16	Habib Bank Limited
<b>Islamic Banks</b>	
17	Al Baraka Bank Pakistan Limited
18	Bank Islami Pakistan Limited
19	Dubai Islamic Bank Pakistan Limited
20	Meezan Bank Limited

For Pakistan Airports Authority



For Contractor



**Proposal Submission Form (on Firm's letter-head)**

\_\_\_\_\_  
\_\_\_\_\_,  
\_\_\_\_\_

Pakistan Airports Authority,

Dear Sir,

**HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT JIAP KARACHI**

In response to your advertisement dated \_\_\_\_\_, 2026 for provision of above quoted services, we M/s\_\_\_\_\_ having Office(s) at \_\_\_\_\_ submit our Proposal for provision of these services at JIAP Karachi:

We enclose all documents as required in RFPD including ANNEXURES, FORMS ETC.

We understand that PAA is not bound to accept our proposal has the right to reject our proposal without assigning any reason or delist us at any stage subsequently due to the reasons mentioned in RFPD.

We further understand that submission of this proposal for providing the above quoted services does not entitle us award of any Contract by PAA.

Date:

Signature\_\_\_\_\_

Name \_\_\_\_\_

Name of Firm\_\_\_\_\_

**For Pakistan Airports Authority**

**For Contractor**

**FORM B**

**GENERAL INFORMATION**  
(on Firm's letter-head)

**COMPANY PROFILE**

ITEM	
COMPANY PROFILE:	
NAME OF FIRM	
ADDRESS	
KEY PERSON	
CONTACT NO.	
MOBILE NO.	
FAX	
EMAIL	
ANY OTHER INFORMATION	

For Pakistan Airports Authority



For Contractor



