

# ENGINEERING DEVELOPMENT BOARD



## HIRING OF SECURITY COMPANY FOR PROVISION OF SECURITY GUARDS

Engineering Development Board - EDB invites sealed bids under the Single Stage – One Envelope Procedure through e-Pak Acquisition & Disposal System (EPADS) <https://eprocare.gov.pk/> from reputable firms registered with SECP, PESSI, EOBI, FBR, PPRA & having a valid license to operate as security company. The contract shall initially be valid for a period of two year for 2026-2027 (extendable) as (Open Framework Agreement), commencing from the date of signing of the agreement. A refundable Bid Security equivalent to 2% of monthly gross bill, as per Clause-25 of PPRA Rules 2004, must be submitted by each bidder in the form of Demand Draft/Pay Order in favor of Engineering Development Board and present the same in the office of Admin Department of EDB before closing time & date.

Tender documents along with terms and conditions can be downloaded through EPADS and EDB website.

The last date for submission of bids (complete in all respects) is 22<sup>nd</sup> March, 2026 by 11:00 AM. The bids will be opened on the same day at 12:00 PM in the presence of bidders or their authorized representatives who may wish to attend. EDB reserves the right to reject all bids or proposals at any time prior to acceptance, in accordance with Clause 33(1) of PPRA Rules 2004. This tender notice is also available on the PPRA and EDB website.

**General Manager Admin**  
**Engineering Development Board**  
EDB Complex Building, 5-A, Constitution Avenue,  
Sector F-5/1, Islamabad.  
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PID (I) No.7130/25



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EDB Complex Building, 5-A, Constitution Avenue, Sector F-5/1, Islamabad.

051-9201726, 051-9205595-98

# **TERMS & CONDITIONS**

## **PROVISION OF SECURITY GUARDS/SUPERVISERS**

### **1. Invitation to Bid**

The Engineering Development Board (EDB) invites sealed bids from licensed and registered security companies for the provision of security guards and supervisors per below details for its premises, in accordance with the Public Procurement Regulatory Authority (PPRA) Rules of Pakistan.

<b>Category</b>	<b>Rate per Month (PKR) without taxes (Net)</b>	<b>Rate per Month (PKR) with taxes (Gross)</b>
A. Security Guards (Rate Per Person)		
B. Security Supervisors (Rate Per Person)		

### **2. Scope of Services**

The contractor shall provide trained, uniformed, and licensed, armed security guards and armed supervisors to ensure 24/7 security coverage of EDB premises, including access control, visitor management, patrol duties, and emergency response. The agreement is Open Framework Agreement (OFA) under PPRA rules. EDB maintains the right to decrease/increase number of personnels as per needs.

### **3. Deployment Requirements**

- 24/7 uninterrupted security coverage.
- Manning of entry/exit gates and internal security posts, and maintaining entry, exit register of all visitors and staff (EDB) at all times.
- Visitor and vehicle checking and record maintenance.
- Incident reporting and daily activity logs.
- Coordination with law enforcement agencies when required.
- Immediate replacement of absent staff.

### **4. Mandatory Eligibility Criteria**

- Company must be registered with SECP, PPRA and other relevant organizations.
- Hold active registration with the Federal Board of Revenue (FBR) with valid NTN/STRN.
- Registration with EOBI and Provincial Social Security.
- Valid NOC from Ministry of Interior and relevant Home Departments.

- Valid arms and wireless communication licenses) issued by the Pakistan Telecommunication Authority (PTA).
- Minimum 20 years' operational experience in security services.
- Not blacklisted by any Government/Semi-Government organization.

#### **5. Technical & Operational Requirements**

- 24/7 control room and supervision structure.
- Background verification system for all guards.
- Training and refresher training records.
- Capability to operate in high-risk environments.
- Experience with government, multinational, or international organizations.

#### **6. Bid Security**

Bid security equal to 2% of monthly gross bill in the form of Pay Order/Bank Draft in favor of EDB shall be submitted with the bid. Bid security of unsuccessful bidders will be returned after award of contract.

#### **7. Payment Terms**

Payments shall be made monthly upon submission of invoice and satisfactory performance certification by EDB. Rates shall be inclusive of all taxes, statutory contributions, uniforms, equipment, and administrative costs.

#### **8. Contract Period**

The contract shall remain valid for a period of two (02) years, extendable upon mutual consent and satisfactory performance, in accordance with PPRA Rules.

The contract can be terminated by EDB on prior notice of month without assigning any reason.

#### **09. Evaluation Criteria**

- Compliance with mandatory eligibility criteria.
- Valid licenses and registrations.
- Relevant experience and past performance.
- Operational and technical capability.
- Financial competitiveness.

#### **10. Documents to be Submitted with Bid**

- SECP Registration Certificate.
- NTN and Sales Tax Certificates.
- EOBI and Social Security Registration.
- Ministry of Interior and Home Department NOCs.
- Arms and Wireless Licenses.
- Company Profile and Experience List.
- Affidavit of non-blacklisting.
- Bid Security Instrument.
- List of current and past clients

#### **11. Working Hours & Shifts**

- Two Shift rotation system 12-hours each.
- No post shall remain unmanned at any time.
- Replacement staff must be arranged in advance in case of absence.

#### **12. Supervisor Responsibilities**

- Conduct regular inspections
- Maintain attendance register and discipline
- Liaise with client management
- Submit weekly performance reports
- Handle emergencies and escalation matters

#### **13. General Conditions**

- EDB reserves the right to accept or reject any or all bids as per PPRA Rules.
- Incomplete bids shall be rejected.
- Successful bidder must sign formal contract agreement.
- EDB may request replacement of any deployed staff.
- Minimum wage revisions notified by Government shall apply.

**Engineering Development Board (EDB)**