



**BIDDING DOCUMENT FOR HIRING
OF SECURITY COMPANY
Procedure
Single Stage-Two Envelop**

Government of Pakistan
National Institute of Folk & Traditional Heritage (Lok Virsa)

16 March, 2026

1. INVITATION FOR BIDS

- 1.1. National Institute of Folk & Traditional Heritage (Lok Virsa), Islamabad invites electronic bids through e-Pak Acquisition & Disposal System (ePADS) from licensed and reputable security companies for provision of security services at Lok Virsa Complex, Islamabad.
- 1.2. Procurement Method: **Single Stage – Two Envelope** Procedure Contract Duration: One (01) Year extendable for another one (01) year subject to satisfactory performance and approval of competent authority.
- 1.3. Bids shall be submitted electronically through ePADS only. Manual bids shall not be accepted. **Bid Validity: 90** days from date of opening. Bid Security: 2% of total estimated annual contract value in shape of Pay Order / CDR / Bank Draft in favor of Executive Director, Lok Virsa. Original instrument shall be submitted before bid closing time. Bids should be submitted electronically ONLY through ePADS (V2.0). Manual bid submission is NOT allowed.
- 1.4. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on ePADS by **31 March, 2026 at 11:00 am** and will be opened on same day at 11:30 am.

Director (Administration)

National Institute of Folk & Traditional Heritage (Lok Virsa)
Garden Avenue, Shakarparrian, Islamabad.
Ph. No. 051-9249208

2. SCOPE OF SERVICES

The Security Company shall provide trained, licensed and verified armed / unarmed security guards along with necessary equipment for 24/7 security coverage of Lok Virsa premises.

Estimated Requirement: - 27 Security Guards - 01 Supervisor - 03 Metal Detectors - Licensed weapons as per requirement. Deployment details shall be finalized at time of contract signing.

3. Mandatory Requirements

3.1. All bids shall be evaluated on the basis of mandatory requirements at first stage of technical evaluation. Failing to meet any of the mandatory requirements shall result into disqualification of the bid. The bidder must furnish documentary evidence for following mandatory requirements for technical proposal:

Sr No	Mandatory Requirements	Attached at Page Number
1.	Registration with SECP as Private Limited Company/Registrar of Firms.	
2.	Valid Security License from Ministry of Interior / Concerned Home Department.	
3.	NTN and Active Taxpayer status	
4.	Sale Tax Registration Certificate (if applicable)	
5.	Certificate of registration with Employee Old Age Benefit institution (EOBI).	
6.	Blacklisting certificate on stamp paper of value Rs.100/-	
7.	At least three good performance certificates from major clients (Government departments, multinational companies, Banks and five star hotels) where your company has provided or providing security services.	
8.	Minimum three (03) years' experience in security services.	
9.	Should have licenses of semi-automatic weapons (Type and Number of Weapons)	
10.	The Minimum Wage Certificate as per the policy of Federal Government on company's letter head.	
11.	Financial statements / bank statement of last one year.	
12.	02 % Bid security with Bidding Documents	
13.	The Contractor Firm will ensure that they have enough financial capacity to pay at least three-month salary timely to the deputed Manpower in LOK VIRSA and Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/-	

- 3.2. Non Compliance with Mandatory requirement shall lead to disqualification from bid.
- 3.3. The uninterrupted shift of eight (08) hours beginning from 07:00 AM for day and night shifts, respectively. Every Security Guard will have to reach the duty place 15 minutes prior and bound to replace another security guard.
- 3.4. The LOK VIRSA at its discretion can increase/decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies or as per requirement. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- 3.5. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the LOK VIRSA reserve the right to impose the penalty as per agreement/ tender document.
- 3.6. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -
 - a) *Attested photocopy of NADRA Computerized Card.*
 - b) *Original Service Card issued by the Security Company.*
 - c) *Photocopy of license/ certificate of weapon held by the guard.*
 - d) *Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.*
- 3.7. The agreement would effect from the date of signing and shall continue in force for a period of one (01) years unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the LOK VIRSA for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.
- 3.8. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 3.9. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.
- 3.10. The LOK VIRSA will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 3.11. The Security Company/Firm will keep the LOK VIRSA free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.
- 3.12. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The LOK VIRSA shall in no way be responsible for any compensation in this connection.
- 3.13. One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 3.14. The LOK VIRSA shall make the payment to the Security Company each Month after submission of bill in detail with attendance sheet with name duly verified by Security Incharge.
- 3.15. The payment of Security Company shall be released up to 10 of each month after the completion of all required formalities.

3.16. In case of any dispute or difference arising between the parties concerning the interpretation or effect of any clause of this Agreement, the matter shall be referred to the Grievance Committee of LOK VIRSA. This Redressal Committee, consisting of three members, will be entrusted with seeking out amicable solution. If not resolved then can be resolved through Arbitration Act, 1940.

3.17. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with proven capacity to deploy required manpower for public sector assignment.

4. TECHNICAL EVALUATION CRITERIA.

Only bids meeting mandatory requirements shall be evaluated technically.

Sr No.	Criteria	Marks
1	Relevant Experience (Years)	20
2	Financial Capacity (1x 1M=5 Marks)	30
3	Manpower Strength	20
4	Equipment & Licensed Weapons	10
5	Client Performance Certificates	10
6	Compliance & Documentation	10
Total		100

Minimum Qualifying Marks: **70%**

Only technically qualified bidders shall have their financial proposals opened.

5. GUARD AND EQUIPMENT REQUIRED.

Sr. #	Item	Qty Required	Delivery Schedule
5.1	<p>Security guards</p> <p>The security firm will be responsible to provide security manpower as per following requirement:-</p> <p><u>Trained Verified Guard (Ex-Military man/Rangers/Police/Para Military are preferable)</u></p> <p>Age: Maximum 45 Yrs. Education: Matric or Equivalent. Service Book: Attested copy of service book to be provided by the security firm. Discipline: The guards must have security clearance certificate.</p> <p>In case of Ex-Military men/Rangers/Police/Para Military no major disciplinary entry in the record of service book. Retirement : Normal Height : Minimum 5.4 ft” Security Guard should be mentally and physically fit.</p>	Total 27 security guards with one supervisor (in shifts as per labor laws)	Within 05 days of the signing of contract.

5.2.	Weapons Security firm shall possess valid arms licenses to provide semi-automatic weapons to security guards with adequate rounds of ammunition for the weapons which should be available with the security firm. <ul style="list-style-type: none"> i. 7 MM semi-automatic ii. 8 MM semi-automatic iii. 12 bore single barrel pump action iv. 30 bore pistol 	3	
5.3.	Metal detector Super Scanner Metal Detector (MD-3003B1 or equivalent)	3	

6. PLACEMENT OF GUARDS AND ALLIED SERVICES:-

- 6.1. Security Services shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week (24/7/365) at the concerned premises. For this purpose, duty rosters of the guards must be provided to the Director (Administration), Lok Virsa. Lok Virsa has the right to check the performance of the security guard and if the security guard performance is not well the company is bound to replace the security guard. The deployed guard must be Physical fit and mentally Sound to deal with employees and Visitors.
- 6.2. The Security Company / Firm is responsible to provide the Armed Guards as per following minimum requirement/ standards: -
- (i) **ARMED GUARD**
Age: Range 25-45 years.
Education: Matric
Experience: Relevant field.
Discipline: No major disciplinary entry in the record of service and have good attitude toward child, minor, and women. The Guard must follow strong ethical values, respect visitor and foreigner.
- (ii) **DRESS CODE**
Minimum two (02) pairs of uniforms and shoes per year must be provided by the Security Company to each individual.
Winter: Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform)
Summer: T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (Ranger Type Uniform).
- 6.3. The Security Company/Firm shall ensure that no guard is assigned continuous duty across two consecutive shifts, in order to maintain operational effectiveness and prevent fatigue. Additionally, security personnel deployed at any given site shall not be posted, transferred, or replaced without obtaining prior written approval from the Director (Administration), Lok Virsa, Islamabad.
- 6.4. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.
- 6.5. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard.
- 6.6. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.
- 6.7. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the LOK VIRSA for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

- 6.8. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.
- 6.9. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost: -
- (i) Torch, scanner and all other equipment/tools required for disposal of the security duties and along extra security staff to strengthen their security services on demand.
 - (ii) Other security gadgets as per requirement.
 - (iii) Provide food, residence, pick & drop services on their company's vehicle.
 - (iv) Residential space in the premises can be provided on monthly rental basis on mutual agreement

7. SECURITY MEASURES

- 7.1. The Security Company shall maintain the proper record at main gate during the IN & OUT of vehicles/visitors on register separately.
- 7.2. The Security Company shall be responsible to ensure the safety and security of the Lok Virsa's assets (moveable and immovable) including official vehicles parked in premises.
- 7.3. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.
- 7.4. The Security Company shall maintain a biometric attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the LOK VIRSA thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill. Every Security Guard reached their duty 15 minutes prior and they are bond to replace the Security Guard.

8. PENALTY

- 8.1. In case of non-placement of required number of Guards, the LOK VIRSA has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.
- 8.2. In case of any damage/loss to the LOK VIRSA due to Security lapse herewith for determination of liability a three-member committee headed by Director (Administration), and Procurement specialist has to give initial findings to be considered by the management of the LOK VIRSA to take appropriate measures. The decision of the LOK VIRSA in this regard would be binding on the Security Company.
- 8.3. Besides penalty, the LOK VIRSA can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.
- 8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the LOK VIRSA as determined by the above Committee.
- 8.5. In case of absence of duty/lapse any guard from his place of duty more than three shifts in a month, the LOK VIRSA reserve the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.
- 8.6. In case of placement of Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the LOK VIRSA reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.
- 8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

- 8.8. Any Guard involved in illegal activities / drugs or any other activities prohibited by Law will be terminated and dealt as per Prevailing Law.
- 8.9. In case of non-deployment of required guard(s), proportionate deduction on daily rate basis shall be made.
- 8.10. In case of serious negligence resulting in proven loss, matter shall be examined by an inquiry committee and compensation may be recovered from the Security Company after due process

9. PAYMENT

- 9.1. 100% payment will be made after completion of each month.
- 9.2. The Security Company is required to submit the following documents for payment: -
 - a) Monthly Invoice with covering letter, both duly signed and stamped by authorized officer.
 - b) Attendance sheet of the Guards daily and monthly duly verified by the site Incharge and countersigned by Director (Administration)/Superintendent (Admin), LOK VIRSA.
 - c) Copy of any/all correspondence made with the LOK VIRSA or any other agency/ person/ organization during that month regarding this contract.
 - d) Evidence/support of all claims in bills.
- 9.3. Payment shall be made through Accountant crossed cheque within 10 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due for the said month may also be accordingly delayed. The LOK VIRSA requires at least 10 days for processing of payment.
- 9.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

- 10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Grievance Committee, Lok Virsa.
- 10.2. Any dispute arising out of this contract shall first be resolved amicably. In case of failure, the matter shall be referred to arbitration under the Arbitration Act, 1940. Jurisdiction shall be Islamabad.
- 10.3. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Executive Director, LOK VIRSA Islamabad, in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate the LOK VIRSA Redressal Committee of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

- 11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per personnel, as per Bid Form (Annexure-I).
- 11.2. The quoted rate shall include all Government taxes, profit margin, statutory contributions (including EOBI, Social Security, if applicable) and must be calculated in compliance with the prevailing Minimum Wage notified by the Federal Government.

12. VALIDITY OF BIDS

- 12.1. The bids shall remain valid for a period of 90 days w.e.f. the date of opening of bids.
- 12.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.
- 12.3. The Bid Security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of performance security @ 10% of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft.
- 12.4. The bank guarantee must be valid period of time from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.
- 12.5. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract.
- 12.6. Bids security of the Successful Bidder(s), will be released after submission of 10% performance grantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.
- 12.7. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

13. BLACKLISTING

Blacklisting, if required, shall be carried out strictly in accordance with applicable Public Procurement Rules (Rule 19) after issuance of show cause notice and providing opportunity of hearing.

14. INELIGIBILITY

- 14.1. If declared as Blacklisted by any Government organization.
- 14.2. If declared as defaulter by any Government / Public Sector Organization.
- 14.3. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
- 14.4. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.
- 14.5. Non-submission of prescribed Bid Security.
- 14.6. Does not apply through ePADS

15. DOCUMENTS CONSTITUTING CONTRACT

- 15.1. The Security Company / Firm shall sign a contract agreement (Annexure-II) with the LOK VIRSA, within one week from acceptance of the bid by the LOK VIRSA.
- 15.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.
- 15.3. Detail contract will be signed and drafted to successful bidder after necessary formalities.

16. CANCELLATION OF CONTRACT

- 16.1. The Contract may be terminated earlier at any time by the LOK VIRSA for breach of any provision(s) of the agreement by the Security Company.
- 16.2. This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would amount to misconduct and the LOK VIRSA reserves the right to impose penalty besides disciplinary action against the Security Company/Firm.
- 16.3. Upon the termination of this agreement the Security Company /Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the LOK VIRSA.
- 16.4. In case of any serious violation made by the Security Company / Firm, the LOK VIRSA can terminate the agreement without giving one-month notice.

17. PERFORMANCE SECURITY

The successful bidder shall submit Performance Security equivalent to 10% of total annual contract value in shape of unconditional Bank Guarantee / CDR within 10 days of issuance of Letter of Acceptance. Performance Security shall remain valid for contract period plus three months.

Government of Pakistan
**NATIONAL INSTITUTE OF FOLK &
TRADITIONAL HERITAGE (LOK VIRSA)**
Islamabad

**FINANCIAL PROPOSAL FOR PROVISION OF SECURITY SERVICES IN LOK VIRSA,
ISLAMABAD.**

**TOTAL COST PER MONTH FOR (27 GUARDS) Rs. _____ AS PER BREAK UP
OF BID PRICE PER SECURITY GUARD PER MONTH FOR EIGHT (08) HOURS DUTY**

Sr No	Description	Salary per Month	Amount for 27 Guard	Total Amount Per Year
i.	Salary (to the per security guard)			
	(Separate show All other Taxes, Profit Margin & Low wage)			
	Grand Total			

Notes: Monthly Rate per Guard (inclusive of all taxes, duties, contributions, overhead & profit)
(Vendors are allowed to show separate price breakdown)

Authorized Signature with Stamp

Name: _____

Date: _____