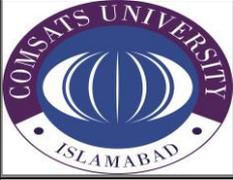


Hiring of Security Services

[FY – 2025-26]



COMSATS University Islamabad
Attock Campus



Invitation to Bid

Hiring of Security Services

COMSATS University Islamabad (CUI), Attock Campus, a public sector University of Ministry of Science & Technology (MoST) invites bids through **e-Pak Acquisition & Disposal System (EPADS)** <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” procedure basis from Income Tax & GST registered Firms/Companies who are also on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for the “**Hiring of Security Services**”.

2. The bid security for the bid is **Rs. 200,000/-** in the form of Call Deposit/Bank Draft(refundable) drawn in favor of “**COMSATS University Islamabad, Attock Campus**”(FTN/NTN: **9010872-0**) scan copy of which is required to be uploaded through **EPADS** and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Attock Campus on the address given below.

3. The complete tendering process shall be carried out through **EPADS**.

4. Interested bidders are requested to register themselves on the **EPADS** <https://eprocure.gov.pk/#supplier/registration> and submit their tender documents.

5. For registration and guidance/training on **EPADS**, you may contact **EPADS UAN: 051-111-137-237**.

6. Closing date of submission is **April 06, 2026**, by **1400 hours**. The bids shall be opened **half hour** after the **closing time** in the presence of the bidders who wish to be present, in “**Purchase office, Computer Science Block, COMSATS University Islamabad, Attock Campus**.”

7. As per PPRA’s rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of the bid or proposal.

Procurement Office
COMSATS University Islamabad(CUI), Attock Campus
University Road Attock
Ph: 057-9049112,057-9316330-1

1. Key Points

Table # 1

S.N	Detail	Specification
1	Validity of Bid	90 Days from the date of closing of Bids
2	Award of Contract / W.O	Whole
4	Method	Single Stage Two Envelope
5	Closing Date & Time	April 06, 2026 by 1400 HRS
6	Opening Date & Time	Half Hour after the Closing Time on the same day
7	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	200,000(in the technical bid only)
8	Performance Guarantee (Under Rule 39 of PPRA Rules 2004)	500,000 as performance security is to be submitted by the security company before signing the contract agreement in the form of DD/Pay order till the maturity of the contract.

2. General Terms & Conditions of the Tender

- a. No tender/bid shall be considered if:
- i. Not uploaded through EPADS;
 - ii. Received without required documentation or deficiency in required documentation;
 - iii. Received without bid security;
 - iv. In contradiction with the specification given by the CUI Attock Campus ;
 - v. Received with any condition;
 - vi. The bidder is in litigation with CUI Attock or is blacklisted by any organization or is notified as blacklisted on PPRA website.

3. Contact person and Submission of Bids:

- a. Contact Person for all inquiries, clarifications and bid submission shall be:

Incharge Procurement,
COMSATS University Islamabad, Attock
Campus University Road
Attock, Tel: 057-9049112

4. Validity of Bids:

- a. The Bid shall remain valid as mentioned in Table 1 of the tender document.
- b. Any bidder/firm/ company which refuses to accept the Work Order based on market price escalation shall result in forfeiting the bid security. CUI Attock Campus may also impose a ban from business with it for a period

of 6 months.

5. Language of Bid:

- i. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and CUI-ATTOCK shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in the same language.

6. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.
- ii. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI-ATTOCK will be final authority to accept or reject the exemption certificate. In case of non-acceptance, CUI-ATTOCK will deduct all applicable taxes as per tax rate. CUI-ATTOCK will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of Tie in Rates, the bidder, CUI-ATTOCK will award the contract to any bidder.
- iv. Unit price will be taken up to 1 decimal points. The total cost will be round-up to zero decimals.

7. Bid Currencies & Bid Security:

- a. Bid prices shall be quoted in Pak Rupees.
- b. The currency of the bid security shall also be in Pak Rupees.
- c. The Bidder shall furnish, as part of its bid, bid security as specified in Table 1 of the tender document. The bid security is required to protect CUI Attock Campus against the risk of Bidder's default which would warrant the security's forfeiture.
- d. The bid security shall be in favor of COMSATS University Islamabad Attock Campus (FTN/NTN: 9010872-0), in any of the following form:
 - a. Bank Draft
 - b. Pay Order
- e. A scanned copy of bid security is required to be uploaded through EPADS and hard copy must be submitted physically on the closing date of the tender to COMSATS University Islamabad Attock Campus on the address

- given in the tender notice.
- f. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
 - g. The bid security found deficient of the required amount shall not be considered.
 - h. Unsuccessful bidders' bid security shall be released and returned promptly as the successful bidder gives consent to the work order or signs the contract agreement,
whichever is applicable.
 - i. The bid security of the bidder shall be forfeited if the bidder:
 - i. Requests for withdrawal of his bid during the evaluation process.
 - ii. Does not accept the correction of arithmetic errors in its bid.
 - j. The bid security of the successful bidder shall be forfeited if the bidder:
 - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
 - b. Fails to comply with the requirement of the bid and contract.

8. Amendment of Bidding Documents:

- i. Any prospective Bidder requiring clarification of the bidding documents may notify CUI-ATTOCK in writing to the contact person in writing. CUI-ATTOCK will respond in writing to any request for clarification of the bidding documents which it receives no later than seven (07) days prior to the deadline for the submission of bids.
- ii. CUI-ATTOCK, at any time prior to the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting (if held) may modify the Bidding Documents by issuing addenda. Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents. CUI-ATTOCK shall promptly publish the Addendum on its web page at least 02 days before the closing date and will be binding on all participating bidders. It is the sole responsibility of all prospective bidders to visit CUI-ATTOCK website and check for latest status.
- iii. The bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw its already filed bid and submit the revised bid prior to the bid submission deadline.
- iv. To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, CUI-ATTOCK may, at its discretion, extend the deadline for the submission of Bids: Provided that CUI-ATTOCK shall extend the deadline

for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

9. Clarification of Bidding Document:

- v. During evaluation of the bids, CUI-ATTOCK may, at its discretion, ask the Bidder for a clarification of its bid and other such information which is important to CUI-ATTOCK. 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. In case the bidder fails to respond/reply within a given deadline, the bidder will be considered as non-responsive and disqualified from the bidding process.

10. Opening of Bids:

CUI Attock Campus shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

11. Influencing the Evaluation Process:

- i. No Bidder shall contact CUI Attock Campus on any matter relating to evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS.
- ii. Any effort by a Bidder to influence CUI Attock Campus during bid evaluation may result in disqualification of the bid.

12. Notification of Evaluation Reports:

The evaluation report shall be notified through EPADS.

13. Qualification & Evaluation of Bids:

CUI-ATTOCK will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.

The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI-ATTOCK deems necessary and appropriate.

CUI-ATTOCK will technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria.

The bidder's financial evaluation of a bid will be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.

The bids will be evaluated to determine the lowest evaluated bid for bidders.

No bidder shall be eligible for any margin of preference in the Proposal Evaluation.

CUI-ATTOCK 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.

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 (exclusive of tax) shall prevail, and the total price shall be corrected. If the Security Company does not accept the correction of the errors, the bid will be rejected, and the bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

CUI-ATTOCK 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.

Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI-ATTOCK either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to CUI-ATTOCK.

Prior to the detailed evaluation, CUI-ATTOCK will determine the substantial responsiveness of each bid to the bidding documents. For the 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 and Taxes and Duties will be deemed to be a material deviation. The CUI-ATTOCK determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by CUI-ATTOCK and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

14. Corrupt or Fraudulent Practices & Blacklisting:

- i. CUI-ATTOCK requires that Bidders, observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
 - a. "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
 - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI-ATTOCK,
 - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI-ATTOCK of the benefits of free and open competition.
- ii. CUI-ATTOCK will have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA will be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
- iv. CUI-ATTOCK will sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the firm has engaged in corrupt, fraudulent or collusive practices in competing for, or in executing.

15. Right of acceptance or rejection of bids:

Under PPRA Rule 33(1), CUI Attock Campus may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

16. Notification of Award:

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI Attock Campus will promptly notify the unsuccessful bidder(s) and will release its bids security.

17. Award of Contract:

- i. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS, and the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in Table 1 of the tender document.
- ii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

18. Legal Document

- i. The EoL/Tender document and Contract agreement/work order/purchase order together are the legal documents and all the terms and conditions, criteria, qualification is a legal binding on both the parties.
- ii. The Security Company will be bound to pay minimum salary/wages to staff as per prevailing government labor laws.
- iii. The successful bidder / firm will ensure the deployment of the number of guards as per CUI-ATTOCK requirement within 15 days from the date of the issuance of work order, else CUI-ATTOCK may impose fine per day upto a total of 30 days. In case of non-responsive after 30 days, earnest money of the firm will be forfeited, and the contract may be awarded to the next lowest evaluated bidder.
- iv. The 2nd lowest bidder will be placed as stand-by selection for the period of probation of the contract agreement, i.e., three months' time, and the earnest money will be retained for three months.
- v. Any Security Company whose contract has previously been terminated by CUI-ATTOCK on the basis of performance will not be eligible to apply / participate in this bidding process.

Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage, the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of earnest money AND/OR blacklisting for future tendering with CUI-ATTOCK AND/OR bar from business with CUI-ATTOCK for a period as deemed appropriate depending on nature of offence.

i.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Landline No.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	

Technical Evaluation Criteria:

Mandatory Requirements:

S. No	Description	Criteria
1	The firm/company must be in operations for a minimum period of 03 years	Mandatory
2	Bank Draft/Pay Order(attached in the Technical Bid)	Mandatory
3	Declaration Form	Mandatory
4	NTN & GST Registered	Mandatory
5	On Active Taxpayer List on the date of opening of Technical Bid	Mandatory
6	Registration Certificate of the Ministry of Interior/ Home Department	Mandatory
7	Registration Certificate of the Security Exchange Commission of Pakistan (In case of Company)	Mandatory
8	Registration Certificate of the Employee Social Security Institution/ Department	Preferable
9	Proof of Non-Blacklisting of the Firm/Company	Mandatory
10	Proof of 80% of Ex-Service Men of the number of guards to be deployed in CUI-ATTOCK	Mandatory
11	Availability of Long-Range Weapon (As per the law and approved terms & conditions of the Ministry of Interior / Authorized Body) (Qty = 03) Weapon (Automatic), Qty = 20 including extra magazines with pouch (50 cartridges per riffle) along with copies of License • 9mm/30 Bore Pistol (Qty = 03 (10 rounds) with copies of License) Valid Licenses should be in the name of Security Company and to be provided with the Technical Bids. Non-submission will disqualify the bidder from the bidding process.	Mandatory
12	Handheld Metal Detector (Qty: 06 minimum available at the time of inspection of CUI-ATTOCK Security Committee) Long range torches (Qty: 06) and 20 whistles with landyard	Mandatory
13	At least one experience of security services rendered to an education department with a continuous tenure/service of 2 years where minimum 10 guards are/were deployed.	Mandatory

Note Failing in any of the mandatory requirement will disqualify the bidder from the bidding process.

Qualification Criteria:

SN	Description	Detail Criteria	Maximum Marks
1.	Establishment as a Security Firm/ Company	Each completed year (from date of submission of technical bid) from years 3 to years 5 will be marked @ 2 marks per year.	10
2.	Active Experience in Security Services	<p>A total of FOUR Security Contracts, which are within the previous 5 years, where continuous Tenure of 2 years has been served and atleast 10 guards are/were deployed on site will be evaluated and considered for marking within the maximum marks limit.</p> <ul style="list-style-type: none"> • Experience of four (03) projects or more offered in education department/ (5Marks each) – (at least one experience is mandatory) • Govt. Offices/Hospitals /INGOs / Scheduled Bank (2 Marks each) • Embassy / UN Offices (1 Marks each) <p>All the project(s) must be supported by documentary evidence i.e. Acceptance letter / Contract Agreement & Completion, Performance Certificates certificate duly signed, stamp on the letter head of the concerned Organization / Office / Department should be attached.</p> <p>In case of failure in providing documentary evidence, no marks will be awarded.</p>	15
3.	Availability of KOTE	<p>Inspection of KOTE will be made by CUI-ATTOCK security Committee</p> <p>Proper/Standard KOTE (purposely built, SOP, Availability of Record¹) (5 Marks)</p> <p>KOTE like, SOP available, Availability of Record¹ <i>but not updated</i>) – (2 Marks)</p> <p>KOTE like (No SOP available, No record available) – (0 Marks)</p> <p>*Record availability of the record for the 05 projects mentioned above in S.N 2 of Qualification Criteria.</p>	05
4.	Availability of Armorer	<p>Availability of Armorer (Subject to verification by CUI-ATTOCK)</p> <p>Technical demonstration of de-assembling and assembling of available weapon during visit of CUI-ATTOCK security Committee, SOP available, availability of record of the armorer in the above 03 projects. (4 Marks)</p> <p>Technical demonstration of de-assembling and assembling of also available weapon during visit of CUI-ATTOCK security Committee, No SOP available, non-availability of record of the armorer in the above 03 projects. (2 Marks)</p> <p><i>Non-availability of armorer, no SOP available, non-availability of record of the armorer in the above 5 projects. (0 Marks)</i></p>	04
5.	Availability of Certificate	<p>Availability of Certificates</p> <p>ISO Certificates (03 Marks)</p> <p>Certificate of the Employee Social Security (03 Marks)</p>	06
6.	Human Resource Capabilities	<p>Ex-Army Personnel (Minimum 70 personnel required for qualification)</p> <p>91-100 (10 Marks) / 81-90 (08 Marks) / 71-80 (06 Marks)/ Below 70 = Zero Marks</p> <p>Copies of the discharge/pension book should be attached as proof for marking</p>	10
		<p>Trained Civilian Personnel (Minimum 30 personnel required for qualification)</p> <p>51-60 (05 Marks) / 41-50 (04 Marks) / 31-40 (03 Marks) / Below 30 = Zero Marks</p> <p>Copies of the certificates should be attached as proof for marking</p>	05
Total Marks			55

- To be technically qualified, minimum of 40 Marks in technical evaluation is mandatory.
- Bids without documentary evidence/proof will be considered as non-responsive and will be dis-qualified.

FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No:

NTN:

Date:

GST:

Hiring of Security Services

SN	Security Services Required	No. of Personnel required	Per Month Cost per Personnel (All Inclusive)	TOTAL PER MONTH COST (All Inclusive)
1	Uniformed Supervisor Subedar/Naib Subedar or Equivalent (Armed)	02		
2	Uniformed Security Guard	29		
3	Uniformed Lady Searcher	03		
Grand Total				

- The bid is submitted without any conditions.
- The rates quoted is inclusive of Salary of Security Guards, cost of services and other allied services.
- The supervisor will be retired Subedar/Naib Subedar with age between 40 years – 55 years.
- The Age limit for security guard (Retired personnel from armed forces) will be in range of 25 years - 50 years, for civilian guard, the age limit will be in range of 23 years - 45 years and for lady searcher, the age limit will be in range of 23 years – 46 years (minimum qualification is matric).
- All the terms and conditions provided by COMSATS University Islamabad Attock campus are acceptable unconditionally, including bid validity and delivery time as well as the draft contract.
- Number of Security guards may be increase or decrease as per requirement of CUI-ATTOCK.

Name of authorized Person:

Date:

Signature

Official Company Seal:

Forms

Brief Profile of the Security Firm / Company

SN	Brief	Description
1.	Name of the Company	
2.	Office Address	
3.	Telephone Number	
4.	E-mail address	
5.	Year of Incorporation	
6.	Legal Ownership (Partnership/Company etc.)	
7.	Registration of the Interior Ministry/Home Department	
8.	NTN	
9.	GST	

Attach Documentary evidence.

Clientele List

SN	Organization Name& Address	Type (Uni / College / UN Office / Embassy / Govt Office)	No. of Guards deployed	Period of Service		Total Years	Contact Number (Landline)
				From	To		
1.							
2.							
3.							
4.							
5.							

Attach Work Order/Contract Agreement for each of the above as proof.

Detail of Staff

SN	Name	Age	Total Years of Experience	In case of Ex-Army Men Provide Service Number	Professional Experience/Training
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach documentary evidence (Service Book/Pension Book for Ex-Army Men & Training Certificate for Civilian guards).
Use additional Sheet and provide the complete detail on the same pattern.

Documents to be submitted by the bidders / Check List

(To be filled by Applicants)

This page must be placed on Top of the complete bidding document.

Prepare & Submit the Bid in this Order.

Detail	Yes	No	Page Reference
Establishment and operations of the Firm/Company			
Bank Draft/Pay Order			
Declaration Form			
NTN & GST Registered			
On Active Taxpayer List on the date of opening of Technical Bid			
Registration Certificate of the Ministry of Interior/ Home Department			
Registration Certificate of the Security Exchange Commission of Pakistan			
Registration Certificate of the Employee Social Security Institution/ Department			
Proof of Non-Blacklisting of the Firm/Company			
Proof of 80% of Ex-Service Men of the number of guards to be deployed in CUI-ATTOCK			
Availability of Long-Range Rifle (As per the law and approved terms & conditions of the Ministry of Interior / Authorized Body)			
Active Experience in Security Services			
Experience in University/College			

CUI-ATTOCK Security Contract

2025-26



CONTRACT AGREEMENT FOR Security Services

BETWEEN

**COMSATS UNIVERSITY ISLAMABAD
(Attock Campus)**

&

CONTRACT AGREEMENT FOR PROVISION OF SECURITY SERVICES

1. This contract, when signed by **COMSATS University Islamabad (Attock Campus)** *situated Main Kamra Road Near Farooq e Azam Colony Attock*, (Hereafter referred to as **CUI-ATTOCK** in this contract) and _____ and will come into force from **1st June,2026** and valid till **31th May, 2027** and cancels all other prior contracts, agreement, written or verbal, if any.

2. Both parties are at the liberty to exit the contract agreement at any time upon serving 45 days' prior notice in writing.
3. This agreement shall be read, interpreted, and governed according to the laws of Govt. of Pakistan and the courts with relevant jurisdiction to settle any issue arising out of this agreement.
4. The Security Company will be bound to pay minimum salary/wages to staff as per prevailing government labor laws.

Financial Matters

5. The payment to security company for the services will be made on monthly basis on credit basis at the end of each month. The bill will be generated by Security Company and submitted to Security Office, CUI-ATTOCK latest till 5th of each month for the previous month services. The security Office, CUI-ATTOCK will verify the bills and recommends deduction, if any as per the contract which may include any decrease in number/duty of guards etc. and further submit the bill for processing of payment.
6. The Security Company will be responsible for rendering all services under this contract being understood that directions and manner of performance will be followed as per instructed by the COMSATS Security. However, services of the Security Company's employees shall be solely within the control of the Security Company. The Security Company shall also be responsible for payment of wages/salaries to all its employees within the specified time as per law of the land.
7. An amount of **Rs. 500,000/-** as performance security is to be submitted by the security Company before signing of the contract Agreement, in form of DD/Pay Order with CUI Attock till the maturity of the contract. Any illegal/violation of the contractual terms made by the Security Company and not paid otherwise will be deducted from the performance Security. In case of any serious nature violation, the total performance security may be forfeited.
8. The Security Company will ensure discharge of services at CUI-ATTOCK in a professional and efficient way.

General Terms & Conditions

9. The Security Company shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon the firm and will be proceed according to the relevant law.
10. The Security Company will be responsible to ensure security clearance of all security guards/supervisors from relevant agencies/special branches or respective areas of security guards along with Copy of CNIC of each employee and 02 latest photographs and provide the same before deployment of the guards.
11. The Security Company is not allowed to frequently change the security staff deployed in CUI-ATTOCK; however, in case of any change in staff, the Security Company will immediately inform the Security Office in writing, along with the provision of personal file of the reliever, completed in all aspects (clearance certificate, copy of CNIC and

2 latest photographs) with a valid reason of the removal of any staff member shall also be communicated to security office in writing beforehand.

12. In case of strike/disturbance by the company guards, the company is solely responsible for handling the situation, such guards will immediately be replaced by the Security Company and blacklisted from work at CUI-ATTOCK. and will pay for any loss/damage. However, in case of any other loss and damage to CUI-ATTOCK, the security company will be liable to pay the damage arising from the incident as well. The CUI-ATTOCK Security office will further evaluate and recommend whether the incident has caused such damage that the contract should immediately be terminated. In which case, the contract will be immediately terminated, and the performance security will be forfeited.
13. CUI-ATTOCK Security Office will oversee and keep a check and balance on the overall security performance of the Security Company.
14. The Security Company will provide Security Guards/Supervisors, Ex-Servicemen of Armed Forces. 80% of the total must be ex-servicemen. The Age limit for security guard (Retired personnel from armed forces) will be in range of 25 years - 50 years, for civilian guard, the age limit will be in range of 23 years - 45 years and for lady searcher, the age limit will be in range of 23 years – 46 years.
15. The supervisor must be retired Subedar/Naib Subedar with age between 40 years – 55 years.
16. The Security Company is obligated under this contract/agreement to provide efficient, well trained, healthy, and smart guards with the approval of Security Incharge of CUI-ATTOCK with best quality of uniforms and accessories etc.
17. The Security Company will ensure that wearing of uniform by the Security Guards/Security Supervisor as per the approval of the Ministry of Interior.
18. In Case of absence of guards/supervisor, the security company will be responsible to immediately provide reliever for guard/supervisor. In case of habitual absentee and regular violation by the Security company, CUI-ATTOCK Security office may also recommend the termination of contract.
19. The CUI-ATTOCK is a smoke free campus, smoking is strictly prohibited inside the university premises and any guard caught smoking will be replaced.
20. The security company must be ensured to provide all facilities as mentioned in the mandatory criteria. In case of non-compliance the security company contract shall be terminated.
21. The Availability of Long-Range Rifle (As per the law and approved terms & conditions of the Ministry of Interior / Authorized Body) (**Qty = 03**)
22. Weapon (Automatic), **Qty: 20**, including extra magazines with pouch (**50 cartridges per rifle**) along with copies of license.”9mm/30 Bore Pistol (**Qty = 03 (10 rounds) with copies of License**) Valid Licenses should be in the

name of Security Company and to be provided with the Technical Bids. Non-submission will disqualify the bidder from the bidding process.

23. In case of situation where the test fire of rifle/guns is required and the rifle/gun fails to fire/miss fire, the company shall be responsible, as decided by the Security Office, CUI-ATTOCK as per the contract under relevant clauses.
24. In case while providing the security services, the security guards of the Security Company get involved in any security breach and/or loss or injury is caused to any third party (faculty, staff, students, visitors or any other relevant associated person) due to their illegal act or omission, negligence; the Security Company shall indemnify and be solely responsible subject to the production of proof by the affectee. The FIR will be registered in the local police station. The immediate compensation of the loss will be paid by the Security Company after determining the market value of the loss by the Security Office. The compensation will not be subject to Police inquiries or processes.
25. The Services shall be to the satisfaction of the CUI-ATTOCK relevant authority and the Security Company's is liable to provide all supplementary and contingent services which are necessary for security of CUI-ATTOCK premises, even not specifically mentioned in this document.
26. The CUI-ATTOCK authority shall reserve the rights to proceed according to the relevant law In case of any individual/employee of security company deployed in campus involved in any mis conduct.
27. The security company shall be responsible for Physical / Personal Identification/Security Check of students/Faculty/staff /visitors/vendors during on and off working hours of campus business.
28. The security company shall be responsible to allow entry to campus premises to the authorized persons/visitors only on the direction of the CUI-ATTOCK Security Office.
29. The security company shall be responsible for strict Security Check of Luggage/Consignments via metal and explosive detectors, entering in to or going out the premises of campus.
30. The security company shall be responsible to provide foolproof safeguarding to the property/assets of the campus.
31. The security company shall be responsible for ensuring life safety and security of students and officials/personnel all around the campus premises.
32. Deployment of company's guards for any other technical/operational Security Services for routine, events, Conferences, Official arrangements as and when required on the already agreed rates, to be paid on average daily-base rate.
33. The number of required guards could be increased/decreased as per the requirement of CUI-ATTOCK. Therefore, the Security Company is bound to provide the services as per actual requirement. The CUI-ATTOCK Security Office is at liberty to deploy guards when and where needed.

34. Each guard will be 12 hours shift based duty. Duty shift time will be determined by CUI-ATTOCK security incharge.
35. In case any of guards have fatal injuries death or any consequences there to arising during the course of duty, COMSATS will not take any responsibility.
36. Security company is responsible to provide the security services 24/7/365.

Signatures

On behalf of COMSATS University Islamabad

Name:

Designation:

CNIC:

Witness 1:

Name:

Designation:

CNIC:

On behalf of Security Company

Name:

Designation:

CNIC:

Witness 2:

Name:

Designation:

CNIC: