

Document No: (Year/S No)

**NATIONAL HIGHWAY AUTHORITY**  
**Regional Office Gilgit-Baltistan**

**Pre-qualification of**  
**Security Firms**  
**FOR HIRING OF SECURITY GUARDS**  
**(National Highway Authority)**  
**(Gilgit-Baltistan Region)**



**Last Date of Submission: 07-04-2026**

Name of Firm to whom issued \_\_

Date of Advertisement: \_\_\_\_\_

Name of Newspaper: \_\_\_\_\_

# **NATIONAL HIGHWAY AUTHORITY**

## **Office of the GM(GB)**

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**NATIONAL HIGHWAY AUTHORITY**  
**GENERAL INSTRUCTIONS**

1. NHA intends to award contract for provision of security guards at NHA(Gilgit-Baltistan) and its attached offices/sites for a period of one year to a company having registered NTN, GST number. The company should have sufficient experience in the said field and also providing/provided security services to other Government departments/ autonomous bodies through a contract.
2. Tender Documents sealed duly completed in all respect should reach the undersigned on or before **7<sup>th</sup> April, 2026 at 1100 hours.**
3. Following are the terms of reference for pre-qualification:-
  - a. The Security companies having 5 years' experience in provision of security services is eligible for pre-qualification.
  - b. Security Firm who has not completed contract period previously with NHA or any other will not be entertained.
  - c. Security companies or their fully operational/Finance office established in Gilgit is eligible for pre-qualification.
  - d. Name of firm with list of CEO and MDs, Manager Operations and Manager Finance with office address in Gilgit alongwith land line number to be provided.
  - e. Registration number of EOBI and ESSI with deposit during last financial year.
  - f. Provide list of clients of Government and Autonomous department of last 5 years with reference.
  - g. Security Companies will be required to arrange residential accommodation and messing facility for the security guards in close vicinity of duty area or having reliable transportation arrangement. Pick and drop at/from place of duty will be the responsibility of company.
  - h. Company will provide a relievers (without any additional charges) who will remain at the disposal of **supervisor** of the company at the place of duty to cater leave/sick etc.
  - i. Details of weapons with type and licenses held by the company, which can be deployed at employer locations.

- j. Procedure of operational/surprise checks.
- k. Eligibility criteria /procedures for recruitment/verification.
- l. Type of communications equipment installed with PTA license, Location of base station and coverage area in Islamabad/Rawalpindi and communication held countrywide.
- m. Privileges/facilities entitled to the guards.
- n. The company must be in possession of NOC from MOI and Home Department of all the Provincial Government including Azad Jammu & Kashmir and Gilgit- Baltistan.
- o. Details regarding Insurance of employees.
- p. Audited financial statement of last year.
- q. Pre-qualification document must be completed in all respect. All pages are to be attested/singed by Manager Operations and Manager Marketing as well. Incomplete documents will not be entertained for pre-qualification.
- r. Credentials of the security companies can be verified from their office premises if required so.
- s. The companies providing unsubstantiated and /or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
- t. Companies fulfilling the eligibility criteria will be evaluated on point basis, distribution of which is mentioned in Annex "C". 70% marks are essential to qualify for Financial Bid.
- u. The qualified companies will be invited to participate in financial bid. The successful bidder will enter into contract agreement. The successful bidder shall deposit performance/Bank Guarantee equal to 10% of one year contract amount in Bank Draft or Pay Order in favour of NHA Retention and Security Deposit Account Gilgit before signing of the contract.
- v. Employer reserves the rights to invite the next bidder on same terms and conditions/rates, in case the first bidder is unable to complete pre-requisite or failed to provide requisite manpower, weapons and other security equipment as per pre-decided schedule, inclusive of all the formalities.

- w. A firm whose contract has ever been terminated by NHA or any other government department is not eligible for pre-qualification.
  - x. The security companies to whom a notice of non-compliance/poor performance was served during currency of their contract with NHA are also not eligible for pre-qualification.
  - y. Company/Firm legally bond to pay minimum rate of wages as per Govt. notification/rules.
4. Only successful companies will be invited to participate in financial bid.
  5. National Highway Authority, reserves the right to reject any or all the firm(s) without assigning any reasons.

**NATIONAL HIGHWAY AUTHORITY**

**Regional office Gilgit Baltistan**

**ELIGIBILITY FORM FOR PROVISION OF SECURITY SERVICES**

**AT NHA Gilgit Baltistan Region**

1. Name of Firm : \_\_\_\_\_
2. Date of Registration of security company : \_\_\_\_\_
3. Name of owner(s) of the company (a) Name. \_\_\_\_\_  
S/o \_\_\_\_\_  
CNIC No: \_\_\_\_\_
4. Address of Head Office with Telephone/Fax No: \_\_\_\_\_
5. Name of Manager Operations and Office address with  
landline/Mobile phone/Fax No in Gilgiti  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_
6. Name of Manager Finance and Office address  
with landline/Mobile phone/Fax No in Gilgit  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_
7. Registered NTN and GST Number: \_\_\_\_\_
8. Registration number of EOBI : \_\_\_\_\_
9. Registration number/Certificate of social welfare: \_\_\_\_\_
10. Firm is registered and having NOC from:  
*(Encircle and attach copy)*
  - (i) Ministry of Interior, Govt of Pakistan
  - (ii) Home Department Govt of Punjab
  - (ii) Home Department Govt of Sindh
  - (iii) Home Department Govt of Balochistan
  - (iv) Home Department Govt of Khyber Pakhtoonkhwa
  - (v) Home Department Azad Jammu Kashmir
  - (vi) Home department of Gilgit- Baltistan
11. Security Firm who has not completed contract period previously with NHA or any other are not eligible.
12. Insurance of employees and details of premium paid in last 4 years.

**(Authorized Signature)**

**NATIONAL HIGHWAY AUTHORITY**  
**Office of the GM(GB)**

**EVALUATION FORM FOR PROVISION OF SECURITY SERVICES**  
**AT NHA(GB) REGION**

1. **Details of Security services provided to Govt/Semi Govt Departments**

(15 marks)

(a)

Sr. No	Name of Department	Address	Name of Supervising Officer with Contract No of that department

(ii) Details

Sr. No	Category	Duration of Contract			Rate per person	Total Contract Amount
		From	To	Total Period		

(b)

Sr. No	Name of Department	Address	Name of Supervising Officer with Contract No of that department

(ii) Details

Sr. No	Category	Duration of Contract			Rate per person	Total Contract Amount
		From	To	Total Period		

2. **Details of Weapons and other Equipment that can be deployed on Employer's Demand :-**

(15 marks)

Sr. No	Nomenclature	Number available and can be deployed on Employer's Demand
(a)		
(b)		
(c)		

3. Separate list of Government/Semi department provided security services during last 5 years with address and contact number of employer. (15 marks)

4. **Number of Ex-army/Police personals Employees having less than 47 years of age with Matric qualification** (10 marks)

Sr. No	Category	Total Number
(a)		
(b)		

5. **Eligibility Criteria /Procedure for Recruitment/Verification** (10 marks)

a. **Eligibility Criteria for Induction:-**

- (i)
- (ii)
- (iii)

b. **Recruitment Procedure:**

- (i)
- (ii)
- (iii)

c. **Verification Procedure:**

- (i)
- (ii)
- (iii)

6. **Privileges/Facilities Entitled for Guards** (10 marks)

- a. Accommodation and messing.
- b. EOBI.
- c. ESSI.
- d. Insurance coverage in case of death while on duty upto Rs.
- e. 1x guards as a reliever will be provided without any extra charges.
- f. Salary to the guards is to be disbursed on or before 5th of each month without waiting of invoice from client.

7. **Operational/surprise Check** (10 marks)

- (a) Once a Day /after 24 hours by supervisor provided with motor cycle.
- (b) Twice a day /12 hours by supervisor provided with motor cycle.
- (c) Thrice a day /8 hours by supervisor provided with motor cycle.

**8. Communications System (Encircle and attach copy) (5 marks)**

- a. Base Station Established at Gilgit (complete address). \_\_\_\_\_  
\_\_\_\_\_
- b. Type of equipment:
- c. PTA Operating License:
- d. Coverage Area (Attach city map of deployment along with highlighted coverage area):

**9. Financial Position (10 marks)**

- (a) Copy of contribution deposited against EOBI, ESSI and Insurance during last financial year.
- (b) Copy of audited accounts/reports for last years.

\_\_\_\_\_  
**(Authorized Signature)**