

AUQAF DIRECTORATE (SHRINE WING) **ISLAMABAD**



HIRING THE SERVICES OF SECURITY COMPANY FOR PROVISION OF SECURITY SERVICES

Date of Tender Opening:	23 rd April, 2026 at 1130 hours
Tender Document for	<u>Hiring the services of security company for provision of security services.</u>
Tender Document No.	File No.4 (73)Auq/Sh/2025
Total Page	19 Pages
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BID FOR HIRING THE SERVICES OF SECURITY COMPANY FOR PROVISION OF SECURITY SERVICES

BRIEF

Darbar Hazrat Bari Imam is one of the most prominent and frequently visited religious sites in Islamabad, attracting thousands of devotees from across the country every day. The shrine complex comprises multiple structures including the main Darbar, courtyards, visitor pathways, prayer areas, ablution facilities, and administrative offices. Owing to its spiritual significance, high-profile dignitaries and VIPs frequently visit the shrine. During the annual Urs, the number of visitors increases substantially, with tens of thousands of devotees attending various religious events and gatherings. Continuous public presence, VIP movement, and large-scale congregations require well-organized security, crowd management, and round-the-clock monitoring of the entire premises.

To ensure foolproof security at Darbar Hazrat Bari Imam, the Auqaf Directorate (Shrine Wing) intends to hire a reputable private security company for deploying armed and unarmed guards.

Contents of Bid Document:

The document consist the annexes indicated below:

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|----|--------------|---|
| a. | Annex I | <u>Terms & Conditions of the Bid</u> |
| b. | Annex II | <u>Application/Bid Submission Form</u> |
| c. | Annex III: - | <u>Evaluation Criteria</u> |
| d. | Annex IV : | <u>Financial Bid</u> |

TERMS & CONDITIONS OF THE BID

1. Auqaf Directorate (Shrine Wing) intends to hire the services of a well reputed Security Company for provision of security services at Darbar Hazrat Bari Imam (R.A) & Darbar Hazrat Sakhi Mehmood Badshah (R.A), Aabpara, Islamabad for a period of one (01) year renewable on yearly basis on mutual understanding (if both parties agrees) as per detail given below:-

S #	Place	Total Guards
1	Darbar Hazrat Bari Imam (R.A) & Darbar Hazrat Sakhi Mehmood Badshah (R.A), Aabpara	15
Total:-		15

2. The services will be hired according to PPRA Single stage — two envelop procedure through EPADS.
3. Salient of single stage — two envelop procedure are enumerated below: -

a.	Auqaf Directorate (Shrine Wing) Islamabad will evaluate the technical proposal first without reference to the price and reject any proposal which does not conform to the specified requirements.
b.	During the technical evaluation no amendments in the technical proposal shall be permitted;
c.	The financial proposals of technically qualified bids will be opened and communicated to the bidders.
d.	The bidder obtaining passing marks in Technical bid will be qualified for the Financial bid and the contract will be awarded to the lowest bidder in the financial bid.

4. Pre-Qualification - Mandatory: -

Company must furnish following information;

i.	Valid license to operate in Islamabad (ICT).
ii.	NOC issued by the Interior Ministry.
iii.	Registration with SECP.
iv.	Registration with IESSI.
v.	Copy of NTN certificate.
vi.	Registration with All Pakistan Security Agencies Association (APSAA).
vii.	Proof of financial soundness from a scheduled bank accompanied with bank statement for the last three years.
viii.	Pay order / bank draft amounting to Rs.400,000/- (Rupees Four Hundred Thousand only) as Bid Security/ Earnest money. Documents containing detailed Tender Terms and Conditions can be downloaded from PPRA's website (www.ppra.org.pk) till 1030 hours on 23 rd April, 2026. The technical bids will be opened on same day at 1130 hours. The proposal will be submitted under single stage, two envelope procedures. Bid must be supported with bid security as shown in the bidding document (Refundable) in the shape of Bank Draft in favor "Deputy Director Auqaf, Islamabad". The bidder will submit a scanned copy of bid security online on EPADS system and original will submit to Auqaf office, Basement Al-Shuhada, Aabpara before the opening of tender otherwise the bid(s) will be declared as non-responsive. Manual bid shall not be accepted.
ix.	The bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise Deputy Director Auqaf has the right to reject any such bid or bids.
x.	Performance certificates by the major clients where your security company has been providing security services in the last three years.

xi.	The company should have few licenses of automatic weapons and will provide at least 2 automatic weapons along with other weapons.
xii.	Weapons (12 bore shot guns) along with the personals.
xiii.	Certificate of handling of weapons by the company of the Personnel carrying the weapons.
xiv.	License holder personnel who are carrying the weapons / pistol who carries the weapons must have valid license.
xv.	List of No. of personnel (army retired/ Trained)
xvi.	No. of valid arms licenses

5. Compulsory remittance of EOBI, ESSI and insurance premium against each individual.
6. Evidence of remittance of insurance premium will be submitted on award of security contract.
7. Payment will be made on monthly basis by Auqaf Directorate (Shrine Wing) to the concerned company through cheque within a reasonable period on receipt of invoice. Payment shall be made after deduction of applicable taxes etc.
8. Security guards will be granted four days off per month by the company and substitute will be provided accordingly.
9. The company will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate. Similarly, the company shall provide character certificates of each guard with verified antecedents.
10. Guards provided by the company should not be less than 25 years and not more than 45 years of age in case of guards.
11. The guards should be trained and capable enough to handle the situation.

12. The company will provide at least three hand held metal detector, three walk through gates and a vehicle search mirror.
13. In case first lowest pre-qualified bidder fails to provide the required services or Auqaf Directorate (Shrine Wing) is not satisfied from the provided services, Auqaf Directorate (Shrine Wing) reserves the right to obtain the services from second lowest bidder. In case second lowest pre-qualified bidder fails to provide the required services or Auqaf Directorate (Shrine Wing) is not satisfied from the provided services, Auqaf Directorate (Shrine Wing) reserve the rights to obtain the services from the third lowest bidder.
14. The successful bidder will have to provide either ex-servicemen or young energetic and trained civilian fully equipped and conversant with security performance.
15. During the contract, the firm will provide Security Services as per terms and conditions, to be settled later on in the shape of contract agreement, for Auqaf Directorate (Shrine Wing), Islamabad.
16. An agreement will be made between Auqaf Directorate (Shrine Wing) and contractor on judicial paper.
17. Availability of additional guards (if so required) will be ensured within 12 hours.
18. Auqaf Directorate (Shrine Wing) may increase/decrease the number of security guards as per requirement on agreed rates of payments on same terms and conditions at the time of award of contract or after signing the contract.
19. Bids shall remain valid for 150 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.
20. The successful bidder will provide the security services as per agreed TORs within fifteen (15) days.
21. Deputy Director (Auqaf) reserves the right to accept or reject the tender without assigning any reason as per PPRA rules.

Application/ Bid Submission Form
(To be printed on letterhead, signed, dated and stamped)

Date:

To: The Chairman,
Purchase Committee,
Deputy Director (Auqaf) office,
Islamabad Capital Territory, Islamabad

We, the undersigned, apply to provide the equipment/items as mentioned in the bidding documents and declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including any Addendum (or Addenda to same effect), issued by the Board in accordance with Instructions to Bidders.
- (b) We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bids that you may receive, without incurring any liability to the Bidders.
- (c) The following information shall be used by department to notify us:

Name of the firm: _____

Postal Address: _____

Tel: Fax: _____

Official Email: _____

Best regards,

Signature of an authorized representative(s) of the Bidders

Name: _____

Designation: _____

Contact No: _____

Address: _____

TECHNICAL EVALUATION CRITERIA
MANDATORY REQUIREMENTS FOR BIDDERS

Name of the Company: _____

Weightage

1. List of major clients

(Corporate bodies/Multinational/Embassies/5 Star Hotels =2 Marks each)

(Factories/Educational Institutions/Government offices= 1 Mark each)

(Residential Colonies/Commercial Centers/Hospitals =1/2 Mark each)

Copies of valid agreements will be provided as evidence.

2. Experience of the company ____ years
(Enclose 1st registration certificate)

3. What services are offered: -

a. _____

b. _____

c. _____

d. _____

e. _____

4. What security equipment is available, i.e. Arms, Walk Through gates , metal detector etc.:-

a. _____

b. _____

c. _____

d. _____

e. _____

5. Company has the license / permission to use following weapons: -

a. _____

b. _____

c. _____

d. _____

e. _____

6. No. of total personnel having weapon holding certificate:

a. _____

b. _____

c. _____

d. _____

e. _____

7. No. of valid Arms license:

a. _____

b. _____

c. _____

d. _____

e. _____

8. Guards selection criteria and verification procedure
9. Performance Certificate by Major Clients
10. NTN and ATL on FBR Database.
11. Declaration certificate towards blacklisting on judicial stamp paper.
12. Bank Statement/ certificate for last two years.

Total: 100 Marks

Note: Please attach Company history/Profile

Date: _____ Signature: _____

Place: _____ Name: _____

FINANCIAL PROPSAL

Hiring of Security Services for Auqaf Managed Shrines, Islamabad

1. The monthly rate / total amount for provision of 15 Security Guards, on 24 hours basis in three shifts for Auqaf Directorate (Shrine Wing) inclusive of all payable taxes quoted below;

S#	Place	No. of Guards	Amount of Contract for one year	
			Rate Per Security Guard including all taxes	Total Amount including all taxes
1.	Darbar Hazrat Bari Imam (R.A) & Darbar Hazrat Sakhi Mehmood Badshah (R.A) Aabpara	15		

Note: Pay order / bank draft amounting to Rs.400,000/- (Rupees Four hundred Thousand only) as Bid Security/ Earnest money. The proposal will be submitted under single stage, two envelope procedure. Bid must be supported with bid security as shown in the bidding document (Refundable) in the shape of Bank Draft in favor "Deputy Director Auqaf, Islamabad". The bidder will submit a scanned copy of bid security online on EPAD system and original will submit to Auqaf office, Ground Floor, ICT Agriculture Complex Building, Sector G-11/4, Islamabad before the opening of tender otherwise the bid (s) will be declared as non-responsive. Manual bid shall not be accepted.

Signature and stamp of Authorized
of supplier/contractor with designation

Undertaking / Certificate

I / We hereby declare that all information, documents, and statements provided by me / us in connection with this bid / contract are **true, correct, and complete** to the best of my / our knowledge and belief. No material information has been concealed or misrepresented.

I / We undertake to abide by all terms, conditions, and instructions contained in the bidding and contract documents, as well as any instructions issued in writing by the competent authority from time to time. I / We understand that any false or incorrect information may result in rejection of the bid or cancellation of the contract under applicable PPRA Rules and government regulations.

Name of Company: _____

Authorized Signatory: _____

Signature: _____

Date: _____

Note:

- This undertaking may be provided on Stamp Paper.