

## INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

NO: IIUI/SEC/2026-01

March 31<sup>st</sup>, 2026

### **STANDARD BIDDING DOCUMENTS(SBD) FOR HIRING OF SECURITY SERVICES (ARMED/UN-ARMED GUARDS) SINGLE STAGE – TWO ENVELOPE BIDDING PROCEDURE (PPRA RULES 2004)**

#### **SECTION 1: INVITATION FOR BIDS (IFB)**

International Islamic University, Islamabad (IIUI) invites Electronic Bid on EPADS from reputable Security Companies/Firms, registered with the Ministry of Interior/ Concerned Home Department and appearing on the Active Taxpayers List (ATL) of FBR for the provision of security services.

#### **1. SCOPE OF WORK:**

Hiring/Services of **40 (Forty) trained Armed Security Guards (80% Ex-Army, 20% Trained Civilians including 4x Female Security Guards)** for **12 hours duty shift**, along with allied \*security equipment \*, for a period of **One (01) year** (extendable up to 03 years on satisfactory performance with 5-10% increase with mutual consent).

#### **2. BIDDING METHOD:**

Single Stage – Two Envelope Procedure (Technical Proposal & Financial Proposal) as per PPRA Rules 2004.

#### **3. BID SECURITY:**

Rs. 500,000/- (Rupees Five Hundred Thousand Only) in the form of a Bank Draft/ Pay Order, valid for 12 months. (Refundable to the non-responsive Bidders)

#### **4. BID DOCUMENT FEE:**

Rs. 10,000/- (Non-refundable) via Pay Order/Bank Draft in favor of "International Islamic University, Islamabad."

**5. DOCUMENT AVAILABILITY:** Electronic Documents shall be obtained from EPADS as well as from IIUI Website/PPRA WEBSITE;

**6. SUBMISSION OF BIDS:** Only E-Bid submission on EPADS shall be considered for bidding process.

**7. E-BID SUBMISSION ON EPADS DEADLINE: 21-04-2026** till 11:00 am , bid will be opened on same date at 11:30 am.

**8. FINANCIAL E-BIDS:** Will be opened of technically responsive bidders only, on a date to be intimated later.

**MUHAMMAD ISMAIL**  
**Assistant Security Officer**  
**Ph: 051-9019903**

## **SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)**

### **2.1 GENERAL PROVISIONS**

1. The IIUI is an autonomous body of the Federal Government.
2. The tender is governed by the PPRA Rules 2004.
3. Bidders must submit two steps process via EPADS :
  - "A": Technical Proposal (Do not include price).
  - "B": Financial Proposal (Price only).

### **2.2 ELIGIBILITY CRITERIA**

The Security Company must:

1. Possess a valid License from the Ministry of Interior/ Concerned Home Department.
2. Be on the Active Taxpayers List (ATL) of FBR.
3. Possess valid NTN and GST registration.
4. Have a minimum of Seven (07) years of experience as a Security Service Provider.
5. Have experience with Government/ Semi-Government/ Multinational Firms with a minimum placement of 300 Ex-Army/Armed Guards.
6. Not to be blacklisted/defaulted by any Government Agency / PPRA/APSAA.
7. Experience of deploying at least 300 Ex-Army/Armed Guards.

### **2.3 BID SECURITY (Rs. 500,000/-)**

1. Must be submitted with the Financial Proposal (Envelope B).
2. Forfeiture: Will be forfeited if the bidder withdraws the bid during the validity period or fails to sign the contract.

### **2.4 PERFORMANCE GUARANTEE**

1. 5% of the actual bid amount.
2. It will be returned upon satisfactory completion of the contract.

### **2.5 VALIDITY OF BIDS**

1. Bids must remain valid for **120 days** from the date of opening of financial bids.

## SECTION 3: SCOPE OF WORK & SPECIFICATIONS

### 3.1 DEPLOYMENT REQUIREMENT

**Total Guards Required: 40 (Forty)**

| CATEGORY                      | REQUIREMENT                           | AGE LIMIT        |
|-------------------------------|---------------------------------------|------------------|
| Ex-Army Armed Guards          | 80% (32 Guards)                       | Max 50 Years     |
| Civilian Trained Armed Guards | 20% (8 Guards)<br>(4 Male & 4 Female) | Max 40 Years     |
| <b>Total</b>                  | <b>40 Guards</b>                      | <b>Per Shift</b> |

- **Duty Hours:** 12 Hours per shift.
- **Shift Timings:**
  - Day Shift: 08:00 AM to 08:00 PM
  - Night Shift: 08:00 PM to 08:00 AM

### **3.2 ALLIED EQUIPMENT & SERVICES (To be provided by Contractor/ Company)**

1. **Torch & Whistle:** Mandatory for all guards (Torch compulsory for night duty).
2. **Uniform:** 02 pairs of Summer/Winter uniforms + Shoes per year.
  - **Winter:** Shirt, Trouser, Pullover, Belt, Jockey Cap/Barret, Ranger Shoes.
  - **Summer:** T-Shirt, Trouser, Belt, Jockey Cap/Barret, Ranger Shoes.
3. **Support Services:** Pick & Drop, Food and Guard Residence facilities to be provided by the company at its own cost.

### **3.3 GUARD ELIGIBILITY CRITERIA**

#### **A) ARMED GUARD (EX-ARMY)**

- **Age:** Maximum 50 Years
- **Education:** Matric or Equivalent
- **Experience:** Served in Field Intelligence/ Military Police/ Armed Forces /CAF (Police, Ranger, FC)
- **Discipline:** No major disciplinary entry.
- **Retirement:** Normal/Completed colored service.
- **Health:** Category "A" / Sound Health.
- **Character:** Verified by Local Police/ Special Branch.\
- **Service Record:** Exemplary / very good / good

#### **B) ARMED GUARD (CIVILIAN TRAINED)**

- **Age:** Maximum 40 Years and not less than 36 years
- **Education:** Matric or Equivalent
- **Fitness:** Mandatory physical fitness equivalent to Armed Forces
- **Training & Certification:** Must be trained and possesses Security Training Certificate from a registered institute.
- **Health:** Sound Health
- **Character:** Verified by Local Police/ Special Branch

### C) Marks Distribution/ weightage

- **Technical :** 50 %
- **Financial:** 50%

Formula for Evaluation Criteria will be as under:

- **Lowest Price Method (Proportional):**

$$Sf = \frac{\text{Lowest Evaluated Bid (Fm)}}{\text{Bid Under Consideration (F)}} \times 100$$

- The lowest evaluated bid (*Fm*) receives 100 points.
  - Other bids receive points lower than 100 based on their percentage difference from the lowest.
- **Combined Quality and Cost Method (QCBS):**
    - **Formula:** *FinalScore* = (*T* × Weightage) + (*Sf* × Weightage)

### SECTION 4: TECHNICAL EVALUATION CRITERIA

#### (PRE-QUALIFICATION / SHORTLISTING)

Minimum Passing Marks: 35 out of 50

| #        | DESCRIPTION  | MARKS     | REQUIRED DOCUMENTS                                |
|----------|--|-----------|---|
| <b>A</b> | <b>EXPERIENCE</b>  |           |   |
|          | 07 to 10 years   | 10        | Certificate required                              |
|          | 11 years and Above   | 05        | Certificate required                              |
|          | <b>Total Marks</b>   | <b>15</b> | -   |
| <b>B</b> | <b>COMPANY PROFILE</b>   |           |   |
| i        | Successful contract in at least 05 Govt./<br>Semi Govt. Organizations      | 10        | -   |
| ii       | More than 05 Organizations   | 05        | -   |
| lii      | Army Personnel up to 500   | 07        | -   |
| iv       | More than 500  | 03        | -   |
|          | <b>Total Marks</b>   | <b>25</b> | -   |
| <b>C</b> | <b>FINANCIAL SOUNDNESS</b>   |           |   |
| i        | Bank Statement (Latest 3 Years)<br>(Minimum Volume-Rs. 500 Million)        | 07        | Bank Statement / Certificate<br>required          |
| ii       | Financial statement (3 years required)<br>(Minimum Assets -Rs. 50 Million) | 03        | Certificate Verified from<br>chartered accountant |

|                    |           |                 |
|--------------------|-----------|-----------------|
| <b>Total Marks</b> | <b>10</b> | -               |
| <b>SUB- TOTAL</b>  | <b>50</b> | <b>Pass: 35</b> |

**SECTION 5: FINANCIAL BID FORM**

**TO,**

Engr. Asif Kamal, Acting Director (Works)  
International Islamic University, Islamabad

**1. BIDDER DETAILS:**

- Name of Company: \_\_\_\_\_
- NTN: \_\_\_\_\_ | STRN: \_\_\_\_\_
- Phone: \_\_\_\_\_ | Email: \_\_\_\_\_

**2. FINANCIAL QUOTATION (Per Person Per Month Rates in PKR)**

| <b>S. No</b> | <b>Description</b>                           | <b>Per Person/Month Rate (PKR)</b> |
|--------------|--|------------------------------------|
| 1.           | Armed Guard (Ex-Army) – Day Shift            |                                    |
| 2.           | Armed Guard (Ex-Army) – Night Shift          |                                    |
| 3.           | Armed Guard (Civilian Trained) – Day Shift   |                                    |
| 4.           | Armed Guard (Civilian Trained) – Night Shift |                                    |

**Note:** Rates must be all-inclusive (Salary, Uniform, Weapon, Ammunition, Transport, Food, Profit, and all taxes).

- 3. We hereby abide by all the terms and conditions of the tender document.
- 4. Bid Security of Rs. 500,000/- is enclosed herewith.

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Official Seal/Stamp**

**SECTION 6: UNDERTAKINGS & DECLARATIONS**

**UNDERTAKING FOR FINANCIAL SOUNDNESS**

\*(On Rs. 100/- Stamp Paper)\*

**TO,**

Engr. Asif Kamal, Acting Director (Works)  
International Islamic University, Islamabad

**SUBJECT: UNDERTAKING FOR PAYMENT OF SALARIES**

I/We, M/S \_\_\_\_\_, hereby undertake and assure the International Islamic University, Islamabad that our Security Company is financially sound to pay the salaries of deputed security guards and other related expenses for a minimum period of **two (02) months**, even if payment is delayed by the IIUI due to unavoidable circumstances.

**Sign & Seal of CEO/Director**

**Name:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**NON-BLACKLISTING / NO-LITIGATION UNDERTAKING**

\*(On Rs. 100/- Stamp Paper)\*

**TO,**

Engr. Asif Kamal, Acting Director (Works)  
International Islamic University, Islamabad

**SUBJECT: DECLARATION REGARDING LITIGATION/BLACKLISTING**

1. I / We hereby declare that M/S \_\_\_\_\_ has never been blacklisted by any Government Department, Autonomous Body, or Corporation.
2. I / We further declare that there is no pending litigation between my company/employees and the International Islamic University, Islamabad.

**Sign & Seal of CEO/Director**

**Name:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

## SECTION 7: PENALTY & PAYMENT TERMS

### 7.1 PENALTY CLAUSES

1. **Absenteeism:** Deduction of actual wage for the absent guard per shift.
2. **Over-age/ Lethargic/ Inefficient Guard:** Deduction of full/partial salary.
3. **Double Shift: Strictly Prohibited.** Deduction of salary for the shift + additional penalty.
4. **Security Lapse/Theft:** The Security Company shall be liable to pay the entire loss/damage as determined by the IIUI Committee from the area of their responsibility.
5. **Absence > 3 shifts/month:** Right to deduct whole/partial salary.

### 7.2 PAYMENT TERMS

1. **Billing:** Monthly invoice to be submitted by **5th** of the following month.
2. **Documents Required:**
  - Invoice with covering letter.
  - Daily attendance sheet verified by Security Dept /Cell (male-female) Incharge.
  - List of guards with CNIC and cell numbers.
3. **Payment:** 100% payment released within **15 days** of submission of complete documents.
4. **Taxes:** All applicable taxes (Income Tax/Sales Tax) shall be deducted at source.

### 7.3 DOCUMENTS REQUIRED

- a. Invoice with covering letter daily attendance sheet verified by Security Cell IIUI
- b. Nominal role/ list of security guards and copies of:
  - (i) CNIC
  - (ii) Discharge book (in case of ex-Army)
  - (iii) Character verification certificate issued by concerned DPO/Police Station.
  - (iv) Fresh photograph
  - (v) Cell number

**SECTION 8: FORM OF AGREEMENT**

**CONTRACT AGREEMENT**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2026, BETWEEN the **INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD** (hereinafter referred to as the "**Employer**") of the one part, **AND** M/S \_\_\_\_\_ (hereinafter referred to as the "**Contractor**") of the other part. WHEREAS the Employer is desirous of hiring Security Services (Armed Guards) and the Contractor has agreed to provide such services on the terms and conditions contained herein.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. **CONTRACT DOCUMENTS:** The following documents shall constitute the Contract and be read as an integral part thereof:
  - a) This Agreement
  - b) The Letter of Acceptance
  - c) The Tender Document/ SBD
  - d) The Financial Bid
2. **SCOPE OF WORK:** Deployment /Hiring of 40 Armed Guards (80% Ex-Army, 20% Civilian including 4x Female Security Guards) on 12-hour shift basis, along with allied equipment as per Scope of Work (Section 3).
3. **CONTRACT PERIOD:** One (01) year from the date of commencement, extendable for another year on satisfactory performance.
4. **CONSIDERATION:** The Employer shall pay the Contractor at the rates quoted in the Financial Bid.
5. **TERMINATION:** Either party may terminate this agreement by giving **One (01) Month prior notice** in writing.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the day and year first written above.

**SIGNED & SEALED FOR THE CONTRACTOR**

**SIGNED & SEALED FOR THE EMPLOYER**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Witness:

Witness:

**ISSUED BY**

International Islamic University,  
New Campus, Sector H-10, Islamabad