

TENDER DOCUMENTS FOR SECURITY FIRMS

FOR HIRING OF SECURITY GUARDS

ZONAL OFFICE BALOCHISTAN-NORTH REGION, QUETTA &
CONCERNED SITE OFFICES



Pre-Qualification Documents

Name of Firm: _____

Date of Advertisement: _____

Name of News Paper: _____

Last Date of Submission: 18th May 2026

NATIONAL HIGHWAY AUTHORITY

NHA Complex Airport Road Quetta

Phone: 081-9241085-87

NATIONAL HIGHWAY AUTHORITY

Administration Wing Quetta

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NATIONAL HIGHWAY AUTHORITY

Admn Wing Balochistan North Region Quetta

GENERAL INSTRUCTIONS

1. NHA intends to award contract for provision of security guards at **Regional Office Balochistan North Quetta and concerned Maintenance Units** for the period of 03 years with 10% annual enhancement in rates subject to satisfactory performance and approval of competent authority 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. Technical & Financial Bids dully filled / completed in all respect on the prescribed forms should reach to the office of undersigned on or before **18th May, 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 are eligible for Technical-qualification
 - b. Security firms having their fully operational office established in Quetta is eligible for pre-qualification. Attach list of supervisory staff in Quetta with office/Mob phone number.
 - c. Name of firm.
 - d. Name of CEO and other supervising staff with office, mobile phone numbers.
 - e. Registration number of EOBI and ESSi with deposit during last financial year.
 - f. Reference of Govt/Semi Govt Departments with name and contract number of supervising officer of that department, presently providing or previously provided security services.
 - g. Security Company 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 place of duty will be the responsibility of firm.
 - h. Firm will provide one reliever after every seven guards, who will remain at the disposal of supervisor of the firm at the place of duty to cater leave/sickness etc.
 - i. Details of weapons with type and licenses held by the company, which will be issued to guards deployed in NHA.
 - j. Procedure of operational/surprise checks.
 - k. Number of Ex-Army employees of fighting Arms and Ex-Police Employees having less than 52 years of age and serving in firm since last two years.
 - l. Eligibility criteria /procedures for recruitment/verification.
 - m. Type of communication equipment installed, with PTA license. Location of base station and coverage area of Quetta/Khuzdar shown on map and communication held countrywide.
 - n. Privileges/facilities entitled for the guards including weekly/monthly leave with pay and procedure for provision of reliever/replacement.

- o. Insurance of employees.
 - p. Tenure of shift/procedure for rotation.
 - q. **NTN Number/financial statement and policy for disbursement of monthly pay. Assurance for payment of minimum wages for 08 Hrs – 12 Hrs as notified by Government of Balochistan Labour Department will be made accordingly.**
 - r. Pre-qualification document must be completed in all respect and all pages are to be attested/singed by Marketing as well as Operations Manager. Incomplete documents will not be entertained for pre-qualification.
 - s. Circle the appropriate Sub-Paragraph/options. The firms/Agencies providing unsubstantiated and /or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
 - t. Firms fulfilling the eligibility criteria as mentioned in the advertisement will be evaluated on point basis, distribution of which is mentioned in **Annex "D". 70% marks** are essential to qualify for bidding process.
 - u. **The qualified firms will be invited for opening of financial bids. The successful bidder will enter into contract agreement. The successful bidder shall deposit performance/Bank Guarantee equal to 10% of total amount of one year contract in NHA Finance Wing before signing of the contract.**
 - v. **Employer reserves the rights to invite the next bidder in case the first bidder is unable 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 notice of non-compliance/poor performance was served during currency of their contract with NHA are also not eligible for pre-qualification.
5. Only successful firms will be intimated and asked for rates to enter into an agreement of contract on Stamp Paper on the basis of terms and conditions prescribed by NHA.
6. National Highway Authority, reserves the right to reject any or all the firm(s) without assigning any reasons.

-sd-

Deputy Director (Administration)
National Highway Authority
NHA Complex Airport Road
Quetta
Tel No: 081-9241085

NATIONAL HIGHWAY AUTHORITY

Admn Wing Balochistan North Quetta

**TECHNICAL BID FORM FOR PROVISION OF SECURITY SERVICES
AT ZONAL OFFICE BAL-NORTH, QUETTA AND CONCERNED
MAINTENANCE UNITS AT BAL-NORTH REGION**

1. Name of Firm : _____
2. Date of Registration of security firm : _____
3. Name of owner of the firm (a) Name : _____
(b) S/O : _____
(c) CNIC : _____
4. Address of Head Office with Telephone/Fax No: _____

5. Name of Manager Operations and Office address with landline/Mobile phone/Fax No in Quetta:
(a) Name : _____
(b) Address: _____
(c) Phone #: _____
6. NTN Number and GST Number : _____
7. Registration number of EOBI : _____
8. Registration number/Certificate of social welfare: _____
9. Firm is registered and having NOC from : _____
- (Encircle and attach copy)**
- (i) Ministry of Interior, Govt of Pakistan _____ (Yes / No)
- (ii) Home Department Govt of Punjab _____ (Yes / No)
- (iii) Home Department Govt of Sindh _____ (Yes / No)
- (iv) Home Department Govt of Balochistan _____ (Yes / No)
- (v) Home Department Govt of Khyber Pakhtoonkhwa _____ (Yes / No)
- (vi) Home Department Azad Jammu & Kashmir _____ (Yes / No)
10. Insurance of employees and details of premium paid in last 4 years.

(Authorized Signature)

NATIONAL HIGHWAY AUTHORITY

Admn Wing Balochistan North Quetta

EVALUATION BID FORM FOR PROVISION OF SECURITY SERVICES

ZONAL OFFICE BAL-NORTH, QUETTA AND CONCERNED UNITS

1. **Details of Security services provided to Govt/ Semi Govt Department related for more than 25 person(s) with security apparatus:-**

(15 Marks)

Sr. No	Name of Department	Address	Name of Supervising Officer with Contract Number

Details

Sr. No	Category	Duration of Contract with Date			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:-** (10 Marks)

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

3. **Procedure for Checking** (10 Marks)

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

4. **Number of Ex-army/Police personals Employee deployed** (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. Communications System (Encircle and attach copy) (15 Marks)

- a. Base Station Established in Quetta/Balochistan at (location) complete address.
- b. Type of equipment:
- c. PTA Operating License:
- d. Coverage Area (attach map of Quetta/Balochistan with highlighted of coverage area):

7. Privileges/Facilities Entitled for Guards (15 Marks)

- a. Accommodation and messing
- b. EOBI
- c. ESSI
- d. Insurance in case of accident/death to up Rs.
- e. No of days off/leave with pay in month.
- f. Extra guards as a reliever will be provided without any extra charges or not.
- g. Salaries to the guards are to be disbursed on or before 5th of each month without waiting of invoice from client.

8. Financial Position (15 Marks)

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

(Authorized Signature)

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FOR HIRING OF SECURITY GUARDS

**ZONAL OFFICE BALOCHISTAN-NORTH REGION, QUETTA &
CONCERNED SITE OFFICES**



FINANCIAL ENVELOPE

M/s _____

NATIONAL HIGHWAY AUTHORITY

NHA Complex Airport Road Quetta

Phone: 081-9241085-87

NATIONAL HIGHWAY AUTHORITY

Admn Wing Balochistan North Quetta

FINANCIAL BID FORM

1. Name of Firm : _____
2. Owner (s) Details
 - 1st Owner (a) Name : _____
 - (b) S/O : _____
 - (c) CNIC # : _____
 - 2nd Owner (a) Name : _____
 - (b) S/O : _____
 - (c) CNIC # : _____
3. Head Office (a) Address: _____
Landline No: _____
4. Manager Operations (a) Address _____
Office # : _____
Cell # : _____
Fax # : _____
5. NTN Number : _____
6. EOBI Number : _____
7. ESSI No : _____
8. Bid Price with marginal analysis (in figure Lump sum monthly charges):
 - (a) For 01 Armed Security Guard: _____
 - (b) For 01 Armed Supervisor: _____
9. Earnest Money : **50,000/-** _____
10. Bank Draft / Pay Order No. : _____
Date _____ Amount _____

(Authorized Signature)

Marginal Analysis

Supervisor

Per month Salary	
Monthly Off	
Per day Salary of Security Guard	
No. of days with pay	
Accommodation	
Transport	
Weapons	
Uniform	
EOBI	
Insurance	
Social Welfare (ESSI)	
Any other expenditure	
Income Tax (6%)	
Total Liabilities	
Service Charges	
Bid Amount	
Amount in Words	

(Authorized Signature)

Marginal Analysis

Security Guard

Per month Salary	
Monthly Off	
Per day Salary of Security Guard	
No. of days with pay	
Accommodation	
Transport	
Weapons	
Uniform	
EOBI	
Insurance	
Social Welfare (ESSI)	
Any other expenditure	
Income Tax (6%)	
Total Liabilities	
Service Charges	
Bid Amount	
Amount in Words	

(Authorized Signature)