



PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)

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Ministry of Industries &
Production

TENDER NOTICE NO.485/2026

Issue Date: **11-05-2026**

Closing Date: **01-06-2026 (11:00 AM)**

Sr. No	Description	Qty.	Remarks
1.	Hiring of Services of Security Firm for PITAC Regional Centre Gilgit Baltistan <ul style="list-style-type: none">• Armed Guards with licensed 12 Bore Shot Gun• Ex-Army Personnel only• 08 Hours Shift Basis	02 Guards	Details are available in tender document

Terms & Conditions shall be as under:

1. Pay order/bank draft/banker's cheque of amount Rs. 2000/- (non-refundable) in the name of Director General PITAC, Lahore, must be submitted along with bid as Tender participation Fee.
2. Bidding will be conducted under National Competitive Bidding Procedure as per the provisions of Public Procurement Rules-36(a) **Single stage – single envelopes procedure.**
3. Bids may be submitted as per conditions set out in bidding documents electronically through federal PPRA EPADS web portal <http://eprocure.gov.pk> before closing time & date. Manual bids shall not be accepted. Supporting documents can be sent in hard copy. The bids shall be opened on the same day at 11:30 AM. Bids without Tender Participation Fee (Rs. 2000) and Bid security will be rejected.
4. Scanned copy of Bid Security @ 3% of total quoted value of 12 months of 2 Guards (incl. all taxes) in the shape of deposit at call or a bank guarantee issued by a scheduled bank in the name of Director General PITAC, Lahore be sent through EPADS, while the original Bid Security along with supporting documents must be dispatched to the undersigned.
5. The bids shall be inclusive of all applicable taxes.
6. The bids of any bidder shall be declared non-responsive, if he is found involved in litigation with any government or semi-government department.
7. In case of any dispute regarding the terms & conditions and quality of items, decision of Competent Authority i.e. Director General PITAC will be considered as final.
8. Procuring agency reserves the right to increase or decrease the quantity of guards.
9. Government Taxes will be deducted at the time of payment as per Government prescribed rates.
10. PITAC reserves the right to reject all bids as per rule 33 PPRA 2004.
11. Quoted rates shall remain valid for a period of 3 months.
12. The bidder must attach their respective valid copies of NTN Number, Registration Certificate, Company Profile, Armed Licenses and Previous Experiences.
13. Security Company has to submit an affidavit on stamp paper being not blacklisted from any Department.
14. This advertisement is also available on www.pitac.gov.pk and PPRA website www.ppra.org.pk.
15. If any clarification is required, the query may be sent to the through EPADS.
16. Further, personal convincing, recommendation or unauthorized practices for getting the Contract, will also disqualify the bidders.

Deputy Director (Coord/Purchase)

Pakistan Industrial Technical Assistance Centre

TENDER DOCUMENT No. 485/2026



Inviting bids

From firms for

Providing Security Guards

Through service contract

Sealed competitive bids are invited by the PITAC, from the reputed Security Services Provider Firm for providing Security Guards through service contract initially for a period of 01 (One) year, which may be extended by another one year, as indicated below:

A.	Location and Area of the building	PITAC (Pakistan Industrial Technical Assistance Centre) Ministry of Industries & Production, Government of Pakistan, Regional Centre Gilgit Contact No: +92 5827 920322 Email: pitacgb@gmail.com
B.	Address/Location	Ehsan Ali Rd Kashrote Gilgit
C.	Contract Period	One Year (Extendable on Satisfactory Performance)

Manpower Requirement

S.No	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required in shift	Shift timings
1	Security Guards	Preferably Ex-Servicemen of Pakistan Army from fighting arms infantry, artillery or armored corps of Pakistan Army	2 (Two)	12 hourly shift

An outline of tasks to be carried out by different category of manpower provided is detailed as under: -

S. No.	Category of Manpower	Responsibilities
1	Security Guards	To provide security/guard to the office/area wherever he is deputed.

Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration as in the table below:

S.No	Category of Manpower	Number of Security Guards	Unit Monthly Remuneration for one Security guard including all taxes
1	Security Guards along with 12 bore pump action guns	02	

(a) Gilgit Baltistan is tax exempted area otherwise the Service Tax and any other such tax liable to be paid by the client shall be charged quoted by the bidder separately.

(b) The rate quoted shall be fixed for the duration of the contract and shall not be changed except the statutory provisions if amended.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc in this regard.

(d) Each bidder shall submit only one Bid.

(e) The bid shall remain valid for a period of not less than 90 days after the deadline fixed for submission of bids.

A. Terms and Conditions:

1. Remuneration shall be disbursed through cheque.
2. The Contracting Agency will ensure payment by 10th of every succeeding month to their employees provided to the PITAC as per the monthly remuneration quoted.
3. The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the PITAC supported with the following documents:

Details of disbursement made to the staff furnishing Cheque details for each payment.

(i) Proof of payment of statutory obligation such as Service Tax and any other applicable tax. Payment to the Contracting Agency will be released within 30 days from the date of receipt of the invoice/bill.

4. The Contracting Agency will provide Identity Cards to all the employees valid for the period of contract.
5. The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the client.
6. It is mandatory for the Contracting Agency to submit the attested copy of valid license obtained from the Home/ Labour Dept, failing which the bid will be treated as disqualified/ non-responsive.
7. The normal office hours of the Office are from 8.00 am to 4.00 pm for five days from Monday to Friday However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timings shown at pre-pages/above. PITAC also reserves the right to request for the services of additional/extra manpower. The Contracting Agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
8. Contracting Agency should be holding valid NTN.
9. In case of absence on working days, the monthly remuneration will be regulated as per the following formula:

Total monthly remuneration = Monthly remuneration – A1

Where A1 = Monthly remuneration X No. of days of absence

No. of days in the month

10. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by PITAC Authority. Therefore, minimum person shall be nominated by the conducting agency. Bio-data made available against each slot. The candidates may be invited for personal discussion also. NO Conveyance or any other charges will be paid by PITAC. In case none is found suitable then additional bio-data shall be made available by the Contracting Agency promptly within 24 hours. The replacement of a candidate on account of absence/unsuitability for PITAC shall be made within 24 hours.

11. The contracting Agency will be required to execute a contract with the PITAC. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
12. In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the PITAC reserves the right to claim and recover damages from Contracting Agency.
13. The character antecedents of all the workers will be got verified from the relevant police stations by the Contracting Agency before deployment for work.
14. **The Contracting Agency will deploy the Preferably Ex-servicemen of Pakistan Army, who are below the age of 50 years as well as physically fit and mentally alert.**
15. The Contracting Agency shall provide to their security personnel appropriate summer and winter uniform with insignia. If improperly uniform deduction will be Rs. 500/ each guard per day from his salary. If security guard absent from duty will be fined Rs. 500/- per day, which will be deducted each guard from his salary. If security guard does not wear security agency ID card, he will be fined Rs. 500/- each guard per day and amount will be deducted from his salary. If civilian perform the duty replace of Ex-servicemen (ESM) he will be fined Rs. 500/- each guard per day and deducted from his monthly salary.
16. Preferably Ex-servicemen (ESM) from army aging not more than 50 years and having a verified report obtained by the Police station in respect of their character and antecedents to be obtained by the Security Agency on its own cost which will be submitted to PITAC within 15 days from the date of issuance of letter of award.
17. The successful agency shall deploy full contingent of guards as per contract within 15 days from the date of receipt of Letter of Award (LOA) failing which penalty at Rs.100 (Rupees One hundred) will be levied per day per guard not deployed during the first thirty (30) days. Thereafter, the penalty will be levied @ Rs.150 (Rupees One hundred & fifty) per day per guard. If the agency does not deploy the full contingent within 90 days, the contract will be terminated without any further notice.
19. The Agency has to provide the following gears to each Security Guard/ replaced new security guard only proposed to be deployed.
 - a. Two pairs of uniform along with armed badge, chest badge, and whistle attached to the whistle chord every year.
 - b. One pair boots (i.e. shoes with eye lit) for every year.
 - c. Two pairs of socks every year.
 - d. Cap
 - e. Belt
 - f. Muffler & Sweater every two years.
 - g. Battery & torch
 - h. Ceremonial dress
 - i. Baton
 - j. Metal Detector
 - k. Vehicle Check Mirror
 - l. Licensed 12 Bore Shot guns with shells/bullets

20. The Agency should not sublet the contract. If the Agency found to have sublet the contract, the above contract will be terminated at the risk and cost of the contractor concerned.
21. Preferably Ex-servicemen from Army Guards proposed to be deployed is to be medically checked by the Medical officer and produce his medical fitness certificate and corona vaccine certificate for the mentioned position. The certificate should be updated every year afterwards.
22. Before changing Guards, the Agency has to get the written permission from PITAC authority i.e. Incharge Regional Centre Gilgit. The Agency has to get the antecedents of the new Ex-servicemen Guard verified. In this regard, a verification report obtained by the Police in respect of their character and antecedents has to be submitted to PITAC at the cost of the Security Agency along with the copy of Training Certificate of the Security Guards & other requirements. The Security personnel have to undergo Medical checkup as stipulated above.
23. The Agency should make their own arrangements for providing accommodation to their security guards.
24. The agency should submit the copy of the valid license to engage in the business of Private Security Agency by the Designated Officer of District.
25. The detail of physical fitness standards, security training, dress code issue of photo identity cards and the details about the Medical examination of the security guard is indicated in the tender document.
26. The security personnel deployed shall be well built, physically fit and mentally alert. It must be ensured that security personnel are not alcoholic or habitual smoker and should be of sound mind.
27. If the Agency fails to execute the agreement and fails to carry out the assigned work satisfactorily, the PITAC reserve the right to take charge of security matters by itself. The contract will be terminated instantly and contract agency will be blacklisted.

B. Evaluation of Bid:

The indenter will evaluate and compare the Bids comprehensively i.e. which are properly signed and conform to the terms & conditions in the following manner.

The bid will be treated as non-responsive if following documents are not attached: -

- a) Attested copy of valid license obtained from the Home/Labour Department for running business of private security agencies in Lahore.
- b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- c) Audited Balance sheet and Profit and Loss Account.
- d) List of clientele during the last three years along with cost of assignment.
- e) Police clearance certificate (valid).
- f) Attested copy of proof of Service Tax registration.

C. Award of Contract:

- (a) The PITAC will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price.
- (b) The PITAC reserves the right at the time of award of contract to increase/decrease the requirement of manpower indicated in para (2) above.
- (c) The PITAC prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the PITAC reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

D. Scope of Functions and Operational Specifications

S. No.	Operational Specifications (Service & other Key Requirements)
a.	Safeguarding and protecting the PITAC's personnel, properties; materials and equipment from unauthorized use, loss, theft, trespassing, espionage and sabotage. This shall include patrolling premises, site buildings and motor vehicle parking lots by vehicle or by foot as required providing continuous surveillance. While patrolling, check all designated gates, doors and windows and if found unlocked or open, notify the Asst. Director and close and lock gates, doors and windows. Also turn off unnecessary lights and perform other security related activities necessary to meet overall security requirements.
b.	Ensure that all the regulations of the PITAC affecting the security and safety of property in guarded premises are carried out.
c.	Any interference to the perimeter protection of the premises to be identified and reported to the respective security supervisor immediately.
d.	Shall deter the commission of assault, robberies, and any other violent crimes by deploying well-trained guards and alert the respective security supervisor.
e.	All visitors and customers to the PITAC's premises to be courteously received assisted and directed.
f.	Detain any person committing or with reasonable cause is suspected to be in the act of committing a cognizable offence.
g.	Shall prevent the occurrence of fires, explosions and other catastrophes by close observation of the buildings, machinery, building plants, vehicles, electrical equipment and personnel to identify unsafe conditions, procedures or activities.
h.	Pay attention to all water, gas, mechanical and electrical installations to detect breakdown and wastage and to take immediate action necessary in the interest of safety and security.
i.	Ensure that fire-fighting equipment remain in designated locations and are not interfered with. In addition ensure that the right fire fighting equipment is used to extinguish fire when it occurs.
j.	Record all vehicles visiting the premises and verify gate-passes issued to visitors.
k.	Maintain an occurrence book to record daily occurrences of security interest by management and other persons concerned.
l.	Regulate human traffic in all PITAC offices and customer's access respective service counters in an orderly manner without delay.
m.	Guard assigned PITAC premises against terrorism by ensuring thorough access controls, screening and/or searching of personnel and vehicles using own handheld metal detectors and under search mirrors for key office premises, detect and deal with suspicious characters.
n.	The successful bidder shall be liable for any loss suffered by PITAC caused due to negligence of the security firm's employees.
o.	The bidder shall provide security dogs and handlers in specified PITAC premises as may be requested.

p.	The successful bidder shall be able to send a quick response and backup crew to the client premises at short notice as and when an emergency occur.
q.	The successful bidder shall be required to have and or to install own guards monitoring system that is semi or fully automated.

E. Expertise Required

The Contractor shall be required to assign competent personnel with the following proven and practical expertise to this assignment.

- A. Security Guards** who are on permanent employment and must have at least two years of experience in security duties and form four (4) level of education with 100% training in anti terrorism, first aid, fire/safety and customer care.
- B.** All staff must be well disciplined and of high integrity.

F. Reporting Requirements

- (a) The successful security firm shall be forwarding weekly, monthly, quarter yearly and annual security reports to the In-charge, PITAC Regional Centre Gilgit covering all facilities where services are provided.