



Department of the Auditor General of Pakistan
Office of the
DIRECTOR GENERAL AUDIT
Inland Revenue & Customs, Lahore
Audit Complex, Mauj-e-Darya Road, Lahore
Phone No.042-99211930
E-Mail:dgirclahore@gmail.com

TENDER DOCUMENT / TERMS & CONDITIONS
FOR HIRING OF JANITORIAL SERVICES

1. INVITATION FOR BIDS

The Director General Audit, Inland Revenue & Customs, Lahore invites sealed bids from reputed/experienced firms duly registered with Federal Board of Revenue/ Tax Department to provide janitorial services including provision of cleaning staff, cleaning material and supplies at the Audit Complex, Mouj-e-Darya Road, Lahore for a period of one year, further extendable on satisfactory performance. **SINGLE STAGE TWO ENVELOPE** procedure shall be used for submission of bids.

2. Scope of Work

- 2.1 The successful contractor will provide House Keeping Services for External Areas, Internal Common Areas, Offices, Toilets & Washrooms, Staircases and other area within the vicinity. House Keeping activity includes but not limited to:
- i. Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, walkways, windows, partition glasses, toilets & washrooms, carpets etc. and other common areas with frequent interval of time.
 - ii. Removal of cobwebs, cleaning of false ceiling of all offices and common areas at least once in a month.
 - iii. Maintenance of Dust Bins with garbage bag and collection of garbage from offices and all common areas shall be the responsibility of the contractor.
 - iv. Removal of stains / dirt spots / marks etc.
- 2.2 The Contractor shall provide liquid cleaners, cleaning acids, detergents and all necessary cleaning equipment/tools for the defined scope.
- 2.3 The Contractor shall ensure that all the toilets & washrooms are cleaned continuously on hourly basis.
- 2.4 The Contractor shall ensure the provision of Liquid Soap in all washrooms.
- 2.5 The Contractor shall ensure that all public areas are cleaned continuously on daily/regular basis and provide 100% staff attendance on daily basis.
- 2.6 The Contractor shall ensure general fumigation of offices and common areas on monthly basis and provide machineries required to carry out all activities mentioned in scope of work.

3. GENERAL CONDITIONS

- 3.1 The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities.
- 3.2 The workers as well as the Contractor shall adhere to all policies and norms specified by the client.

- 3.3 The Contractor shall certify that the resources provided are not addicted to drugs or alcohol.
- 3.4 The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
- 3.5 The Contractor shall submit the copies of CNICs of their hired employees as well as submission of particulars of workers with local police station.
- 3.6 The contractor shall inform one week before in writing about any change in janitorial staff.
- 3.7 The Contractor shall ensure dress code of all the janitors during office hours.
- 3.8 The client at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions.
- 3.9 In case of absence of any worker, the Contractor shall be liable to provide the required strength at site otherwise the client reserves the right to deduct the charges and impose the penalty as per agreement.
- 3.10 The Contractor will provide physically fit and sound in health workers within age bracket of 18-40 years having original service card issued by Contractor.
- 3.11 The Contractor would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 3.12 Any increase or decrease in any levies or rates imposed by the Government/CBA, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor's account and no claims for such increase shall be entertained by the client.
- 3.13 The Contractor will keep the client free of any liability for the cause of compensation/legal course, if any employee of the firm claims in case of their injury, death etc.
- 3.14 One month prior notice in writing mentioning valid reason shall be served by either party for termination of contract. Upon the termination of this agreement the Contractor shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 3.15 The client shall make the payment to the Contractor on monthly basis after submission of bill in detail with attendance sheet with name of workers duly verified by Audit Officer (Admin-II) office of the Director General Audit, Inland Revenue & Customs, Lahore.
- 3.16 The Contractor shall be responsible to complete all documentation, if notified from time to time.
- 3.17 The Contractor shall possess minimum experience to provide Janitorial Services with at least three Government Departments or Multinational or Listed Companies.
- 3.18 Affidavit to the effect that there was no previous litigation of the contractor or his employees with Director General Audit Inland Revenue & Customs, Lahore and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

4. REQUIREMENT OF JANITORIAL STAFF

4.1 The Contractor shall commence janitorial services at Audit Complex, Lahore immediately after issuance of letter of award as per following deployment:

DAY SHIFT (7:30 AM to 4:30 PM)

Location	Requirement of Janitorial Staff
Audit Complex Building, Mouj-e-Darya Road, Lahore.	10 (Male)

5. PENALTY

- 5.1 In case of non-placement of required number of workers, the client has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor.
- 5.2 In case of any damage/loss to the Client due to negligence of workers herewith for determination of liability a three member committee nominated by Director General Audit, Inland Revenue & Customs, Lahore will give initial findings to be considered by the management of the Client to take appropriate measures. The decision of the Client in this regard would be binding on the Contractor.
- 5.3 Besides penalty, the Client can take any appropriate action, which may include the Suspension/Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor or otherwise.

6. PAYMENT

- 6.1 100% payment will be made after completion of each month.
- 6.2 The Contractor is required to submit an invoice with covering letter, both duly signed and stamped by authorized officer along with attendance sheet of the workers duly verified by the caretaker of this office.
- 6.3 All applicable taxes and penalties shall be deducted at source from monthly invoice.

7. ARBITRATION

- 7.1 In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the Director, Inland Revenue & Customs, Lahore or his duly authorized nominee whose decision shall be final and binding on both the parties.

8. VALIDITY OF BIDS

- 8.1 The bids shall remain valid for a period of 90 days w.e.f. the date of opening of financial bids.
- 8.2 The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

9. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

- 9.1 The bids shall comprise a single stage containing two envelopes.
- 9.2 The firms must clearly attach the documents mentioned in the Technical Proposal checklist (**Annex-V**) and non-submission of any document will result into technical disqualification of the bidder/firm.
- 9.3 Financial Bid / Financial Proposal shall be submitted in the same format as given in (**Annex-IV**) of this document which must accompany the earnest money. In case of any arithmetical difference found between lump sum amount and unit rate quoted by the

- bidder, the unit rate will be considered as final and bidder shall liable to correct the financial amount accordingly.
- 9.4 The selected firm will provide services within 15 days from of receipt of supply order. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.
 - 9.5 The tenders should reach to the office of Audit Officer (Admin-II), O/o the Director General Audit, Inland Revenue & Customs, Lahore as per time mentioned on tender notice. The technical and financial proposals will be opened on the same day in office of the undersigned in the presence of bidders who may like to participate. Incomplete, conditional and tenders without earnest money shall not be considered.
 - 9.6 Financial proposals of technically disqualified bidders will not be opened.
 - 9.7 The successful contractor shall deposit security money equal to 1 x month's payment (CDR) which must be valid till expiry of the contract.
 - 9.8 Earnest money of unsuccessful bidders will be returned at the end of tender process and earnest money of successful bidder will be returned after singing of the agreement.
 - 9.9 Bidder(s) not 'active' on active tax payer list of FBR are not eligible to apply. Firm(s) blacklisted by any government organization under PPRA Rules are also not eligible for participation.

AUDIT OFFICER (ADMN)

ON STAMP PAPER

AFFIDAVIT

I/We hereby undertake and give assurance to Director General Audit, Inland Revenue & Customs, Lahore (Government of Pakistan) that our Janitorial Services Provider Company M/s _____ has never been blacklisted by any Government, Semi-Government or Corporation.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC# _____

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to Director General Audit, Inland Revenue & Customs, Lahore (Government of Pakistan) that our Janitorial Services Provider Company M/s _____ is financially sound to pay the salaries of deputed workers and other related expenses for two months, if payment is delayed by the Director General Audit, Inland Revenue & Customs, Lahore due to unavoidable circumstances or bills are not verified by us in time as the case maybe.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC# _____

ON STAMP PAPER

UNDERTAKING
(Acceptable only as per provided format)

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and shall abide by all those during currency of contract.

Name: _____

Signature: _____

Date & Stamp: _____

**Director General Audit, Inland Revenue & Customs,
Mouj-e-Darya Road, Lahore.**

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

Earnest Money: CDR No. _____ Amount: _____ Dated: _____

Sr. No	Description	Total Cost Per Month	Total Cost for Year
1.	10 Janitorial staff/Workers		
2.	House Keeping Services (Toiletries etc.) as per Scope of Work of tender documents		
3.	Others/Misc (if any)		
Total Cost			

Name: _____

Signature: _____

Date & Stamp: _____

Note: *Prospective Bidders are encouraged to visit/Inspect Audit Complex premises before quoting the Cost/Price. No overwriting/cutting allowed. Entries may be preferably typed.*

TECHNICAL PROPOSAL CHECKLIST

Sr. No.	Criteria	Document Required	Attached (Yes/No)
01.	Minimum one year experience to provide Janitorial Services with at least three (03) Government/Semi Government Departments or Multinational or Listed Companies.	Copies of Contractor Agreements	
02.	Affidavit of Non-Black Listing	On stamp paper (as per attached Annexure-I)	
03.	Affidavit regarding undertaking of financial capacity to pay at least two-month salary timely to the Manpower.	On stamp paper (as per attached Annexure-II)	
04.	An undertaking that the bidder has read all terms and conditions of the tender mentioned.	On stamp paper (as per attached Annexure-III)	
05.	Earnest Money Rs.20,000 (CDR)	Original CDR	
06.	Income Tax Registration Certificate	Copy of Registration Certificate	
07.	GST / PST Registration Certificate	Copy of Registration Certificate	
08.	FBR ATL Active	Copy of document showing active status	
09.	Bank Statement	Copy of bank statement for the last two years upto 30.04.2026	
10.	Registration with EOBI	Copy of registration documents	
11.	Registration with ESSI (Employees Social Security Institution)	Copy of registration documents	

Name: _____

Signature: _____

Date & Stamp: _____



Office of the
Director General Audit
Inland Revenue & Customs

Audit Complex, Old PT&T Audit Building, Lahore
Phone# 042-99211930 email: dgirclahore@gmail.com.pk

No. –Admn-II/DGAIR&C/F-116.

Dated:12.05.2026

TENDER DOCUMENT / TERMS & CONDITIONS
FOR HIRING OF SECURITY SERVICES

1. INVITATION FOR BIDS

The Director General Audit, Inland Revenue & Customs, Lahore invites sealed bids from reputed/experienced Security Services Providers duly registered with Ministry of Interior/Concerned Home Department including placement of armed/un-armed guards for security services at Audit Complex, Mouj-e-Darya Road, Lahore for a period of three years. **SINGLE STAGE TWO ENVELOPE** procedure shall be used for submission of bids.

2. PLACEMENT OF GUARDS AND ALLIED SERVICES

- 2.1 Security Guards/ Supervisors shall be provided without gap for twenty-four hours (24) a day and seven (7) days a week on shift basis at Audit Complex, Lahore. For this purpose, duty roster of the supervisors/guards must be provided to the caretaker of the Complex as well as Audit Officer (Admin-II), office of the Director General Audit, IR & Customs, Lahore.
- 2.2 The Security Companies / Firms will be responsible for providing security manpower as per following minimum requirement / standards: -

Sr. No.	Description	Number/ Strength	Shift Basis
1	Security Supervisor	01	12 hours (daily)
2	Security Guards (Male)	05	12 hours (daily)
3	Lady Searcher (Female)	01	12 hours (daily)

2.2.1 **Security Supervisor:** The security agency will be responsible to provide Security Supervisor medically fit with a maximum age of 50 years and retired from armed forces.

2.2.2 **Security Guards:** The security agency will be responsible to provide Security Guard with a maximum age of 45 years. The guards must be medically fit and well trained.

2.2.3 **Lady Searcher (Female):** The security agency will be responsible to provide a Lady Searcher with a maximum age of 45 years. She must have good communication skills and be trained in front desk security protocols and public dealing.

2.2.4 **Character Certificate:** Character of Security Supervisor, Guards and Lady Searcher must be verified by Local Police/Special Branch.

- 2.2.5 **Uniform:** The security personnel must be in proper uniform (Shirts, Trousers, Pullover, Belt, Jockey cap and Shoes) during duty hours.
- 2.3 Security Company / Firm shall provide to the employer all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.
- 2.4 During leave period of any Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.
- 2.5 Security Company / Firm will ensure that the Security Guards are educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company.
- 2.6 Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.
- 2.7 During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the Audit Officer (Admin-II), office of DGA, INLAND REVENUE & CUSTOMS, Lahore. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.
- 2.8 The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost:
- 2.8.1 Every Guard should have a whistle and a torch at night.
- 2.8.2 If Supervisor is not available, then the senior most Guard, should have Cellular Phone facility with outgoing call facility to communicate with security personnel and the Security Incharge of the concerned office.
- 2.8.3. The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.
- 2.8.4 The Company / Firm must provide at least two wireless walkie talkie sets to their guards and any other security gadgets as per requirement.

5. SECURITY MEASURES

- 5.1 The Security Company shall maintain the proper record at main gate for the IN & OUT of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained.
- 5.2 The Security Company shall be responsible to ensure the safety and security of the assets (moveable and immovable) including official vehicles parked in premises.

- 5.3 Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.
- 5.4 The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Caretaker of Audit Complex thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill.

6. GENERAL CONDITIONS

- 6.1 Director General Audit, INLAND REVENUE & CUSTOMS, Lahore at its discretion can increase / decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant In-charge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- 6.2 Security Company shall ensure the placement of Guards, strictly in accordance with agreement / Terms and Conditions of tender.
- 6.3 In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the DGA, Inland Revenue & Customs reserves the right to impose the penalty as per agreement/ tender document.
- 6.4 The Security Company will provide physically fit and sound in health armed guards, properly uniformed and ensure that each guard must have following documents: -
- 6.4.1 Attested photocopy of NADRA Computerized Card.
 - 6.4.2 Original Service Card issued by the Security Company.
 - 6.4.3 Photocopy of license/ certificate of weapon held by the guards.
 - 6.4.4. Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.
- 6.5 The agreement would effect from the date of signing and shall continue in force for a period of three years unless and until it is terminated in accordance with the provisions of the tender documents.
- 6.6 The Security Company would be responsible to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levis whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 6.7 Any increase or decrease in any levies or rates imposed by the Government/CBA, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by D.G Audit, Inland Revenue & Customs.
- 6.8 Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by D.G Audit, Inland Revenue & Customs. If during the subsistence of this agreement or any renewal thereof any cess, tax charges or surcharge is levied in respect of the services

which are subject of this agreement, by the Federal, Provincial or Local Government. Such cess, tax charges or surcharge, as the case may be, shall be payable by the Security Company.

- 6.9 D.G Audit, Inland Revenue & Customs will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 6.10 The Security Company / Firm will keep D.G Audit, Inland Revenue & Customs free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. D.G Audit, Inland Revenue & Customs shall in no way be responsible for any compensation in this connection.
- 6.11 One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 6.12 The Security Company shall be responsible to complete all documentation, even if notified from time to time.
- 6.13 Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with D.G Audit, Inland Revenue & Customs, Lahore and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.
- 6.14 The Security Company will ensure that they have enough financial capacity to pay at least two month salary timely to the deputed Security Guards/Manpower and Security Company should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/-.

7. PENALTY

- 7.1 In case of non-placement of required number of Guards, D.G Audit, Inland Revenue & Customs, Lahore has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.
- 7.2 In case of any damage/loss due to Security lapse herewith for determination of liability a three-member committee headed by Director, Audit Officer (Admn) and Caretaker has to give initial findings considered by D.G Audit, Inland Revenue & Customs, Lahore to take appropriate measures. The decision of D.G Audit, Inland Revenue & Customs, Lahore in this regard would be binding on the Security Company.
- 7.3 Besides penalty, D.G Audit, Inland Revenue & Customs, Lahore can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

- 7.4 In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to D.G Audit, Inland Revenue & Customs, Lahore as determined by the above Committee.
- 7.5 In case of absence of any guard from his place of duty more than three shifts in a month, D.G Audit, Inland Revenue & Customs, Lahore reserve the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.
- 7.6 In case of placement of Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, D.G Audit, Inland Revenue & Customs, Lahore reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deem appropriate.

8. ARBITRATION

- 8.1 In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Arbitrator Committee, constituted by D.G Audit, Inland Revenue & Customs, Lahore and its decision shall be final and binding on both the parties.
- 8.2 In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Officer Incharge at site with copy to Director, Inland Revenue & Customs, Lahore in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate all losses so caused / suffered in this regard.

9 BASIS OF OFFERS/ PRICE

- 9.1 For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per personnel, per shift as per Bid Form (**Annexure-I**).
- 9.2 The Minimum wage rate fixed by the Federal/Provincial Government shall be followed by the bidders while quoting rates.

10. QUALIFICATION CRITERIA FOR BIDDERS

- 10.1 Mandatory Provisions/ Eligibility Criteria for Security Company based on criteria laid down for qualification (**Annexure-II**). However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer may not be considered.
- 10.2 Incomplete/ conditional bids shall be rejected.

11 VALIDITY OF BIDS

- 11.1 The bids shall remain valid for a period of 90 days w.e.f. the date of opening of financial bids. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

12. EARNEST MONEY

- 12.1 Bid shall be accompanied by original CDR of Rs.20,000 (Rupees twenty thousand only) as earnest money.
- 12.2 Earnest money of those bidders whose Bid is not accepted for any reason will be returned.
- 12.3 Earnest money of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.

13. BID SECURITY / PERFORMANCE GUARANTEE

- 13.1 The successful bidder shall provide original Bid Security of Rs.250,000/- [Rupees Two Hundred Fifty Thousand Only] or 2% of the Bid amount, whichever is greater in shape of Bank Draft issued by a reputed bank.
- 13.2 The bank guarantee must be valid for at least three (03) years from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.
- 13.3 Bid Security of the Successful Bidder(s), will be retained as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.
- 13.4 Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per terms & conditions of the agreement.

14. SUBMISSION OF BIDS

- 14.1 Interested Security Companies may submit their sealed offers/bids at office of the Director General Audit, Inland Revenue & Customs, 1st Floor, Audit Complex, Mouj-e-Darya Road, Lahore on the date and time as specified in the tender notice. The Proposals shall be opened in Director's Room thirty minutes after deadline of submission of bids in the presence of bidders or their authorized representatives who may wish to be present. Bids shall be accompanied by the documents as specified in the **Annexure-II**.

AUDIT OFFICER (ADMN)

**FINANCIAL PROPOSAL
BID FORM**

Name of the Company/Bidder: _____

Address of the Company/Bidder: _____

Telephone/Mobile: _____

Email _____

National Tax Number (NTN) _____

GST / PST Number _____

CDR No. / Date / Amount _____

Sr. No	Description	Cost Per Month	Cost for Year
1.	Security Supervisor (One Person)		
2.	Security Guard (Five Persons)		
3.	Lady Searcher (One Person)		
Total Cost			

1. I/We shall abide by all the terms and conditions of the tender.
2. I/We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
3. Earnest money is enclosed along with the financial proposal.
4. The Minimum wage rate fixed by the Federal/Provincial Government is followed while quoting rates.

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp: _____

AUDIT OFFICER (ADMN)

BIDS EVALUATION CRITERIA / CHECKLIST

Sr. No.	Criteria	Document Required	Attached (Yes/No)
01.	Minimum one year experience to provide Security Services with at least three (03) Government/Semi Government Departments, Multinational or Listed Companies.	Copies of Contract Agreements	
02.	Status of NOC: Registered with the Concerned Home Departments and / or Ministry of Interior.	Copy of valid NOC/Certificate(s)	
03.	Detail of Ex-Army Personnel/ Armed Guard along with weapons and ammunition held by the Company with license	Provide Statement	
04.	Training to the Un-Armed Guards (civilian) through a registered security institute.	List of guards and training certificates held by the guards.	
05.	Bank Statement	Copy of bank statement for the last two years upto 30.04.2026	
06.	Credit worthiness undertaking showing the capacity of bidder as per (Annexure-III)	Undertaking on stamp paper worth Rs.100/-	
07.	Undertaking that the company has never been blacklisted by any Government organization (Annexure-IV)	Undertaking on stamp paper worth Rs.100/-	
08.	Undertaking that company has read all the terms & conditions and never been involved in litigation with any department of Government of Pakistan (Annexure-V)	Undertaking on stamp paper worth Rs.100/-	
09.	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Copy of document showing active status	
10.	GST / PST Registration Certificate	Copy of Registration Certificate	
11.	Registration with EOBI	Copy of registration documents	
12.	Registration with ESSI (Employees Social Security Institution)	Copy of registration documents	

AUDIT OFFICER (ADMN)

On stamp paper worth Rs.100/

UNDERTAKING

I/We hereby undertake and give assurance to Director General Audit, INLAND REVENUE & CUSTOMS, Lahore (Government of Pakistan) that M/s _____ is financially sound to pay the salaries of deputed workers and other related expenses for three months, if payment is delayed by the Director General Audit, INLAND REVENUE & CUSTOMS, Lahore due to unavoidable circumstances or bills are not verified by us in time as the case maybe.

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp: _____

On stamp paper worth Rs.100/

AFFIDAVIT

I/We hereby undertake and give assurance to Director General Audit, INLAND REVENUE & CUSTOMS, Lahore (Government of Pakistan) that M/s _____ has never been blacklisted by any Government, Semi-Government or Corporation.

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp: _____

On stamp paper worth Rs.100/

UNDERTAKING

I/We hereby undertake that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and shall abide by all those during currency of contract. I/We further undertake that M/s. _____ has never been involved in litigation with any department of Government of Pakistan.

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp: _____