

**BIDDING DOCUMENT**  
**HIRING OF SECURITY GUARD SERVICES**  
**INSTITUTE OF STRATEGIC STUDIES ISLAMABAD (ISSI)**

## **1. INTRODUCTION**

The Institute of Strategic Studies Islamabad (ISSI) intends to hire professional security services to ensure safety and protection of its premises, staff, and assets.

## **2. SCOPE OF WORK**

The selected firm shall provide:

### **Manpower:**

- 2 Armed Guards

### **Duties:**

- 24/7 security coverage in shifts
- Monitoring entry and exit points
- Patrolling premises
- Incident reporting and log maintenance
- Emergency response handling

## **3. ELIGIBILITY CRITERIA**

The bidder must provide:

- Company profile
- Valid security license issued by Ministry of Interior
- NTN & GST registration certificates
- ATL status proof
- Minimum 3 to 5 years of experience
- List of similar completed projects
- Financial capability evidence

## **4. TECHNICAL PROPOSAL**

The technical proposal must include:

- Deployment plan
- Staff qualifications and training certifications
- List of equipment (weapons, communication devices, uniforms)
- Past performance details
- Quality assurance procedures

## **5. FINANCIAL PROPOSAL**

The financial proposal must include:

- Monthly rate per guard (armed)
- All-inclusive cost (taxes, uniforms, admin expenses)

## **6. EVALUATION CRITERIA**

### **Technical Evaluation (70%):**

- Relevant Experience: 20%
- Staff Qualification: 20%
- Deployment Plan: 15%
- Equipment & Resources: 15%

### **Financial Evaluation (30%):**

- Lowest evaluated bid

## **7. BID SECURITY**

- Amount: 48000
- Form: Pay Order/Bank Draft

## **8. CONTRACT DURATION**

- Initial duration: 1 year
- Extendable based on satisfactory performance

## **9. TERMS & CONDITIONS**

- Guards must be trained, uniformed, and properly equipped
- Contractor will provide Ex-Serviceman/Para Military guards to the ISSI & age limit of guard shall be 30 to 50 years.
- Background verification of all personnel is mandatory
- Contractor responsible for salaries and social security
- Subletting is not allowed without prior approval

## **10. PENALTIES**

Penalties may be imposed for:

- Absenteeism
- Misconduct
- Negligence of duty

## **11. SUBMISSION INSTRUCTIONS**

- Bids must be submitted via PPRA e-PADS
- Late submissions will not be entertained
- Required documents must be attached

## **12. CONTACT INFORMATION**

Assistant Director (Admin)  
Institute of Strategic Studies Islamabad (ISSI)  
051-9204423 Ext: 213