



NRTC

Tender Notice

No. Svcs/Security/BO Lahore/2026

1. Sealed bids are invited from reputable firms for **Hiring of Security Staff at NRTC Business Office Lahore.**
2. **Terms and Conditions**
 - a. NRTC hereby invites sealed bids from well reputed, experienced and license holding Private Security Companies/ firms registered with Income Tax and Sales Tax Department and who are on the Active Taxpayers list of the FBR and Government of Punjab.
 - b. Rs 100,000/- earnest money in the shape of Demand Draft / Pay Order in favour of NRTC, Haripur (refundable) must be attached with Technical Proposal. **Tender will be opened on 29th June 2026 at 1000 hrs.**
 - c. Affidavit on stamp paper that the Firm / Contractor is not black-listed by any Govt / Authority and is not involved in litigation with any Govt Department / Autonomous Body.
 - d. Contractors are advised in their own interest to visit the NRTC Business office Lahore and ensure provision of Security required to be placed submitting quotation. It will be deemed understood that the contractor has fully acquainted himself with the detailed nature of work. No claim on account of insufficient knowledge shall be entertained afterward.
 - e. NRTC may reject all the bids at any time prior to the acceptance of bids as per Rule-33 of Public Procurement Rules 2004.
 - f. Single stage two envelop procedure will be followed.
 - g. Firm should mark both proposals separately with the words "**Technical Proposal**" and "**Financial Proposal**", sealed in two separate envelopes, and then seal the two envelopes in a single package.
 - h. Bidders must submit their bids as per tender requirement i.e clearly marked as Financial and Technical proposals. Complete technical literature along with technical bid.
 - i. Evaluation criteria is available with tender.
 - j. Bids can be sent through Post Office/ Courier Services or place in the tender box fixed at NRTC entrance.

Office of Security Officer & Vigilance
National Radio Telecommunication Corporation, Haripur (KPK)
Tel: (0995) 666806 - 582, Website: www.nrtc.com.pk

Terms and Conditions for Security Company

1. The Security Company shall provide 8 x Army Guards at **National Radio & Telecommunication Corporation, Maulana Shaukat Ali Road, Quaid-Azam Industrial Estate, Lahore.**
 - a. The security Company shall provide security guards comprising of ex-soldiers of Pakistan Armed Forces (Ex Uniformed Guards) to the said party. The security Company will provide medically fit persons who have clean character & having good military bearing.
 - b. The Security Company personnel will obey all instructions of the Employer regarding discipline, and various duties assigned to them within the premises.
 - c. The security company will be responsible for the professional competence of the guards and will replace any guard whose conduct and performance is unsatisfactory.
 - d. All security guards will be medically checked periodically at the expense of the security company and those found unfit will be replaced immediately.
 - e. The Security Company will ensure that no guard over 55 years of age is employed on duty.
 - f. The guards will keep a vigilant watch against any intruder or miscreant within the premises. They will stop any unauthorized person to enter the premises unless otherwise allowed by the NRTC.
 - g. Any untoward incident coming to the notice of the security guards will be intimated to the NRTC. However rules of engagements will be briefed, taken care and responsibility of Security Company.
 - h. The relationship of the Company to the Client shall be that of an independent Company. The company guards provided to the Client pursuant to this Contract shall be the employees of the Security Company and Company shall exercise complete and exclusive control over all aspects of their employment and contract including evaluation and the resolution of complaints and grievances.
 - i. The Primary responsibility of the guard shall be to act as a deterrent to wrongdoings, to provide early detection of safety/ security breaches and to ward off miscreants and unauthorized personnel to the premises. This shall be accomplished by observing and reporting to the Clients. It is expected from the client that it will not force the guard for any act which is not covered under the prevailing law.
 - j. For all operational purposes, The Company guards provided under this Contract shall not be used as Escort / Bodyguard duties or cash Transit, nor shall such guards be deployed at any other premises without prior / written approval from the Company.
 - k. The Client shall not enroll / employ any of the company guards who deserts / leaves any Security Company (for any reason) before six months of his joining to Security Company.

- l. The Client hereby authorizes the Security company guards provided under this Contract to screen visitors, prevent unauthorized entry / trespass in order to secure and safeguard the property of the Client.
 - m. During holidays of the Eids (eid-ul-Fitr & Eid -ul-Adha), the company shall maintain 50% of the strength of guards deployed pursuant to this Contract. Replacement on casual leaves of security guards will be responsibility of Security company.
 - n. The security company will ensure that all offices /rooms is properly locked / secured by their own staff at the premises every day.
 - o. Either of the party can terminate the signed contract by giving one month's advance notice to other.
 - p. The NRTC will not pay any advance or any money to any guard directly.
 - q. The Security Company staff will perform duties as per deployment pattern timings as deemed necessary and appropriate by NRTC.
 - r. The security Company staff will perform duties as per mentioned timings
Day Shift From 08:00 AM To 08:00 PM
Night Shift From 08:00 PM To 08:00 AM
 - s. The NRTC will provide the basic humanitarian facilities of accommodation, toilet, Emergency telephone (for firefighting etc) drinking water and shelter from rain / sun for the security guards on duty.
 - t. All questions disputes, controversies or claims arising directly or indirectly out of the consequences to this Contract shall be settled by mutual negotiations. Should such negotiation fail, the matter shall be referred to arbitration by two arbitrators, one to be appointed by each party in accordance with and subject to the Pakistan Arbitrator Act, 1940 or any statutory modification or re-enactment thereof. This Contract as a whole or any part thereof may not be altered, modified or amended except in writing and properly executed by both the Parties.
2. The contract will remain in force for a period of one year effective from 1st July, 2026 and can be extended with the consent of both the parties for further period as may be mutually agreed.

Documents Comprising the Bid:

1. The bid submitted by the supplier must comprise the following documents: -
 - a. **Technical Bid:**
 - (i). Copies of Taxation documents (to be enclosed with technical bid)
 - (ii). Minimum eligibility Criteria (Annex A)
 - (iii). Minimum eligibility Performa (Annex B)
 - (iv). Form of bid, without financial data (Annex C)
 - (v). Undertaking to the effect that not be black listed (Annex D)
 - (vi). undertaking for compliance with minimum wage Law (Annex E)
 - (vii). All documentary proof mentioned in **(Section I)**
 - (viii). Company's Hierarchy
 - (ix). Bank statements FY of Last three years
 - (x). All other requirements mentioned in the bidding documents
 - b. **Financial Bid:**
 - (i). Bid Security (enclosed with Technical bid)
 - (ii). Filled and stamped form of bid with financial data (Annex F)
 - (iii). Filled and stamped bill of quantities (BOQs) **(Section II)**

SECTION I

(to be submitted with Technical Proposal)
Security Services to NRTC Business Office Lahore
Technical Proposal Assessment

Sr No	Description	Criteria	Checklist
a.	Guarantee (Affidavit on Stam Paper) that all guards including supervisors are Ex-Serviceman who can operate Weapons. (License of Semi-Automatic: 222/223/Mp5 or better) (Age: under 50 years, physically fit) and as prescribed in Terms and Conditions	Mandatory	
b.	Active Taxpayer status (ATL) of NTN and STRN, Reg with Govt of Punjab	Mandatory	
c.	Proof of at least 05 years of experience working with Private/ Govt Orgs (copies of Work Orders/ complete jobs)	Mandatory	
d.	Repeated Services Order Renewals Documentary evidence required along with contact detail of Organizations (Maximum points for 5 or more renewals)	Optional	
e.	Valid (verifiable) Active Clients (Verifiable Attached list with Contact Numbers)	Optional	
f.	Managerial capability – Complete verifiable hierarchy of Officer Staff: Number of employees and details of employees	Mandatory	
g.	List of licensed arms and ammunitions required for this project only (copy of licenses of required weapons for this project valid for ALL PAKISTAN or Lahore Region only)	(best available) Mandatory	
h.	Valid NOC from Ministry of Interior	Mandatory	
i.	Valid Membership of APSAA	Optional, Updated and must be valid for 2024-2025	
j.	Proof of Employees old-age benefits	Optional	
k.	Audit Reports by a reputed Firm for last 03 years	Optional	
l.	Security Company Run by Ex-Serviceman	Mandatory	
m.	Financial Strength of the Company backed by strong parent company/financial institution-proof through Financial statements. For each 50 Million in Annual Turnover FY 2024-2025	Mandatory	
n.	Relevant ISO Certification	Optional	

- **All “Mandatory” Criteria must be fulfilled in order to qualify for the Technical Proposal**
- **Any Bid with incomplete/missing documents will be deemed non- responsive and may be disqualified**
- **Initially Technical Evaluation will be completed and Financial Bids will be Opened on later date for Technically qualified bidders**

SECTION- II

Security Services for the NRTC Business Office Lahore
BoQ- Security Guards Deployment

Sr.	Category	No. of Personnel (Armed)	(Minimum) No. of Weapons	Charges per Guards (Rs)	Monthly Charges (Rs)
a.	Security Guards (Ex-Servicemen) with Semi-Automatic weapons	08	Semi-Automatic Weapons 4x (44 Bore)		
Total Monthly Charges (Rs)					
Total Annual Charges (Rs)					

- * **Quotation should be inclusive of all applicable taxes.**
- * Deployment of guards will be as per instruction of the NRTC Business Office Lahore Administration.

Bid Security Amount: Rs **100,000/-**

Bank Draft/ Pay Order No: _____

Name of Firm:

Authorize Person:

Signature:

Contact Detail:

Contractor Seal with Signature

Minimum Eligibility Criteria

In continuation of instruction to bidder's initial assessment/ scrutiny of Bidders will be done on the basis of following parameters: -

- a. NTN & GST Certificate.
- b. On Active Tax Payers List of FBR.
- c. Registration/ incorporation/ Business Certificate and number if business years in Pakistan.
- d. Complete company Profile.
- e. The bidder should be a company/firm having an operational office in Islamabad/ Rawalpindi/ Lahore.
- f. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.
- g. Undertaking on legal paper to the effect that the company shall abide by the minimum wage law and in case of any violation, the firm will be liable to penalty legal action.
- h. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in Technical Bid is must)
- i. Valid NOC form Local Authority/ Body for provision of security services in NRTC Business office Lahore.

In case of any missing documents from the above-mentioned list the Bid shall be deemed nonresponsive

**NATIONAL RADIO & TELECOMMUNICATION CORPORATION
Business Office Lahore**

Minimum Eligibility Proforma

(To be Attached with technical Bid)

Name of Firm:	
Name of Firm's Owner:	
Firm Office Address:	
Year of Establishment	
Details of Security Guards & Experience in Pak Army (Attach Separate Annexure)	
Sales Tax Registration No. (Attach documentary evidence)	
Undertaking on legal paper to the effect that not blacklisted or rendered ineligible (As per sample in Annexure-----)	
Undertaking on legal paper to the effect that firm shall comply with the minimum wage law and be liable to penalty in case of violation. (As per sample in Annexure-----)	
Earnest money @ 5% in the shape of Demand Draft is enclosed in the Financial Proposal	Yes: __ No: __ (Do not mention amount)
Income Tax and Sales Tax Returns of F.Y. (2023-24 and 2024-25)	
Print of Active tax Payers List	
Bank statement with yearly turnout for fiscal year 2024 & FY 2025	
NOC from Local Authority/ Body	
Contact Person	_____ Name & Designation _____ Authorized Signature & Stamp

BID EVALUATION CRITERIA

Technical Evaluation

A firm will be technically qualified if it meets all mandatory requirements as mentioned in SECTION- I

Financial Evaluation

Financial Bids of **Technically Qualified Firms Only** will be opened.

Final Evaluation

The technically qualified bidder who has quoted the **lowest amount in the Financial Bid** shall be deemed to be the Most Advantageous bidder for the NRTC.

In case two or more technically qualified bidders have quoted the same amount in the financial proposal, contract will be awarded to the bidder with higher marks in the technical evaluation.

FORM OF BID

(LETTER OF OFFER)

Bid Reference No _____
(Name of Works)

To: Chief Security Officer,
National Radio Telecommunication Corporation,
Haripur (KPK).

Sir,

1. Having examined the Bidding Documents including Instruction to Bidders, Condition of Contract, Specifications, Schedule of Prices and Annexure for the execution of the above- named works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects there in conformity with the said Documents including Addenda thereto thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
- b. We understand that all the Schedules attached hereto form part of this Bid.
- c. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in favor or made payable to you and valid for a period of twenty-eight (28) days beyond the period of validity Bid.
- d. We undertake, if our Bid is accepted, to commence the works and to deliver and complete the works comprised in the contract within the time(s) stated in Contract Data.
- e. We agree to abide by this Bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us may be accepted at any time before the expiration of the period
- f. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- g. We undertake, if our Bid is accepted, to execute the performance Security referred to in conditions of contract for the due performance of the contract.
- h. We understand that you are not bound to accept the lowest or any bid you may receive.

i. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the works.

Dated this _____ days of _____, 2026.

Signature _____

In the capacity of _____ duly authorized to sign bid for
and or behalf of _____

(Name of Bidder in Block Capitals)

(Seal)

Address _____

Witness:

(Signature) _____

Name: _____

Address: _____

UNDERTAKING

Each bidder will submit an undertaking on stamp paper regarding accuracy of information provided and to the effect that not rendered ineligible for fraudulent practices. The sample is given below:

UNDERTAKING

It is certified that the information furnished here in 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 / bidding documents and are liable to any legal action for furnishing false information / documents.

We hereby certify that we have never been blacklisted or rendered ineligible for fraudulent practices or for any other reason by any government/ private organization/ ministry/ division.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

UNDERTAKING

Each bidder will submit an undertaking on stamp paper regarding disbursement of minimum wages to employees as per the requirements of Federal Government, Sample is given below:

UNDERTAKING

We hereby certify that we shall comply with the minimum wage law of the Federal and Punjab Government.

In case it is found that we are paying wages lower than the minimum wage notify by the Government, penalty amounting to Rs.150,000/- per violation shall be imposed on us. Furthermore, three such violations would entitle the NRTC to terminate the contract and initiate blacklisting process.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____