

NATIONAL HIGHWAY AUTHORITY

Office of the GM (Sindh-South)

Pre-qualification of
Security Firms

FOR HIRING OF (16) NO. SECURITY GUARDS
AT REGIONAL OFFICE (SINDH-SOUTH) NHA, KARACHI AND
ITS ATTACHED OFFICES/LOCATIONS I.E. ASKARI-IV,
KARACHI, NHA COMPLEX, HYDERABAD AT JAMSHORO, NHA
COMPLEX, MIRPURKHAS AT UMERKOT & NHA LABORATORY,
AT HATRI POLICE STATION, HYDERABAD



Last Date of Submission :20th July, 2026

Name of Firm to whom issued _____

Date of Advertisement: _____

Name of Newspaper: _____

NATIONAL HIGHWAY AUTHORITY
Office of the GM (Sindh-South)

CONTENTS

Sr. No.	Description	Appendix
1	General Instructions	A
2	Eligibility Form	B
3	Evaluation Form	C

NATIONAL HIGHWAY AUTHORITY

GENERAL INSTRUCTIONS

1. NHA intends to award contract for provision of 16 Nos. security guards at NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations i.e. Askari-IV, Karachi, NHA Complex, Hyderabad at Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad for a period of two years 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. Tender Documents sealed duly completed in all respect should reach the undersigned on or before **20th July, 2026 (Monday) at 1200 hours.**
3. Following are the terms of reference for pre-qualification:-
 - a. The Security companies having 5 years' experience in provision of security services is eligible for pre-qualification.
 - b. Security companies or their fully operational/Finance office established in Karachi is eligible for pre-qualification.
 - c. Name of firm with list of CEO and MDs, Manager Operations and Manager Finance with office address in Karachi alongwith land line number to be provided.
 - d. Registration number of EOBI and SESSI with deposit during last financial year.
 - e. Provide list of clients of Government and Autonomous department of last 5 years with reference.
 - f. Security Companies 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/from place of duty will be the responsibility of company.
 - g. Company will provide a relievers (without any additional charges) who will remain at the disposal of **supervisor** of the company at the place of duty to cater leave/sick etc.
 - h. Details of weapons with type and licenses held by the company, which can be deployed at employer locations.

- i. Procedure of operational/surprise checks.
- j. Eligibility criteria /procedures for recruitment/verification.
- k. Type of communications equipment installed with PTA license, Location of base station and coverage area in Islamabad/Rawalpindi and communication held countrywide.
- l. Privileges/facilities entitled to the guards.
- m. The company must be in possession of NOC from MOI and Home Department of all the Provincial Government including Azad Jammu & Kashmir and Karachi.
- n. Details regarding Insurance of employees.
- o. Audited financial statement of last year.
- p. Pre-qualification document must be completed in all respect. All pages are to be attested/singed by Manager Operations and Manager Marketing as well. Incomplete documents will not be entertained for pre-qualification.
- q. Credentials of the security companies can be verified from their office premises if required so.
- r. The companies providing unsubstantiated and /or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
- s. Companies fulfilling the eligibility criteria will be evaluated on point basis, distribution of which is mentioned in Annex "C". 70% marks are essential to qualify for Financial Bid.
- t. The qualified companies will be invited to participate in financial bid. The successful bidder will enter into contract agreement. The successful bidder shall deposit performance/Bank Guarantee equal to 10% of one year contract amount in NHA Account Section (Karachi) before signing of the contract.
- u. Employer reserves the rights to invite the next bidder on same terms and conditions/rates, in case the first bidder is unable to complete pre-requisite or failed to provide requisite manpower, weapons and other security equipment as per pre-decided schedule, inclusive of all the formalities.

- v. A firm whose contract has ever been terminated by NHA or any other government department is not eligible for pre-qualification.
 - w. The security companies to whom a notice of non-compliance/poor performance was served during currency of their contract with NHA are also not eligible for pre-qualification.
- 4. Only successful companies will be invited to participate in financial bid.
 - 5. National Highway Authority, reserves the right to reject any or all the firm(s) without assigning any reasons.

NATIONAL HIGHWAY AUTHORITY

Office of the GM (Sindh-South)

ELIGIBILITY FORM FOR PROVISION OF SECURITY SERVICES

NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations i.e. Askari-IV, Karachi, NHA Complex, Hyderabad at Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad

1. Name of Firm : _____
2. Date of Registration of security company : _____
3. Name of owner(s) of the company (a) Name. _____
S/o _____
CNIC No: _____
4. Address of Head Office with Telephone/Fax No: _____
5. Name of Manager Operations and Office address
with landline/Mobile phone/Fax No in Karachi
Name: _____
Address: _____
Phone No. _____
6. Name of Manager Finance and Office address
with landline/Mobile phone/Fax No in Karachi
Name: _____
Address: _____
Phone No. _____
7. Registered NTN and GST Number: _____
8. Registration number of EOBI : _____
9. Registration number/Certificate of social welfare: _____
10. Firm is registered and having NOC from:
(Encircle and attach copy)
(i) Ministry of Interior, Govt of Pakistan
(ii) Home Department Govt of Punjab
(iii) Home Department Govt of Sindh
(iv) Home Department Govt of Balochistan
(v) Home Department Govt of Khyber Pakhtoonkhwa
(vi) Home Department Azad Jammu Kashmir
(vii) Home department of Gilgit- Baltistan
11. Insurance of employees and details of premium paid in last 4 years.

(Authorized Signature)

NATIONAL HIGHWAY AUTHORITY

Office of the GM (Sindh-South)

EVALUATION FORM FOR PROVISION OF SECURITY SERVICES

NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations i.e. Askari-IV, Karachi, NHA Complex, Hyderabad at Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad

1. **Details of Security services provided to Govt/Semi Govt Departments**

(15 marks)

(a)	Sr. No	Name of Department	Address	Name of Supervising Officer with Contract No of that department

(ii) Details

Sr. No	Category	Duration of Contract			Rate per person	Total Contract Amount
		From	To	Total Period		

(b)	Sr. No	Name of Department	Address	Name of Supervising Officer with Contract No of that department

(ii) Details

Sr. No	Category	Duration of Contract			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:-**

(15 marks)

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

3. Separate list of Government/Semi department provided security services during last 5 years with address and contact number of employer. (15 marks)

4. **Number of Ex-army/Police personals Employees having less than 47 years of age with Matric qualification** (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. **Privileges/Facilities Entitled for Guards** (10 marks)

- a. Accommodation and messing.
- b. EOBI.
- c. SESSI.
- d. Insurance coverage in case of death while on duty upto Rs.
- e. 1x guards as a reliever will be provided without any extra charges.
- f. Salary to the guards is to be disbursed on or before 5th of each month without waiting of invoice from client.

7. **Operational/surprise Check** (10 marks)

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

8. Communications System (Encircle and attach copy) (5 marks)

- a. Base Station Established at Karachi (complete address)._____
- _____
- b. Type of equipment:
- c. PTA Operating License:
- d. Coverage Area (Attach city map of deployment along with highlighted coverage area):

9. Financial Position (10 marks)

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

(Authorised Signature)

National Highway Authority

SECURITY WING FINANCIAL BID

**FOR HIRING OF (16) NOS. SECURITY GUARDS
AT REGIONAL OFFICE (SINDH-SOUTH) NHA,
KARACHI, ITS ATTACHED OFFICES/LOCATIONS I.E.
ASKARI-IV, KARACHI, NHA COMPLEX, HYDERABD
AT JAMSHORO, NHA COMPLEX, MIRPURKHAS AT
UMERKOT & NHA LABORATORY, AT HARTI POLICE
STATION, HYDERABAD**



Last Date of Submission : 20th July, 2026

Name of Firm to whom issued _____

Date of Advertisement: _____

Name of Newspapers: _____

National Highway Authority **Security Wing**

FINANCIAL BID DOCUMENTS

Sr. No.	Description	Appendix
1	General Instructions	A
2	Bid Form	B
3	Marginal Analysis	C
4	Contract Agreement	D
5	Term & Conditions of the Contract Agreement	E
6	Indemnity Bond	F

NATIONAL HIGHWAY AUTHORITY

GENERAL INSTRUCTIONS

In reference to pre-qualification process, technically qualified companies will be invited to participate in financial bid for provision of security guards. **Initial contract period will be of 02 years it is extendable for further one year with mutual consent of both parties i.e. Client (NHA) and Contractor (Bidder). As per Government of Pakistan wages with increase of 10% on Annual Basis, same terms & conditions having satisfactory performance basis as per rules/policy.** The Security Company will provide security services in **NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations i.e. Askari-IV, Karachi, NHA Complex, Hyderabad at Jamshoro, NHA Complex, Mirpurkhas at Umerkot & Laboratory, at Hatri Police Station, Hyderabad** as and when required/formally requested by the employer.

2. Sealed Financial Bids of qualified companies will be opened in the presence of bidders or their nominees.
3. Rates for security services should be quoted keeping in view that minimum wages i.e. **Rs.40,700/- with 4x days leave per month.**
4. The companies are required to submit Financial Bid Application Form completed/signed by Manager Finance and Manager Operations.
5. The age of deputed guards should not be more than 47 years.
6. One reliever is to be provided by the security company without any additional cost.
7. Criteria/standard specified for provision of security guards will not be relaxed at later stage, so all the bidders may carefully read and understand general instruction/terms and conditions.
8. Security Company is to provide marginal analysis of the financial rates **(Appendix-C).**
9. The company who win/succeeds in Tender, **will deposit a sum of 10% of approved bid price of one-year contract amount in favor of National Highway Authority as performance guarantee/security money within one week after issuance of letter of acceptance.** The same will be refunded within 30 days after completion of the satisfactory contract period and would be further retained in case of extension of contract.

10. All Federal and Provisional Taxes will be applicable as per prescribed rates of the Government.
11. The successful bidder will enter into an agreement of contract on non judicial stamp paper on the basis of terms and conditions as prescribed by NHA.
12. An Indemnity bond on the prescribed Performa of NHA (Appendix-F) on Rs. 100/- Stamp Paper shall be executed by the Security Company to meet losses and damages, in case of any loss and damage due to the negligence of all or any of the security personnel.
13. Successful bidders will provide/deploy required number of guards and other security apparatus on **(Date:01-08-2026)**. Addition/deletion in number of staff/equipment will be made at the time of signing of contract if required. Security Company should provide particular of guards to the NHA along with copy of security clearance before **(Date:31-07-2026)**. Physical inspection of the guards shall be carried out before **(Date:31-07-2026)** at any convenient venue.
14. Guard is to be placed on duty for not exceeding 08 hours duty in 24 hours as per labour law. Shortage of guards/deployment of guards on double duty is strictly prohibited.
15. If successful bidder is unable to deposit security money and provision of information/guards on given schedule, next lowest bidder will be invited for provision of security guards on same terms and conditions/rates.
16. The contract can be terminated on 30 days prior notice by NHA without assigning any reason. However, in case of any serious fault at the part of Security Company, the contract can be terminated at any time without prior notice.
17. National Highway Authority, reserves the right to reject any or all the bid(s).

(Nawaz Ali Baloch)
Deputy Director (Admin)
Sindh-South Region

NATIONAL HIGHWAY AUTHORITY
Office of the GM (Sindh-South)

BID APPLICATION

1. Name of Firm : _____
2. Name of owner's of the firm (a) Name. _____
S/o _____
CNIC No: _____
(b) Name. _____
S/o _____
CNIC No: _____
3. Address of Head Office : _____

Landline No: _____
Fax No: _____
4. Name of Manager Operations _____
and Office address in Karachi _____

Telephone No: _____
Cell: _____
Fax: _____
5. NTN Number : _____
6. EOBI Number : _____
7. ESSi No : _____
8. Bid Price according to marginal analysis per person (in figure Lump sum monthly charges):
(a) For 01 Armed Security Guard : _____

9. Earnest Money of one year Bid Amount in Rs.: _____
In Words : _____
10. Bank Draft / Pay Order No. : _____
Date _____ Amount _____
11. Place of opening of Bids Office of GM (Sindh-South) NHA
Complex, Karachi

NATIONAL HIGHWAY AUTHORITY
(Office of the GM (Sindh-South)

Marginal Analysis of Bid Rates per Person

<u>Armed Security Guard</u>	
Per month Salary with 04 leave wages to security guard must not be less than minimum wages policy of Federal Government	
Accommodation	Must be provided by security firm
Transport	-do-
Weapons	-do-
Uniform	-do-
EOBI	As per applicable rates
SESSI	As per applicable rates
indemnity Bond/CAR Insurance must be provided as per Appendix-E , clause 1.11	
Social Welfare	
Depreciation & Licence fee	
Any other expenditure	
Total Liabilities	
Service charges	
Rate 01 Armed Guard	

Note:

Any other expenditure & service charges including firm's own profit will be base of financial competition.

CONTRACT FOR PROVISION OF SECURITY SERVICES

This provision of Security Guards Contract is made effective this (1st August, 2026)

BETWEEN

“**NATIONAL HIGHWAY AUTHORITY**, a statutory body corporate established under section 3 of the National Highway Authority Act, 1991, (*Office of the GM (Sindh-South)*, NHA, Complex, Near Drigh Road, Railway Station, Main Shara-e-Faisal, Karachi) (hereinafter referred to as “**the Employer**”, which expression shall, where the context so permits, include its successors-in-interest, administrators and permitted assigns).”

AND

“_____, a company incorporated under the Companies Ordinance, 1985 with its registered office at (_____) (hereinafter referred to as “**(the Party/Contractor)**”, which expression shall, where the context so permits, include its successors-in-interest, administrators and permitted assigns).

Both the **Employer** and (_____) may herewith be referred to individually as ‘party’ and collectively as ‘the parties’.

The parties do hereby recite as follow:-

Whereas the (_____) is in the business of providing security services within Pakistan and in particular provides armed security guards for the purposes of securing the life and property of its employers.

AND WHEREAS the Employer seeks the provision of security services at its offices all over Pakistan.

NOW THEREFORE, in consideration of the mutual benefits to be derived and the representations and warranties, conditions and undertakings contained herein and in Annexure ‘E’ hereto, and intending to be legally bound, the Parties hereby agree as follows.”

This contract shall be valid for a period of **two years** from effective date **01-08-2026 to 31-07-2028 @ Rs. _____/-** per month per guard (as per mutual agreement/consent of both the parties) for provision of 16 Nos. Security Guards for the Office of Regional Office (Sindh-South) and its attached offices/locations i.e. Askari-IV, Karachi, NHA Complex, Hyderabad at Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad. Contract may be extendable for the period of one year, with approval of Competent Authority, annually with increase of 10% on annual basis with mutual consent as per Government of Pakistan wages in rates with same terms & conditions as per rules/policy having satisfactory performance **(if agreed)**.

The company bound to pay minimum wages i.e. **Rs.40,700/-** per month to each security guard.

The Client reserves the right to terminate the contract without assigning any reasons whatsoever, at any time, with one month notice, and in such case the contractor shall cease to work with immediate effect. The contractor shall however serve one month advance notice to the Client in case it is desired by them to terminate the contract during its validity.

Following documents are also the contractual part of this agreement:-

- i. General Instructions.
- ii. Eligibility Form.
- iii. Evaluation Form.
- iv. Financial bid document alongwith all Appendixes, A, B, C, D, E & F.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS CONTRACT ON THE DATE AS INDICATED BELOW:-

“M/s. _____”
For & On behalf of the
(M/s. _____)

M/s National Highway Authority
For & On behalf of the Employer

Witnesses:-

Witnesses:-

1. _____

1. _____

2. _____

2. _____

**TERMS AND CONDITIONS FOR PROVISION OF SECURITY SERVICES TO
REGIONAL OFFICE (SINDH-SOUTH) NHA, KARACHI AND ITS ATTACHED
OFFICES/LOCATIONS I.E. ASKARI-IV, KARACHI, NHA COMPLEX, HYDERABAD
AT JAMSHORO, NHA COMPLEX, MIRPURKHAS AT UMERKOT & NHA
LABORATORY, AT HATRI POLICE STATION, HYDERABAD**

SECTION 1
Scope of Service

- 1.1 (M/s. _____) will provide under mentioned armed security personnel from ex-serviceman strength to NHA:-
- i. Security Guard (Armed) : 16x
 - ii. Security Guards shall be armed with weapons as per requirements of the Employer, including pistol, short gun (repeater) and 7 mm rifle or compatible. The company will provide list of weapons along with its serviceability and operational fitness at the time of deployment and on quarterly basis is to be submitted to NHA.
 - iii. A reliever is to be provided by *the* (M/s. _____) without any extra cost.
 - iv. If Security Firm is unable to provide requisite numbers of security staff, notice for non compliance will be issued to the security company under intimation to the licensing authority and Distt Administration. After issuance of three non compliance notices the employer reserves the right to terminate contract agreement at any time.
 - v. If security guard found performing more than 08 hours duty even other than employer offices, the wage of that particular duty will not be paid to the company.
 - vi. The security company conducts refresher training of its security staff before deployment at NHA both locations and on biannual basis. Training certificate to be furnished to the NHA.
 - vii. The security company shall provide security clearance of their security staff from Local Police (Temporary Address) and Home District (Permanent Address) and Special Branch before deployment at NHA both locations.
 - viii. The company will maintain reserve pool of 5-10 security cleared guards for deployment on 24 hours notice. Absentees will be replaced immediately by the company without any additional charges.
- 1.2 The security personnel will be healthy, medically Cat 'A' and retired with exemplary character. Guards must be retired from Arm Formations. The security company will present medical fitness of security staff for duty at the time of deployment and after that

on six-month basis. Security Staff is to be interviewed prior to their deployment on duty. Shifts to be rotated with two weeks interval.

- 1.3 The Security Personnel will hold valid Computerized National Identity Cards and carry all the times their security and identification papers with them.
- 1.4 All Security Personnel shall be selected carefully by the security company.
- 1.5 The Security Personnel shall be employees of the (M/s. _____) and shall perform duties for the Employer as per terms of contract.
- 1.6 The (M/s. _____) shall observe the applicable Labour Laws and enactments in operation and enforce from time to time.
- 1.7 The (M/s. _____) will ensure that security personnel do not indulge in unionism, strikes, undesirable activities, political agitation and unapproved group religious activities.
- 1.8 Security personnel will be posted on static places of duty or as requirement of the Employer. In case of mobile/escort guard's requirement, transport will be provided by the Employer. The (M/s. _____) will provide security services in NHA Regional Office (Sindh-South) NHA, Karachi, its attached office/location at Askari-IV, Karachi, NHA Complex Jamshoro, Hyderabad and Mirpurkhas on same terms and conditions/rates as and when required/formally requested by the employer.
- 1.9 Mobile security personnel as required will be employed in area of responsibility according to the requirement of the Employer.
- 1.10 Maximum age limit of Armed Security Guard should not be more than 47 years.
- 1.11 An indemnity bond in the prescribed Performa on Stamp Paper of Rs.100/- shall be executed by the (M/s. _____) to meet the losses and damages due to the negligence of all or any of the security personnel of "The *(name of company)*" during currency of the running contract. (Annex-F)
- 1.12 The (M/s. _____) shall not employ as a security guard any person who:-
 - a. Has been convicted of any offence involving moral turpitude or dismissed from government service.
 - b. Is not fit and proper person to be employed as security guard.
- 1.13 The (M/s. _____) should select guards/their reliever carefully and provide full particulars of the security personnel alongwith copies of CNIC, two photographs, verification, medical fitness certificate and matric educations certificate to the Employer before deployment of guards. Frequent replacement of security guards would not be allowed. Charges of security guard performed less than 15 days' duty at NHA security posts will not be paid to the company.
- 1.14 The Employer reserve the right to discontinue the services of any security person deployed by (M/s. _____) without giving any reason and the *(name of company)* will withdraw and replace that person immediately to the Employer.
- 1.15 The (M/s. _____) has made no misstatement with regard to performance of its obligation under this contract and there is no fact known to the *(name of company)* or its agents or employees which would materially affect the Employer's decision in executing this Contract.

- 1.16 The (M/s. _____) shall maintain insurance with responsible and reputable companies in such amounts and covering such risks as is prudent and is usually effected by entities or individuals engaged in operations similar to that of the (M/s. _____) and shall furnish the Employer with evidence of compliance upon the request.
- 1.17 That there are no judicial or departmental proceedings pending, or to the best of its knowledge threatened for the liquidation or insolvency of the (M/s. _____) or that could materially or adversely affect the performance by the (M/s. _____) of its obligations under this Contract.
- 1.18 The execution, delivery and performance of these obligations vide running Contract by the (M/s. _____) does not constitute a violation of any law, court ruling, governmental regulations, decision of an arbitrator of competent jurisdiction or contractual obligation applicable or relating to it and its assessments or business.

SECTION 2

Currency of Contract

- 2.1 Contract will be for the period of two years w.e.f. **(01-08-2026 to 31-07-2028)** and may be renewed annually with increase of 10% in rates, if both parties mutually agree upon it.
- 2.2 Contract will come into force from **(01-08-2026)** and the (M/s. _____) should deploy security personnel on that (01-08-2026) at 0700 hours.
- 2.3 The Employer may in writing, terminate contract upon serving 30 days notice, and the same shall stand terminated forthwith upon expiry of 30 days from the date of issuance of such notice unless the said notice is withdrawn by the *NHA* or payment of half month contract price based on last month verified bill to the (M/s. _____).
- 2.4 In case, the (M/s. _____) intends to terminate running contract, 90 days prior notice will be served to the Employer or payment of 30 days contract price based on previous month verified bill to the *NHA*.

SECTION 3

Payments

- 3.1 Staff for Security Services will be provided at fixed monthly cost as per following detail:-
- | | | |
|------|-------------------------------|----------------------------|
| (a). | 1 x Armed Security Supervisor | Rs. Nil |
| (b). | 1 x Armed Security Guard | Rs. _____/- (Company rate) |
| (c). | 1 x unarmed Security Guard | Rs. Nil |
| (d). | 1 x Lady Searcher | Rs. Nil |
| (e). | 1 x Wireless Set | Rs. Nil |
- 3.2 The (M/s. _____) shall issue to the Employer a consolidated Invoice by the last day of current month and payment will be made to the (M/s. _____) within a reasonable period on receipt of invoice. Payment to (M/s. _____) shall be made after deduction of all applicable taxes, levies etc.
- 3.3 The Employer may also make pro rata deduction from the invoiced amount on account of the absence of any security staff or found asleep during duty or wearing

improper/shabby dress or found receiving gifts or otherwise engaged in unauthorized or other activities which may be harmful for the Employer, which shall be determined by sole reference to Employer.

- 3.4 Security personnel will be considered to be on effective pay Roll of the (M/s. _____) from the date they report at the post of the Employer.
- 3.5 Pay to the security personnel will be disbursed by the (M/s. _____) vides their own arrangements on or before **5th of each month**, without waiting for payment of monthly invoice, while no personnel would bear any lien against Employer. Wages of guards must be more than the minimum national wages, approved by the government.
- 3.6 Payment towards workers Insurance, Social Security and EOBI or any other dues/tax that may become applicable during currency of contract will be paid by the security company at no extra cost to the Employer.

SECTION 4 **Inspection and Discipline**

- 4.1 The Employer will exercise supervision on security personnel and report any misconduct of security personnel to the (M/s. _____) for prompt remedial measures.
- 4.2 The (M/s. _____) will replace any security person(s) as and when desired by the Employer and provide appropriate substitute at once.
- 4.3 In case of any dispute, joint inquires shall be held to fix the responsibility by the parties. However, decision of the Employer will be irrevocable.
- 4.4 The security personnel will be properly dressed in prescribed uniform while on duty. They will wear uniform as prescribed by the Licensing Authority and display Identity Card of the (M/s. _____).
- 4.5 Deputy Director (Admin) Sindh-South NHA, Karachi will exercise command and control of security staff. Security personnel will follow the instructions of authorized officials of the (M/s. _____) as and when directed.
- 4.6 Security Guards deployed at NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations ie. Askari-IV, Karachi, NHA Complex, Hyderabad Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad will be surprise checked by (M/s. _____) and report on prescribed proforma will be furnished to the Employer on weekly basis. Supervisor of the company appointed should take rounds of duty at regular intervals to check presence/absence of guards and brief them.
- 4.7 A meeting will be held on 6th of each month (on next working day in case of holiday) to discuss/resolve performance issues of security guards. Manager operation of Security Company is to attend the said meeting.

SECTION 5
Miscellaneous

- 5.1 The (M/s. _____) will provide postal address, telephone and fax contact numbers of their offices to the Employer.
- 5.2 The (M/s. _____) will provide medical services to the security personnel on their own terms and conditions. Medical First Aid Box is to be provided/ maintained by the company for the security staff at place of duty.
- 5.3 The (M/s. _____) will ensure that each Security Guard renders **08 hours duty** in a day in Employer premises and not anywhere else.
- 5.4 The (M/s. _____) is to ensure that all pre-requisite is to be completed before deputing of guard at NHA Regional Office (Sindh-South) NHA, Karachi, its attached offices/locations ie. Askari-IV, Karachi, NHA Complex, Hyderabad Jamshoro, NHA Complex, Mirpurkhas at Umerkot & NHA Laboratory, at Hatri Police Station, Hyderabad. List of all deployed guards along with reserve pool will be provided to Employer before commencement of contract.
- 5.5 In case of grant of long leave to security staff the replacement would be provided by the (M/s. _____) without any extra charges.
- 5.6 In case of extra requirement of security staff the (M/s. _____) will be bound to provide the staff within three days on submission of demand by the Employer. However, in case of urgency the (M/s. _____) will take steps at his best to provide extra guards on short notice of the Employer.

SECTION 6
Arbitration

- 6.1 In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.
- 6.2 The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.
- 6.3 Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.

SECTION 7
Notices

- 7.1 All notices to be served under the Contract shall be in writing and delivered by hand or registered post/courier service at the address herein below;

Mailing Address of NHA

*(Office of the GM (Sindh-South) NHA
Complex, Near Drigh Road Railway
Station, Main Shahrah-e-Faisal, Karachi*

Mailing Address of Company)

(M/s. _____)
Address: _____
landline and Fax number _____

SECTION 8
Governing

- 8.1 This contract shall be governed by and construed in accordance with the laws of Pakistan and conditions spelled out in this Annexure will be binding on the parties.
- 8.2 The parties can amend the contract terms and conditions through written request and mutual understanding upon the approval of the Competent Authority.
- 8.3 No failure or delay on the part of the Employer to exercise any power, right or remedy under this Contract shall operate as a waiver thereof nor shall any single or partial exercise by the Employer of any power right or remedy preclude any other or further exercise thereof or the exercise of any power right or remedy. The remedies provided in this Contract are cumulative and are not exclusive of any remedies provided by the law.
- 8.4 The (M/s. _____) shall not assign this Contract or its rights and obligations hereunder to any other person or entity, except with the prior written permission of the Employer.
- 8.5 Headings in this Contract are for convenience only and shall not be used to interpret or construe its provisions.
- 8.6 This Contract alongwith its annexure constitute the complete and final obligations between the (M/s. _____) and the Employer and supersedes any and all prior agreements, understandings, communications and arrangement whether oral or written between the parties with respect to the subject matter hereof.
- 8.7 If any provision of this Contract is held to illegal or invalid under present or future laws or regulations effective and applicable during the term of this Contract, such provision shall be fully severable and this Contract shall be construed as if such illegal or invalid provision had never comprised a part of this Contract and the remaining provisions of this Contract shall remain in full force and shall not be affected by the illegal or invalid provision or by its severance from this Contract.
- 8.8 In witness whereof the parties hereto have set their respective hands on the day month and year first written.

(M/s. _____)
For & On behalf of the

M/s. National Highway Authority
For & On behalf of the Employer

Witnesses:-

Witnesses:-

1. _____

1. _____

WEAPONS SERVICEABILITY STATE

QUARTERLY

It is certified that weapon as per details given below have personally inspected/tested by me and found serviceable/operationally fit for deployment.

S No.	Type of Weapons	Serial number of weapon	License Number	Deployed at (Locations)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

(Signature of Technician)

(Counter Signed)
Manager Operations

REPORT ON SURPRISE CHECK OF SECURITY GUARDS
DEPLOYED AT NHA REGIONAL OFFICE (SINDH-SOUTH) NHA, KARACHI, ITS
ATTACHED OFFICES/LOCATIONS IE. ASKARI-IV, KARACHI, NHA COMPLEX,
HYDERABAD JAMSHORO, NHA COMPLEX, MIRPURKHAS AT UMERKOT & NHA
LABORATORY, AT HATRI POLICE STATION, HYDERABAD

Date:

S No.	Location	Name of Guards	Date/Time	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Signature:

Name:

(Mobile Supervisor)

Cell No:

INDEMNITY BOND

This DEED of INDEMNITY is made on the **(01-08-2026)** between **(National Highway Authority)** of the one part hereinafter called 'The Contractor'.

AND

(Regional Office, GM (Sindh-South) NHA, Karachi) being an autonomous/statutory authority, established under the NHA Act 1991 and having its registered office at **(NHA, Complex, Near Drigh Road, Railway Station, Main Shara-e-Faisal, Karachi)**, of the other part, hereinafter called 'The Employer'.

WITNESSETH AS FOLLOWS:

By this deed of indemnity, the Contractor agree to provide such indemnity as hereinafter the bearer has signed or given and may hereinafter from time to time sign or give through an instrument in favour of NHA. Indemnity pertains to all or any loss, damage stealing or removing of any movable or immovable property, owned and possessed by NHA, during the subsistence of accompanied agreement for providing security services by **()** ("Agreement") to restore all or any loss, damage, stealing, during the surveillance and security of NHA Employees and assets.

2. Pursuant to the agreement **()** shall indemnify and hold NHA harmless against all losses, claims, suits, proceedings, actions, costs, charges and expenses, which shall or any be referred, instituted or arise in consequence of **()**, its employees or agents, negligent or willful acts or omissions".

3. That **()** further declares and covenant that if NHA suffers any loss in the event of default on part of **()** or any action brought by a third party against NHA in connection with **()** performance of the agreement, NHA shall hereby recover the amount of loss or claim from **()**.

4. The contents of the deed shall not restrain NHA from invoking all or any other remedies available to them, at law.

IN WITNESS WHEREOF, were hereby set our hands upon the date mentioned, herein above.

M/s. _____
For & On behalf of the

M/s National Highway Authority
For & On behalf of the Employer

Witnesses:-