



NATIONAL UNIVERSITY OF MEDICAL SCIENCES, RAWALPINDI

(Single Stage One Envelope Procedure)

MS/Procurement/2026/53

Tender for Provision of Security Services for NUMS

1. **Introduction:** National University of Medical Sciences (NUMS), Rawalpindi is inviting firms/Vendors/Contractors for “Provision of Security Services for NUMS”. The **Purpose** of this tender is to identify and invite the Firms/vendor(s) who can provide desirous Security Services by providing physically fit, well trained and equipped Security Guards. Both technical and Financial Proposals shall be submitted as **“Single Stage One Envelope Procedure” as per PPRA rule**. The Procuring Agency, in accordance with Rule 42(c)(iv) of the PPRA Rules-2004, **reserves the right** to increase or decrease the number of guards, the duration, and the scope of services as specified in tender document, without altering the service price or other terms and conditions. Furthermore, NUMS reserves the right to accept or reject any or all parts of the submitted offers/proposals from vendors/firms. **This document does not constitute a commitment by NUMS to award a contract or to pay any costs incurred in the preparation of proposals.**

2. **Tenders Basis:**

- a. All proposals must be completed in full otherwise the proposal will be disqualified and rejected.
- b. Applicants will be provided identical documents and no applicant should add, omit, or change any Item / service, serial number, options, terms or conditions for the demand.
- c. **Language of this Proposal document is English.** Other languages will not be accepted
- d. The firm must have the requisite technical and professional expertise reflected in the required tender, experience, training and required weapons / ammunition to security guards who will be allocated duties in order to perform the given tasks / services.
- e. The costs/ prices schedule must include all information required/indicated in this proposal documents. All proposal must include applicable government taxes.

3. **Scope of Service/ Works:**

a. **Provision of Security Services:**

- (1) Provide security services at NUMS campuses. This includes providing physically fit, trained, and equipped security personnel in accordance with NUMS requirements on specified dates and time.
- (2) Provide security services for outstations examinations/ events across the country.

b. **The firm will provide separate rates for the following:**

- (1) Security guards with type of weapon (Licensed/ Permit):
 - a) AK 47 (Preferred)
 - b) 7 mm rifle
 - c) 0.222 rifle
- (2) Type of security guards:
 - a) Armed Security Guards
 - b) Midway guards (per day)
 - c) Quick Reaction Force (QRF) (per day)
 - d) Midway QRF (per day)
 - e) Security supervisor with Pistol.
 - f) Midway security supervisor with Pistol (per day).
 - g) Lady searcher
 - h) Midway lady searcher (per day)
 - i) Security equipment:
 - i. Walk Through Gate (per day)
 - ii. Metal Detector (per day)

4. **Bid Delivery:** All proposals should be delivered (though post/courier/by hand) in standardized format and in sealed envelope. The envelope should be clearly marked with precise reference of the Invitation to tender notice for “**Provision of Security Services for NUMS**” must reach at NUMS address on/before closing date and time i.e. **22nd July (Wednesday), 2026 by / before 10:00 AM. NUMS** will not be responsible for postal delay, any cost or expense incurred by Bidders in connection with preparation or delivery of bids. Documents sent through Email/ Fax etc shall not be entertained/accepted.

5. **Bid Opening:** The bids will be opened on same day of closing tenders after 30 minutes in presence of **evaluation committee** and applicants’ representatives (who wish to witness) on specified date & time at; **Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Humayun Road), Rawalpindi.**

6. **Bids Evaluation:** The tender evaluation committee will check the proposals to ensure that they contain no ambiguity /amendment(s)/omission to the terms and conditions or any other calculation errors in prices and costs. The Committee may finalize one or more firms according to

most advantageous proposals, technical capabilities, past experience, efficiency in performance/ work and compliance with requirements etc.

7. **Cost of Bidding:** Bidders shall bear all costs associated with preparation and submission of bid proposals, visits at their own expenses and submit Bids within the specified time mentioned by NUMS authority.

8. **Specific Terms & Conditions:**

- a. Successful bidder shall submit undertaking on Stamp paper signed/ stamped by public notary for compliance or necessary legal requirements to carry out Service Contract effectively within given timelines and as per required specifications, terms and conditions etc.
- b. Provision of Supervisor with Weapon pistol and ammunition whereas Security Guards with weapon AK-47/ 7MM Rifle/ 0.222 MM Rifle and ammunition.
- c. Numbers of security guard may increase/ decrease as per NUMS requirement.
- d. Boarding / lodging and transportation of Human Resource / Guards / Equipment and other relevant material till place of duty will be the responsibility of the firms
- e. Responsibility for provision of food/ meal to Guards/ staff will be the sole responsibility of selected firm.
- f. Proposals not complying with given specifications / mathematical errors / other clerical mistakes will be rejected. In case of any query vendors / firms can contact NUMS Procurement Directorate before submission of bids/financial proposals.
- g. Task / Job wise quoted prices should be inclusive of all applicable govt taxes.
- h. No advance payment / mobilization amount will be released to the selected vendor before completion of job.
- i. **Bid security / Call deposit @ 2%** of total bid value in the shape of DD/ PO (cross cheque/ cash will not be acceptable) in favor of NUMS to be attached with the proposal. Call deposit less than 2% shall not be accepted.
- j. Call Deposit and earnest money (submitted with bids) will be returned to unsuccessful bidder within 20-30 working days from the date of opening of Financial proposals.
- k. Earnest money (submitted with bids) and 2% bid security of successful bidder will be released after completion of entire job as per satisfaction of end user / NUMS authorities. In this regard, the vendor will have to get “**Job completion and satisfaction report**” from the end user.
- l. Proposals / quoted prices must be valid for a minimum period of 180 days from the

date of opening of tenders.

- m. All bidders must ensure that all the documents are typed, signed where necessary, and include the company's official letterhead. Additionally, ensure that the documents are properly organized and labeled for easy reference.
- n. NUMS reserves the right to reject proposals as per rules.
- o. Decision of NUMS authorities will be final and binding on all.

10. **Terms and Conditions for successful bidder vendor/ firm:**

- a. The Successful bidder firm will provide following security staff to NUMS: -

Ser	Category	Place of Duty	Approx No of Guards	Remarks
(1)	Supervisors	NUMS Islamabad	3	Number of security guards may be increased/ decreased as per requirement of NUMS
(2)	Security Guards	NUMS Sectt Rawalpindi, ATR Building Rawalpindi & NUMS Islamabad	27	
(3)	Lady Searcher	NUMS Islamabad	3	

- b. The security services will be provided by firm 24/7, throughout the year.
- c. The successful bidder firm will provide trained, verified, healthy, medically & physically fit guards preferably retired Armed Forces personnel. In case of a civilian guard, the firm must ensure that only trained and security wise cleared civilian will be deployed and the firm should provide guards with appropriate weapons/ ammunition as mutually agreed.
- d. Salary to the guards shall be paid in accordance with the Government notified minimum wage, fulfilling labour laws obligations.



Annex- A

Evaluation/ Qualifying Criteria

Ser	Documents Detail	Valid Form	Total Marks	Remarks
1.	Registration/ work permit certification with/ from concerned authorities	Certificates	5	Mandatory
2.	NTN+GST Certificate (having active status)	Certificate	5	Mandatory
3.	Affidavit of Non-Black listing/ Statement of No-penalty on violation of PPRA Rules or Procuring Agency's Terms & Conditions	Affidavit, duly attested by Notary Public	5	Mandatory
4.	Bank Account Maintenance Certificate	On Banks Letter Head only.	5	Mandatory
5.	Earnest Money	Demand Draft/ Pay order	5	Mandatory (As per tender Document)
6.	Company Profile information	Hard copies of Documents	10	Mandatory Minimum marks – 5 for 10 years experience. 1 mark for each subsequent year, maximum 10 marks.
7.	Technical Capabilities (Personnel)	Information regarding security personnel, training of guards	20	No of guards to be provided: Ex Army : 50% 10 marks -do- : 75% 15 marks -do- : 100% 20 marks
8.	Technical Capabilities (Weapons)	Information regarding equipment & ammunitions	20	Guards to be provided with weapons: 7mm/ 0.222/AK-47 : 5 Marks 50% AK-47 & 50% 7mm/ 0.222 : 10 Marks 75% AK 47 & 25% 7mm/ 0.222: 15 marks 100% AK 47 : 20 marks

9.	Technical Capabilities (Quick Reaction Force)	Quick Reaction Force equipment	10	QRF with type of weapons: 50% AK-47 & 50% 7mm/ 0.222 : 5 Marks 100% AK 47 : 10 marks
10.	Experience with other Government departments/ Universities/ Army Institutions	Copies of work orders, Experience certificates and agreements (minimum of last 10 years)	5	Mandatory
11.	Credit Limit Certificate on Company/ Firm's Letter head	Certificate	10	Minimum 5 marks for 2 weeks 1.25 Marks for additional week maximum 10 marks

Note: Minimum Qualifying Marks : **75%**



Annex-B

Financial Performance Analysis

Ser	Type of Financial information	Historic information for previous years (PKR in Millions)			
		2022-23	2023-24	2024-25	
Statement of Financial Position (Information from the Balance Sheet)					
1	Total Assets (TA) Total				
2	Liabilities (TL) Total				
3	Equity/Net Worth (NW)				
4	Current Assets (CA)				
5	Current Liabilities (CL)				
6	Working Capital (WC)				
Information from Income Statement					
7	Total Revenue				
8	Profits Before Taxes (PBT)				
Cash Flow Information					
9	Cash Flow from Operating Activities				

Signature with date and stamp of firm



Annex-C

Current Contract Commitments / Contracts in Progress Form

Ser	Name of Contract(S)	Procuring Agency (Contact Information, Address, Telephone, Fax, E-Mail Address]	Value of Outstanding Contracts [Current PKR Equivalent]	Estimated Delivery/completion Date	Average Monthly Invoices Over The Last Six Months (PKR/mn)	Remarks
1						
2						
3						
4						
5						

Signature with date and stamp of firm