

Standard Bidding Document

Hiring of Security & Guarding Services (Non-Consultancy Services)

National

Single Stage-Two Envelope



September 18, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA))** has reserved Funds for the procurement planned for FY **2026-27**. The **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**Hiring of Security & Guarding Services**” with the reference of "**P125110**"
2. The **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/125110>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, October 5, 2026 11:00 AM**. E-bids will be opened on the same day at **Monday, October 5, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at

<https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

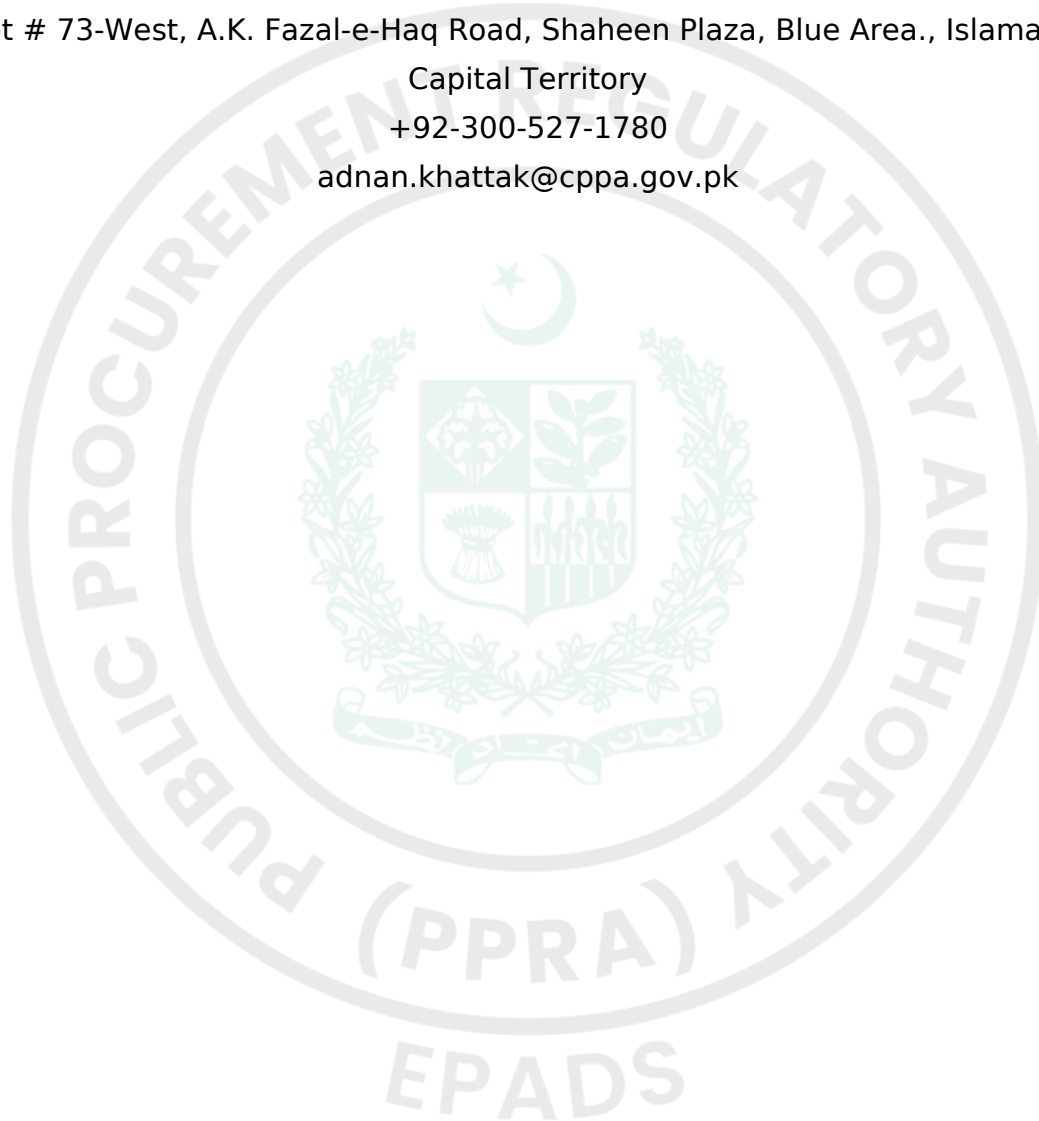
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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and in **Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Central Power Purchasing Agency (CPPA)**
(Central Power Purchasing Agency (CPPA))

The subject of procurement is: **Hiring of Security & Guarding Services**

Expected commencement date: **Friday, October 30, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P125110**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:
Monday, September 28, 2026

Pre-Bid Meeting: Thursday, September 24, 2026 11:00 AM

Venue: Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area.

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Covering Letter Company Profile Certificate of Incorporation (SECP) NTN Certificate Sales Tax Registration EOBI Registration Social Security Registration Ministry of Interior NOC ICT Security Agency Licence Valid Arms Licences ISO 9001 Certificate APSAA Membership (if applicable) Audited Financial Statements (Last Three Years) List of Corporate Clients List of Government Clients Deployment Plan Affidavit regarding Blacklisting

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, October 5, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, October 5, 2026**

Time : **11:30 AM**

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see *Evaluation Criteria*

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Bank Guarantee**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	
NGO / NPO	
IGO	

Eligibility Criteria	Document
Certificate of Incorporation with SECP (Attach Certificate)	Yes

National Tax Number (NTN) Attach Copy	Yes
Sales Tax Registration Attach Copy	Yes
Active Taxpayer Status (ATL) (Attach FBR Active Taxpayer Verification)	Yes
Registration with EOBI - Also provide evidence of payment of last six months to EOBI in accordance with company claim strength of guards in Islamabad	Yes
Registration with Social Security - Also provide evidence of payment of last six months to Social Security in accordance with company claim strength of guards in Islamabad.	Yes
Valid NOC issued by Ministry of Interior - Copy	Yes
Valid Security Agency Licence/Renewal issued by Ministry of Interior - Attach Copy	Yes
Valid Arms Licences (Attach)	Yes
Minimum fifteen (15) years' experience in security services - Supporting documentary evidence	Yes
Corporate Office located in Islamabad/Rawalpindi - Office Address with documentary proof	Yes
Affidavit confirming that the bidder has not been blacklisted by any Federal or Provincial Government Organization, Autonomous Body or Regulatory Authority (Original Affidavit on Stamp Paper (only)	Yes
Undertaking confirming compliance with Labour Laws, Minimum Wage, EOBI, Social Security and all statutory obligations - Original Undertaking on Stamp paper (only)	Yes
Acceptance of all terms and conditions of this Tender Document - On letterhead.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	100
Passing Marks	70
Number of years of Business	
Number of years of Business SECP/company registration documents and documentary evidence of commencement of security services (Qualitative)(Doc Required)	10
More than 20 years (10)	
More than 17 and up to 20 years (7)	
15-17 years (5)	
Corporate Client Experience (with deployment of at least 10 security personnel) not earlier than 2016.	

Corporate Client Experience (with deployment of at least 10 security personnel) not earlier than 2016. Copies of contracts, work orders, completion certificates or client references. (Qualitative)(Doc Required) More than 15 years (10) 10-15 years (8) 5-9 years Government/Public Sector clients (5)	10
Corporate Client Experience (with deployment of at least 10 security personnel) not earlier than 2016.	
Corporate Client Experience (with deployment of at least 10 security personnel) not earlier than 2016. Client list on company letterhead, contracts/work orders and contact details (Qualitative)(Doc Required) More than 20 clients (8) 16-20 clients (6) 10-15 current corporate clients (4)	8
Strength of Security Personnel on Payroll	
Strength of Security Personnel on Payroll Employee name, age, payroll list duly certified by the authorized representative of the bidder. (Qualitative)(Doc Required) More than 1000 (8) More than 750 but less than 1000 (6) More than 500 guards less than 750 (4)	8

Weapons & Security Equipment	
Weapons List of valid weapon licenses (Qualitative)(Doc Required)	7
250 or more valid licenses (7)	
201-249 valid licenses (5)	
150-200 valid licenses (3)	
Security Equipment	
Security Equipment certify provision of equipment inventory/list with quantities (Qualitative)(Doc Required)	3
Security Equipment Marks: Walkie-talkies, metal detectors and other relevant equipment offered free of cost, based on adequacy and quantity (3)	
Management Capability	
Management Capability Management profile, CVs, ranks/qualifications and experience (Qualitative)(Doc Required)	7
Availability of qualified security management personnel, only experienced/ex-forces management: More than 10 qualified personnel (7)	
Availability of qualified security management personnel, only experienced/ex-forces management: 6-9 qualified personnel (5)	
Availability of qualified security management personnel, only experienced/ex-forces management: upto 5 personnel (3)	
Quality Management & Industry Certifications	

Quality Management & Industry Certifications Valid certificates/membership evidence (Qualitative)(Doc Required)	10
ISO 9001 (10)	
APSAA Membership Valid certificates/membership evidence (Qualitative)(Doc Required)	2
APSAA Membership (2)	
Financial Strength & Statutory Compliance	
Financial Strength & Statutory Compliance Audited financial statements for last three financial years. CPPA-G may seek bank/financial soundness evidence (Qualitative)(Doc Required)	7
Average annual turnover: Above PKR 70 Million (7)	
Average annual turnover: PKR 51–70 Million (5)	
Average annual turnover: PKR 30–50 Million (3)	
Past Performance & Client References	
Past Performance & Client References Performance/completion certificates and client references for services performed during the last five years (2021) (Qualitative)(Doc Required)	10
Satisfactory performance/completion certificates or equivalent 15 or more (10)	
Satisfactory performance/completion certificates or equivalent 10–14 (7)	
Satisfactory performance/completion certificates or equivalent 5–9 (4)	
Training & Refresher Training Capacity	

Training & Refresher Training Capacity Training policy, training records/certificates and details of training facility/institution (Qualitative)(Doc Required) Training & Refresher Training Capacity Documented in-house/outsourced training programme, induction training, refresher training, weapons handling, emergency response and security procedures on letterhead: Adequate documented programme = up to 5 Marks (5)	5
Deployment, Replacement & Emergency Response Plan	
Deployment, Replacement & Emergency Response Plan (Qualitative)(Doc Required) Replacement Commitment within 2 hours (5) more than 2 but less than 6 hours (3)	5
Current Strength of Guards (Ex-Servicemen i.e. Army, Navy, Air Force, police etc. only) on current payroll with name & rank to be provided.	
Current Strength of Guards (Ex-Servicemen i.e. Army, Navy, Air Force, police etc. only) on current payroll with name & rank to be provided. Personnel name, age, strength list, ranks/service record. (Qualitative)(Doc Required) Demonstrated availability of ex-forces personnel for deployment: 300 or more (8) Demonstrated availability of ex-forces personnel for deployment: 200-299 (6) Demonstrated availability of ex-forces personnel for deployment: 100-199 (4)	8

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Hiring of Security & Guarding Services	Address: Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory Schedule: 30 Days Quantity: 15/Qty	15/Qty	400000 PKR

Related Services :

No



Services Specifications

Positions Without Lots :

Position: Hiring of Security & Guarding Services

Specifications / Requirements:

6. SCOPE OF WORK 6.1 Objective Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) intends to engage a professionally managed and experienced security company for provision of comprehensive security and guarding services at its Head Office situated at Shaheen Plaza, Blue Area, Islamabad. The objective is to ensure a safe, secure and disciplined working environment through deployment of trained, medically fit and professionally supervised armed and unarmed security personnel. 6.2 Scope of Services The successful bidder shall provide complete security and guarding services on a twenty-four (24) hour basis, seven (07) days a week, including weekends and gazetted / public holidays. The Contractor shall provide all manpower, supervision, weapons, communication equipment and related resources necessary for efficient execution of the services. 6.3 Deployment Requirement The Contractor shall deploy the following minimum-security personnel throughout the contract period: Category Quantity Armed Security Supervisor (Ex-Forces Only) 01 Armed Security Guards (Ex-Forces Only) 07 Unarmed Security Guards 07 Total 15 The deployment may be increased or decreased by CPPA-G depending upon operational requirements in accordance with the applicable provisions of the Contract. 6.4 Shift Pattern Security services shall be provided continuously on a 24-hour basis through two (02) shifts of twelve (12) hours each. The Contractor shall ensure that at all times the following minimum deployment remains available: • Morning Shift – Ten (10) Security Personnel • Night Shift – Five (05) Security Personnel The Contractor shall maintain complete deployment strength throughout the contract period by arranging relievers, leave reserves and immediate replacements whenever required. No security post shall remain unattended under any circumstances. 6.5 Duties and Responsibilities The Contractor shall ensure that deployed personnel perform, at minimum, the following duties: a) Protection of CPPA-G employees, visitors and assets. b) Deployment at all designated entry and exit points. c) Monitoring of CCTV systems by the Security Supervisor whenever assigned by CPPA-G. d) Maintenance of record of visitor entry and exit records. e) Monitoring movement of materials entering or leaving the premises. f) Protection of office equipment, furniture, vehicles and other movable and immovable assets. g) Security of designated parking areas. h) Prevention of unauthorized entry. i) Patrolling of all assigned areas during duty hours including designated parking areas. j) Assistance during emergencies including fire, medical emergencies, evacuation and law and order situations. k) Coordination with local law enforcement agencies whenever required. l) Immediate reporting of any security breach or suspicious activity. m) Compliance with all instructions issued by the authorized representatives of CPPA-G. 6.6 Weapons The Contractor shall provide licensed weapons adequate for execution of the assigned duties. The deployed security arrangement shall include a combination of licensed weapons, including at least: • Short Gun / Pump Action / AK-47 as per armed guards • Pistol / 9 mm for supervisor • Other licensed weapons as considered operationally necessary All weapons shall remain under valid licences throughout the contract

period. The Contractor shall be solely responsible for safe custody, transportation, maintenance and lawful use of all weapons. 6.7 Security Equipment The Contractor shall provide, maintain and replace, at its own cost, all equipment necessary for efficient performance of security duties, including but not limited to: • 4x Walkie Talkies • 3x Hand-Held Metal Detectors Any additional operational equipment considered necessary by the Contractor shall be provided without additional cost to CPPA-G. 6.8 Security Personnel Requirements All deployed security personnel shall (certify on company's letterhead): • be physically fit and mentally alert; • possess good moral character; • remain courteous and professional; • be capable of communicating in Urdu; • maintain discipline at all times; • possess the necessary training required for security duties. Age limits shall be: Security Supervisor (Ex-Forces Only) 35-50 Years Security Guards (Ex-Forces Only) 35-50 Years Security Guards (Civilian) 23-45 Years Contractor's Responsibilities • ensure uninterrupted security services 24/7 throughout the contract period; • immediately replace absent, unsuitable or incompetent personnel; • maintain complete deployment strength at all times; • supervise the performance of deployed personnel through competent supervisory staff; • remain fully responsible for acts and omissions of deployed personnel; • indemnify CPPA-G and its employees against losses arising due to negligence or misconduct or any other actions attributable to the Contractor or its personnel and reimbursement period shall not exceed 60 days from the claim date.

Scope of Work

6. SCOPE OF WORK / TERMS OF REFERENCE (TOR)

6.1 Objective

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) intends to engage a professionally managed and experienced security company for provision of comprehensive security and guarding services at its Head Office situated at Shaheen Plaza, Blue Area, Islamabad. The objective is to ensure a safe, secure and disciplined working environment through deployment of trained, medically fit and professionally supervised armed and unarmed security personnel.

6.2 Scope of Services

The successful bidder shall provide complete security and guarding services on a twenty-four (24) hour basis, seven (07) days a week, including weekends and gazetted / public holidays. The Contractor shall provide all manpower, supervision, weapons, communication equipment and related resources necessary for efficient execution of the services.

6.3 Deployment Requirement

The Contractor shall deploy the following minimum-security personnel throughout the contract period:

Category	Quantity
Armed Security Supervisor (Ex-Forces Only)	01

Armed Security Guards (Ex-Forces Only)	07
Unarmed Security Guards	07
Total	15

The deployment may be increased or decreased by CPPA-G depending upon operational requirements in accordance with the applicable provisions of the Contract.

6.4 Shift Pattern

Security services shall be provided continuously on a 24-hour basis through two (02) shifts of twelve (12) hours each. The Contractor shall ensure that at all times the following minimum deployment remains available:

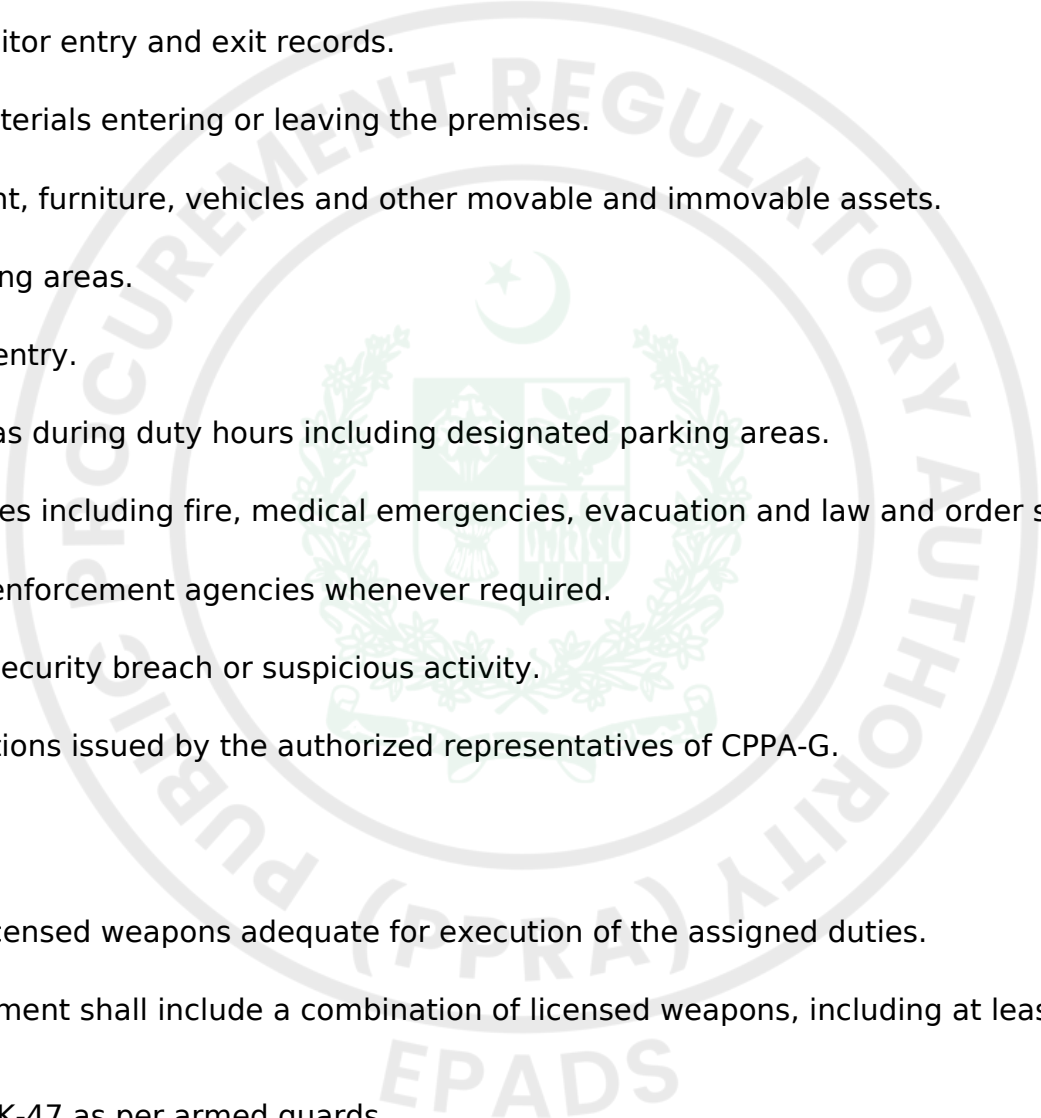
- Morning Shift – Ten (10) Security Personnel
- Night Shift – Five (05) Security Personnel

The Contractor shall maintain complete deployment strength throughout the contract period by arranging relievers, leave reserves and immediate replacements whenever required. **No security post shall remain unattended under any circumstances.**

6.5 Duties and Responsibilities

The Contractor shall ensure that deployed personnel perform, at minimum, the following duties:

- a) Protection of CPPA-G employees, visitors and assets.

- 
- b) Deployment at all designated entry and exit points.
 - c) Monitoring of CCTV systems by the Security Supervisor whenever assigned by CPPA-G.
 - d) Maintenance of record of visitor entry and exit records.
 - e) Monitoring movement of materials entering or leaving the premises.
 - f) Protection of office equipment, furniture, vehicles and other movable and immovable assets.
 - g) Security of designated parking areas.
 - h) Prevention of unauthorized entry.
 - i) Patrolling of all assigned areas during duty hours including designated parking areas.
 - j) Assistance during emergencies including fire, medical emergencies, evacuation and law and order situations.
 - k) Coordination with local law enforcement agencies whenever required.
 - l) Immediate reporting of any security breach or suspicious activity.
 - m) Compliance with all instructions issued by the authorized representatives of CPPA-G.

6.6 Weapons

The Contractor shall provide licensed weapons adequate for execution of the assigned duties.

The deployed security arrangement shall include a combination of licensed weapons, including at least:

- Short Gun / Pump Action / AK-47 as per armed guards

- Pistol / 9 mm for supervisor
- Other licensed weapons as considered operationally necessary

All weapons shall remain under valid licences throughout the contract period. The Contractor shall be solely responsible for safe custody, transportation, maintenance and lawful use of all weapons.

6.7 Security Equipment

The Contractor shall provide, maintain and replace, at its own cost, all equipment necessary for efficient performance of security duties, including but not limited to:

- 4x Walkie Talkies
- 3x Hand-Held Metal Detectors

Any additional operational equipment considered necessary by the Contractor shall be provided without additional cost to CPPA-G.

6.8 Security Personnel Requirements

All deployed security personnel shall (certify on company's letterhead):

- be physically fit and mentally alert;
- possess good moral character;
- remain courteous and professional;
- be capable of communicating in Urdu;

- maintain discipline at all times;
- possess the necessary training required for security duties.

Age limits shall be:

Security Supervisor (Ex-Forces Only)

35-50 Years

Security Guards (Ex-Forces Only)

35-50 Years

Security Guards (Civilian)

23-45 Years

6.9 Medical and Background Verification

Prior to deployment, the Contractor shall certify that each deployed security person has successfully completed:

- Medical Fitness Examination
- Drug Screening Test
- Police Verification
- NADRA Identity Verification
- Character Verification

CPPA-G reserves the right to seek documentary evidence of the above certifications at any stage during the contract period.

6.10 Uniform and Appearance

The Contractor shall provide, at its own cost, proper uniforms to all deployed personnel. Each security person shall be provided with:

- Summer Uniform
- Winter Uniform
- Safety Shoes
- Reflective Jacket
- Name Tag
- Company Monogram/Badge
- Belt
- Cap
- Whistle

Uniforms shall remain neat, clean, properly fitted and in good condition throughout the contract period. Personnel reporting in improper uniform may be denied deployment by CPPA-G.

6.11 Statutory Compliance

The Contractor shall comply with all applicable Federal and Provincial laws, rules and regulations, including:

- Labour Laws
- Minimum Wage Notifications
- EOBI
- Social Security (if applicable)
- Income Tax
- Sales Tax
- Ministry of Interior Regulations
- Arms Licensing Requirements

6.12 Contractor's Responsibilities

The Contractor shall:

- ensure uninterrupted security services 24/7 throughout the contract period;
- immediately replace absent, unsuitable or incompetent personnel;
- maintain complete deployment strength at all times;
- supervise the performance of deployed personnel through competent supervisory staff;
- remain fully responsible for acts and omissions of deployed personnel;

- indemnify CPPA-G and its employees against losses arising due to negligence or misconduct or any other actions attributable to the Contractor or its personnel and reimbursement period shall not exceed 60 days from the claim date.
- All deployed personnel shall be required to maintain good conduct as per requirements of CPPA-G's code of conduct.



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:Hiring of Security & Guarding Services

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory
+92-300-527-1780
adnan.khattak@cpga.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager
Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory
+92-300-527-1780
adnan.khattak@cpga.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00% to 0.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and

proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P125110**

To: **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Security & Guarding Services (P125110)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

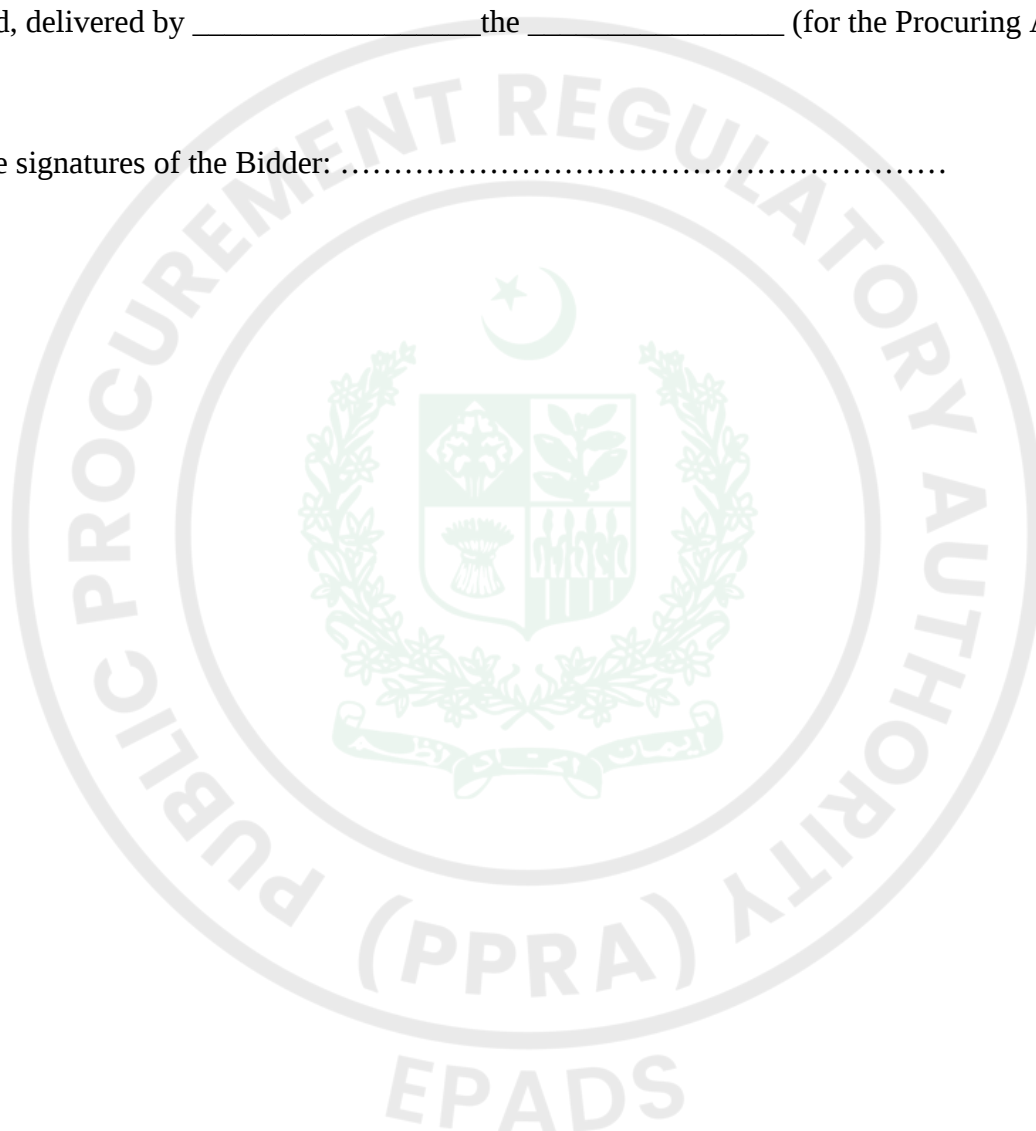
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **Central Power Purchasing Agency (CPPA) (Central Power Purchasing Agency (CPPA)), Manager Plot # 73-West, A.K. Fazal-e-Haq Road, Shaheen Plaza, Blue Area., Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Bidder's Undertaking

Bidder's Undertaking

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bidder's Undertaking** (page number: 81)

Financial Bid Form

Financial Bid Form

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Bid Form** (page number: 82)

Deployment Plan

Deployment Plan

Information (Read-Only)

See Form Under Additional Forms and Documents: **Deployment Plan** (page number: 83)

Tender Document - RFP

Complete Tender Document - RFP

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender Document - RFP** (page number: 84)



Procurement Forms







Additional Forms and Documents

BIDDER'S UNDERTAKING

The bidder hereby certifies that:

- all information submitted is true and correct;
- it possesses all licences required under applicable laws;
- it shall comply with all Labour Laws, Minimum Wage Notifications, EOBI, Social Security, Income Tax and Sales Tax requirements;
- all deployed personnel shall possess valid CNICs and shall have undergone medical fitness examination, police verification, NADRA verification, drug screening and character verification;
- the company has not been blacklisted by any Government organization;
- the bidder accepts all terms and conditions contained in this Tender Document.

Authorized Signatory

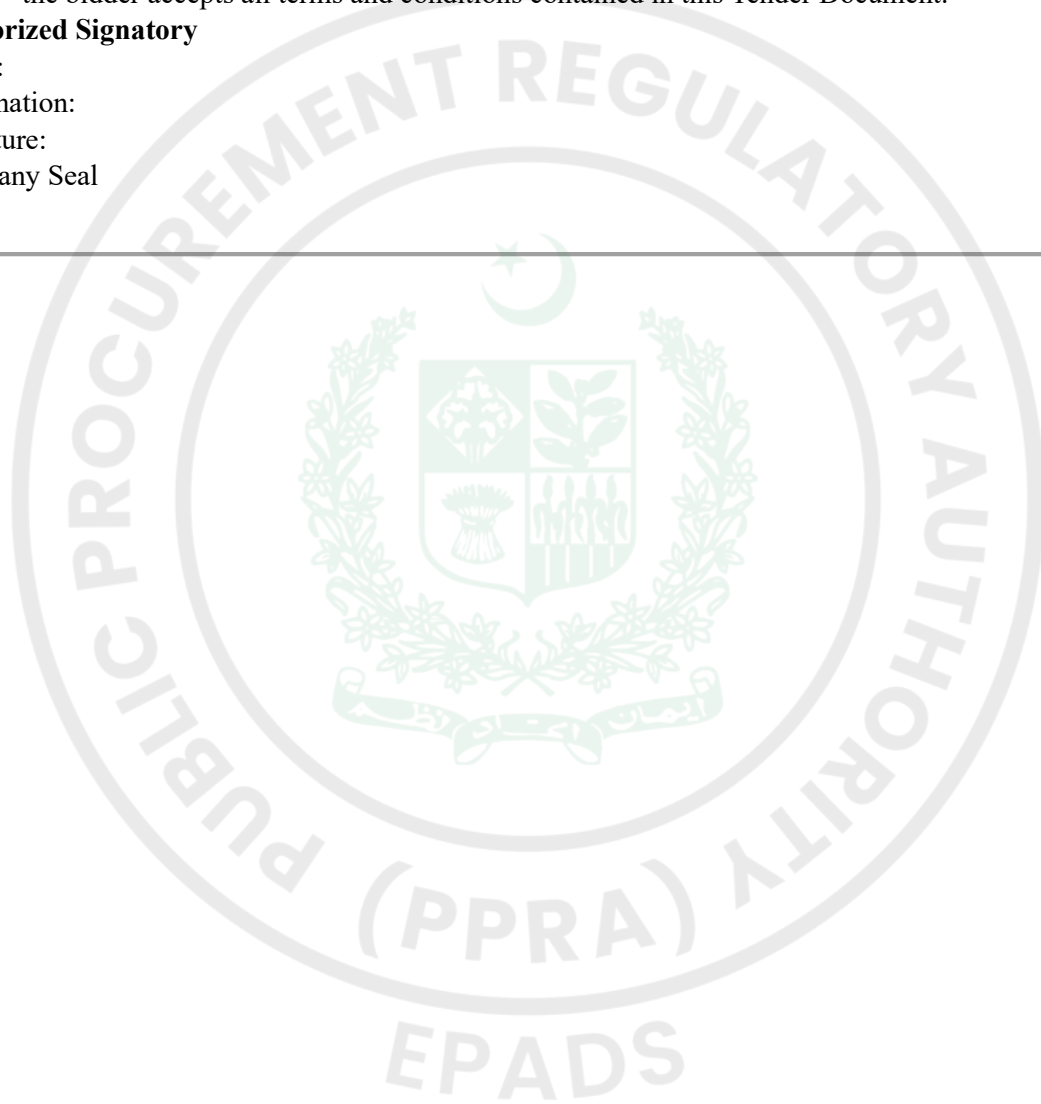
Name:

Designation:

Signature:

Company Seal

Date:



FINANCIAL BID FORM

The bidder shall quote a **single monthly lump-sum rate in PKR** inclusive of all costs except applicable GST, if any.

Sr. No	Description	Total Salary & Others	Quantity	Total Salary & Others	Service Charges per Month per Person	Total Service Charges Per Month
1	Supervisor		01			
2	Unarmed Guards		07			
3	Armed Guards		07			
Total						
Total (Total Salary & Others + Total Service Charges)						
Sales Tax 15% (On Service Charges)						
Grand Total						

The quoted rates shall include all applicable costs including, but not limited to:

- salaries and wages;
- EOBI;
- Social Security;
- leave reserves;
- uniforms;
- weapons and ammunition;
- communication equipment;
- training;
- supervision;
- transportation;
- administrative overheads; and
- all other incidental expenses necessary for satisfactory performance of the Contract.

No additional payment shall be admissible except as expressly provided in the Contract.

DEPLOYMENT SCHEDULE

Category	Morning Shift	Night Shift	Total
Armed Security Supervisor	1	-	1
Armed Security Guards	4	3	7
Unarmed Security Guards	5	2	7
Total Personnel	10	5	15



TENDER DOCUMENT
Hiring of Security & Guarding Services
for
Central Power Purchasing Agency (Guarantee) Limited (CPPA-G)

Procuring Agency
Central Power Purchasing Agency (Guarantee) Limited (CPPA-G)
73-West, Shaheen Plaza, Fazal-e-Haq Road,
Blue Area, Islamabad
Website: www.cppa.gov.pk

Procurement Method
Single Stage Two Envelope Procedure (PPRA Rule 36(b))

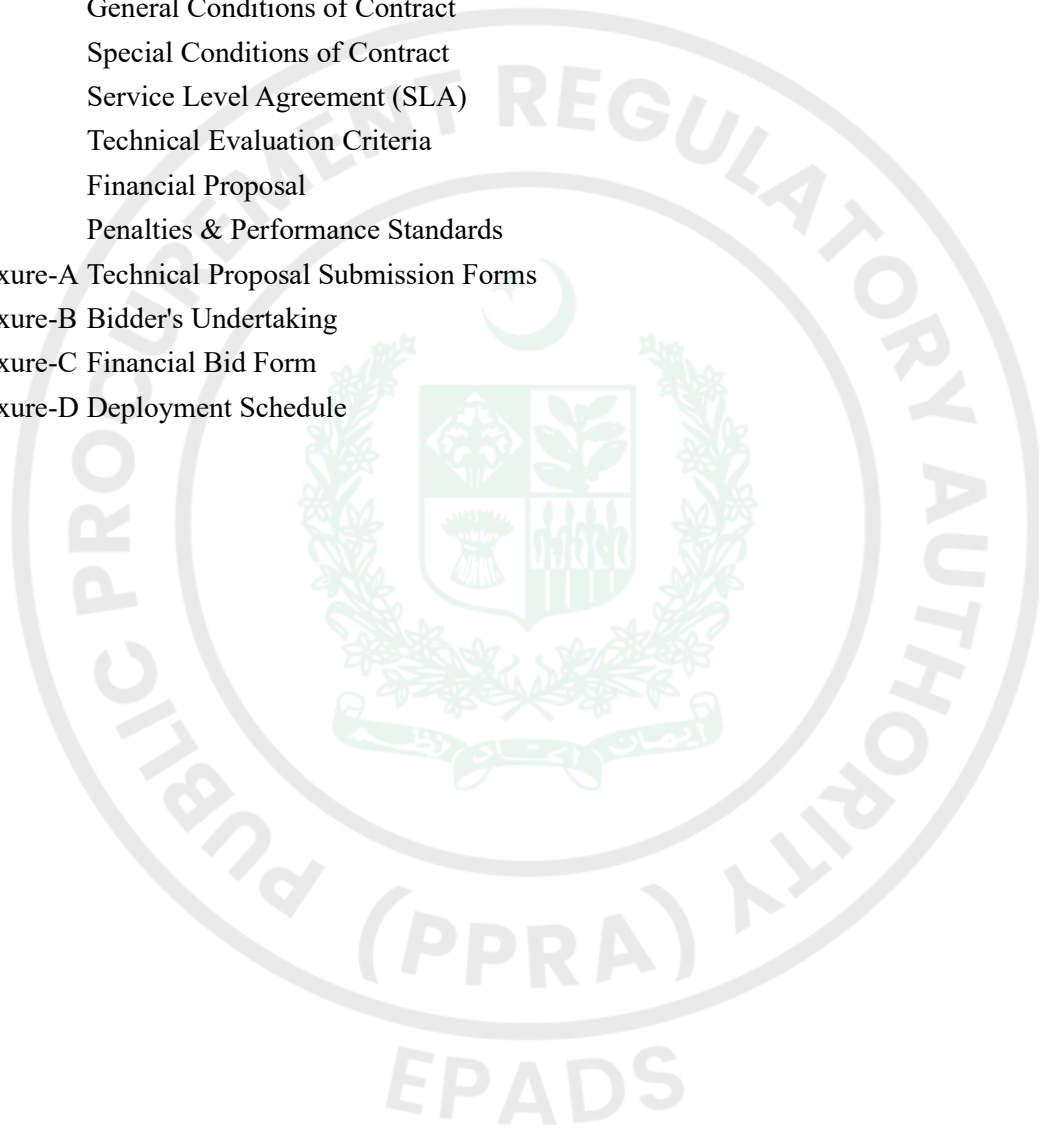
Submission Method
Electronic Bid Submission through PPRA e-PADS. Only original Bid Security to be submitted physically at CPPA-G Office before the prescribed deadline.

September 2026



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Section	Description
1	Invitation to Bid
2	Procurement Schedule
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6	Scope of Work / Terms of Reference
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8	Special Conditions of Contract
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Annexure-A	Technical Proposal Submission Forms
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Annexure-D	Deployment Schedule



1. INVITATION TO BID

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G), a company wholly owned by the Government of Pakistan, invites proposals through the Public Procurement Regulatory Authority (PPRA) e-PADS Version 2.0 (V2.0) system from eligible, experienced and financially sound security service providers for the provision of professional security and guarding services at its Head Office located at Shaheen Plaza, Blue Area, Islamabad.

The selected contractor shall be responsible for providing trained and disciplined armed and unarmed security personnel on a twenty-four (24) hour basis, seven (07) days a week, in accordance with the requirements, specifications and conditions prescribed in this Tender Document.

The procurement shall be conducted through **Single Stage Two Envelope Procedure** under Rule 36(b) of the Public Procurement Rules, 2004. Technical and Financial Proposals shall be submitted electronically through PPRA e-PADS V2.0, while the original Bid Security shall be submitted physically at CPPA-G Head Office before the prescribed deadline.

Only technically qualified bidders attaining the minimum qualifying score shall be considered for opening of their Financial Proposals. The contract shall be awarded under the Quality and Cost Based Selection (QCBS) methodology with a weightage of seventy percent (70%) for Technical Evaluation and thirty percent (30%) for Financial Evaluation.

CPPA-G reserves the right to accept or reject any or all bids in accordance with the provisions of the Public Procurement Rules, 2004.

2. PROCUREMENT SCHEDULE

Activity	Date	Time
Tender Publication	18-09-2026	-
Pre-Bid Meeting	24-09-2026 (Thursday)	11:00 am
Closing Date & Time for Electronic Submission through PPRA e-PADS	05-10-2026 (Monday)	11:00 am
Bid Opening	05-10-2026	11:30 am

3. INSTRUCTIONS TO BIDDERS

- The procurement shall be conducted through **Single Stage Two Envelope Procedure** in accordance with Rule 36(b) of the Public Procurement Rules, 2004. The Technical & Financial Proposal and Financial Proposal shall be submitted electronically through PPRA e-PADS. Only the original Bid Security shall be submitted physically before the prescribed deadline at:

Manager (HR & Administration)

Central Power Purchasing Agency (Guarantee) Limited
73-West, Shaheen Plaza, Blue Area, Islamabad.

Failure to submit the original Bid Security within the stipulated time shall render the bid non-responsive.

- The bidder shall bear all costs associated with the preparation and submission of its bid. CPPA-G shall not be responsible or liable for any such costs, regardless of the outcome of the procurement process.
- The bid shall remain valid for a period of **one hundred and eighty (180) days** from the date of opening of the Technical Proposals.
- A **Pre-Bid Meeting** shall be held on the date, time and venue specified in the Procurement Schedule.

- All bids, proposals, supporting documents, correspondence and communications related to this procurement shall be submitted in the **English language**.
- Each bidder shall furnish an **Original Bid Security** amounting to **PKR 400,000/- (Pak Rupees Four Hundred Thousand Only)** in the form of a **Call Deposit Receipt (CDR), Pay Order or Bank Draft** issued by a scheduled bank operating in Pakistan in favour of **Central Power Purchasing Agency (Guarantee) Limited (CPPA-G)**. The original Bid Security shall be submitted physically at the address specified in this Tender Document on or before the bid submission deadline. The Bid Security shall remain valid for a period of **one hundred and eighty (180) days**, corresponding to the bid validity period.
- The successful bidder shall, within **fifteen (15) days** of issuance of the Letter of Acceptance (LoA), furnish a **Performance Security** equivalent to **ten percent (10%) of the total Contract Value** in the form **BANK GURANTEE**.
- CPPA-G reserves the right to reject any or all bids, annul the procurement process at any stage, or reject all proposals prior to the acceptance of a bid, in accordance with **Rule 33 of the Public Procurement Rules, 2004**, without incurring any liability towards the bidders.
- Bidders shall observe the highest standards of integrity, transparency and ethical conduct during the procurement process and throughout the execution of the Contract. Any bidder found to have engaged in fraudulent, corrupt, collusive, coercive or obstructive practices shall be liable to rejection of its bid and may be subject to blacklisting or any other action as prescribed under the Public Procurement Rules, 2004 and other applicable laws of Pakistan.

4. BID DATA SHEET

Item	Description
Contract Duration	One (01) Year
Extension	Extendable for further two (02) years (1+1) subject to satisfactory performance, mutual consent and approval of the Competent Authority.
Bid Validity	180 Days
Bid Security	PKR 400,000
Performance Security	10% of Total Contract Value
Evaluation Method	Quality & Cost Based Selection (QCBS)
Technical Weightage	70%
Financial Weightage	30%
Minimum Technical Qualifying Score	70 Marks out of 100
Currency	Pakistani Rupees (PKR)
Language	English
Submission Method	Electronic through PPRA e-PADS
Physical Submission	Original Bid Security only

5. ELIGIBILITY CRITERIA (MANDATORY REQUIREMENTS)

The bidder shall submit documentary evidence demonstrating compliance with the following mandatory eligibility requirements. Failure to satisfy any of the following requirements or submission of incomplete, false, misleading or forged information shall render the bid non-responsive and liable to rejection.

Sr.	Requirement	Documentary Evidence Required
1	Certificate of Incorporation with SECP	Copy of Certificate
2	National Tax Number (NTN)	Copy
3	Sales Tax Registration	Copy
4	Active Taxpayer Status (ATL)	FBR Active Taxpayer Verification
5	Registration with EOBI	Also provide evidence of payment of last six months to EOBI in accordance with company claim strength of guards in Islamabad
6	Registration with Social Security	Also provide evidence of payment of last six months to Social Security in accordance with company claim strength of guards in Islamabad
7	Valid NOC issued by Ministry of Interior	Copy
8	Valid Security Agency Licence/Renewal issued by Ministry of Interior	Copy
9	Valid Arms Licences	Copy
10	Minimum fifteen (15) years' experience in security services	Supporting documentary evidence
11	Corporate Office located in Islamabad/Rawalpindi	Office Address with documentary proof
12	Affidavit confirming that the bidder has not been blacklisted by any Federal or Provincial Government Organization, Autonomous Body or Regulatory Authority	Original Affidavit on Stamp Paper (only)
13	Undertaking confirming compliance with Labour Laws, Minimum Wage, EOBI, Social Security and all statutory obligations	Original Undertaking on Stamp paper (only)
14	Acceptance of all terms and conditions of this Tender Document	On letterhead.

Note:

CPPA-G reserves the right to verify any information submitted by the bidder from the issuing authorities. Submission of false declarations, forged documents or misleading information shall result in rejection of the bid and may lead to proceedings under applicable PPRA Rules.

6. SCOPE OF WORK / TERMS OF REFERENCE (TOR)

6.1 Objective

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) intends to engage a professionally managed and experienced security company for provision of comprehensive security and guarding services at its Head Office situated at Shaheen Plaza, Blue Area, Islamabad. The objective is to ensure a safe, secure and disciplined working environment through deployment of trained, medically fit and professionally supervised armed and unarmed security personnel.

6.2 Scope of Services

The successful bidder shall provide complete security and guarding services on a twenty-four (24) hour basis, seven (07) days a week, including weekends and gazetted / public holidays. The Contractor shall provide all manpower, supervision, weapons, communication equipment and related resources necessary for efficient execution of the services.

6.3 Deployment Requirement

The Contractor shall deploy the following minimum-security personnel throughout the contract period:

Category	Quantity
Armed Security Supervisor (Ex-Forces Only)	01
Armed Security Guards (Ex-Forces Only)	07
Unarmed Security Guards	07
Total	15

The deployment may be increased or decreased by CPPA-G depending upon operational requirements in accordance with the applicable provisions of the Contract.

6.4 Shift Pattern

Security services shall be provided continuously on a 24-hour basis through two (02) shifts of twelve (12) hours each. The Contractor shall ensure that at all times the following minimum deployment remains available:

- Morning Shift – Ten (10) Security Personnel
- Night Shift – Five (05) Security Personnel

The Contractor shall maintain complete deployment strength throughout the contract period by arranging relievers, leave reserves and immediate replacements whenever required. **No security post shall remain unattended under any circumstances.**

6.5 Duties and Responsibilities

The Contractor shall ensure that deployed personnel perform, at minimum, the following duties:

- a) Protection of CPPA-G employees, visitors and assets.
- b) Deployment at all designated entry and exit points.
- c) Monitoring of CCTV systems by the Security Supervisor whenever assigned by CPPA-G.
- d) Maintenance of record of visitor entry and exit records.
- e) Monitoring movement of materials entering or leaving the premises.
- f) Protection of office equipment, furniture, vehicles and other movable and immovable assets.
- g) Security of designated parking areas.
- h) Prevention of unauthorized entry.
- i) Patrolling of all assigned areas during duty hours including designated parking areas.
- j) Assistance during emergencies including fire, medical emergencies, evacuation and law and order situations.
- k) Coordination with local law enforcement agencies whenever required.
- l) Immediate reporting of any security breach or suspicious activity.
- m) Compliance with all instructions issued by the authorized representatives of CPPA-G.

6.6 Weapons

The Contractor shall provide licensed weapons adequate for execution of the assigned duties.

The deployed security arrangement shall include a combination of licensed weapons, including at least:

- Short Gun / Pump Action / AK-47 as per armed guards
- Pistol / 9 mm for supervisor
- Other licensed weapons as considered operationally necessary

All weapons shall remain under valid licences throughout the contract period. The Contractor shall be solely responsible for safe custody, transportation, maintenance and lawful use of all weapons.

6.7 Security Equipment

The Contractor shall provide, maintain and replace, at its own cost, all equipment necessary for efficient performance of security duties, including but not limited to:

- 4x Walkie Talkies
- 3x Hand-Held Metal Detectors

Any additional operational equipment considered necessary by the Contractor shall be provided without additional cost to CPPA-G.

6.8 Security Personnel Requirements

All deployed security personnel shall (certify on company's letterhead):

- be physically fit and mentally alert;
- possess good moral character;
- remain courteous and professional;
- be capable of communicating in Urdu;
- maintain discipline at all times;
- possess the necessary training required for security duties.

Age limits shall be:

Security Supervisor (Ex-Forces Only)

35–50 Years

Security Guards (Ex-Forces Only)

35–50 Years

Security Guards (Civilian)

23–45 Years

6.9 Medical and Background Verification

Prior to deployment, the Contractor shall certify that each deployed security person has successfully completed:

- Medical Fitness Examination
- Drug Screening Test
- Police Verification
- NADRA Identity Verification
- Character Verification

CPPA-G reserves the right to seek documentary evidence of the above certifications at any stage during the contract period.

6.10 Uniform and Appearance

The Contractor shall provide, at its own cost, proper uniforms to all deployed personnel. Each security person shall be provided with:

- Summer Uniform
- Winter Uniform
- Safety Shoes

- Reflective Jacket
- Name Tag
- Company Monogram/Badge
- Belt
- Cap
- Whistle

Uniforms shall remain neat, clean, properly fitted and in good condition throughout the contract period. Personnel reporting in improper uniform may be denied deployment by CPPA-G.

6.11 Statutory Compliance

The Contractor shall comply with all applicable Federal and Provincial laws, rules and regulations, including:

- Labour Laws
- Minimum Wage Notifications
- EOBI
- Social Security (if applicable)
- Income Tax
- Sales Tax
- Ministry of Interior Regulations
- Arms Licensing Requirements

6.12 Contractor's Responsibilities

The Contractor shall:

- ensure uninterrupted security services 24/7 throughout the contract period;
- immediately replace absent, unsuitable or incompetent personnel;
- maintain complete deployment strength at all times;
- supervise the performance of deployed personnel through competent supervisory staff;
- remain fully responsible for acts and omissions of deployed personnel;
- indemnify CPPA-G and its employees against losses arising due to negligence or misconduct or any other actions attributable to the Contractor or its personnel and reimbursement period shall not exceed 60 days from the claim date.
- All deployed personnel shall be required to maintain good conduct as per requirements of CPPA-G's code of conduct.

7. GENERAL CONDITIONS OF CONTRACT

7.1 Award of Contract

The Contract shall be awarded to the successful bidder obtaining the highest combined score under the prescribed Technical and Financial Evaluation criteria, subject to fulfilment of all mandatory requirements, successful negotiations (where applicable), approval of the Competent Authority, and compliance with the Public Procurement Rules, 2004.

7.2 Contract Period

The Contract shall initially remain valid for a period of **one (01) year** commencing from the date specified in the Letter of Acceptance or Work Order. Subject to satisfactory performance, mutual consent of both parties, and approval of the Competent Authority, the Contract may be extended for **two (02) additional years**, one year at a time (1+1), on the same terms and conditions. CPPA-G shall have no obligation to grant an extension.

7.3 Performance Security

The successful bidder shall furnish a Performance Security equivalent to **ten percent (10%) of the total Contract / Award Value** in the form of Bank Guarantee. The Performance Security shall remain valid throughout the contract period, including any approved extension(s).

7.4 Commencement of Services

The Contractor shall mobilize and commence services within the time specified by CPPA-G after award of contract and issuance of the Office Order. Failure to commence services within the stipulated period may result in cancellation of the award and forfeiture of the Performance Security.

7.5 Payment Terms

Payments shall be made on a monthly basis upon submission of:

- Original GST Invoice;
- Attendance Sheet duly verified by CPPA-G; and
- Any other document reasonably required by CPPA-G for processing the invoice.

Payments shall be made after satisfactory verification of services and in accordance with applicable laws.

7.6 Taxes and Duties

The Contractor shall be responsible for payment of all applicable Federal and Provincial taxes, duties, levies and statutory contributions. All applicable taxes shall be deducted at source by CPPA-G.

7.8 Replacement of Personnel

CPPA-G may require replacement of any deployed security personnel on grounds including, but not limited to:

- misconduct;
- negligence;
- incompetence;
- poor discipline;
- security concerns;
- violation of CPPA-G policies; or
- unsatisfactory performance.

The Contractor shall replace such personnel within the timeframe specified by CPPA-G without any additional cost.

7.9 Compliance with Laws

The Contractor shall comply with all applicable laws, regulations and notifications issued by competent authorities, including labour, taxation, security and licensing requirements.

7.10 Confidentiality

The Contractor and its personnel shall maintain strict confidentiality regarding all information, records, installations, systems and activities observed during the course of their duties. No information relating to CPPA-G shall be disclosed to any unauthorized person without prior written approval. This obligation shall survive the expiry or termination of the Contract.

7.11 Insurance and Liability

The Contractor shall remain solely responsible for all liabilities arising from the acts or omissions of its personnel. CPPA-G shall not be liable for compensation arising out of injury, death, accident or loss suffered by the Contractor's employees during execution of the Contract.

7.12 Termination

CPPA-G may terminate the Contract by written notice (1 month) if the Contractor:

- fails to perform contractual obligations / scope of work;
- repeatedly violates contractual terms;
- submits false information;
- becomes insolvent;
- loses the required licences or statutory registrations;
- is blacklisted by any competent authority; or
- commits fraud or corrupt practices.

Termination shall be without prejudice to any other rights available to CPPA-G under law.

7.13 Force Majeure

Neither party shall be held liable for failure to perform contractual obligations due to circumstances beyond reasonable control including natural disasters, war, terrorism. The affected party shall notify the other party in writing as soon as reasonably practicable.

7.14 Dispute Resolution

Any dispute arising out of or relating to this Contract shall initially be resolved amicably through mutual consultation. Failing such resolution, the dispute shall be referred to the Competent Courts in Islamabad (only), Pakistan.

8. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions shall supplement the General Conditions of Contract. In the event of any inconsistency, these Special Conditions shall prevail.

8.1 Deployment Strength

The Contractor shall ensure deployment of **fifteen (15)** security personnel at all times in accordance with the approved deployment plan. No reduction in deployment shall be made without prior written approval of CPPA-G.

8.2 Continuous Availability

Security services shall remain operational **twenty-four (24) hours per day, seven (07) days per week**, including weekends and gazetted / public holidays.

8.3 Replacement of Absent Personnel

The Contractor shall arrange immediate replacement of any absent, sick, suspended or relieved security personnel to ensure uninterrupted security coverage.

8.4 Conduct and Discipline

Security personnel shall:

- maintain courteous behaviour;
- remain alert while on duty;
- refrain from smoking, sleeping, gambling or using mobile phones during duty hours except where officially required;
- avoid unnecessary interaction with visitors; and
- comply with instructions issued by authorized officers of CPPA-G.

8.5 Prohibited Activities

Security personnel shall not:

- leave their assigned post without authorization;
- carry unauthorized weapons;
- permit unauthorized access;
- consume narcotics or alcohol while on duty;
- disclose confidential information;

- engage in political, religious or commercial activities within CPPA-G premises.

8.6 Visitor Management

The Contractor shall ensure proper checking and recording of visitors, contractors and service providers entering or leaving CPPA-G premises in accordance with procedures prescribed by CPPA-G.

8.7 Emergency Response

The Contractor shall immediately respond to emergencies including:

- fire incidents;
- security breaches;
- medical emergencies;
- bomb threats;
- unauthorized entry;
- theft;
- vandalism; and
- evacuation requirements.

8.8 Coordination with CPPA-G

The Security Supervisor shall maintain regular liaison with the designated representative of CPPA-G regarding deployment, incidents, complaints and daily operational matters.

8.9 Inspection

CPPA-G reserves the right to inspect security arrangements, deployment records, statutory compliance documents and performance of security personnel at any time during the contract period.

9. SERVICE LEVEL AGREEMENT (SLA)

The Contractor shall ensure continuous compliance with the following minimum service standards throughout the contract period.

KPI	Performance Standard
Deployment Strength	100% deployment at all times
Attendance	100% attendance of scheduled personnel
Uniform Compliance	100% personnel properly dressed
Weapons Availability	Licensed weapons available at all designated posts
Communication Equipment	4x Walkie Talkies functional during all shifts
Metal Detectors	3x Available and operational
Response to Incident	Immediate response and reporting
Replacement of Personnel	Immediate replacement to avoid unattended posts
Professional Conduct	Courteous, disciplined and alert personnel
Registers & Records	Updated daily

The designated representative of CPPA-G shall periodically monitor the Contractor's performance against the above service standards.

11. TECHNICAL EVALUATION CRITERIA

Only bidders meeting all mandatory eligibility requirements shall be considered for Technical Evaluation.

The Technical Proposal shall be evaluated out of **100 Marks**. A bidder must obtain a minimum score of **70 Marks** to qualify for opening of the Financial Proposal.

Technical Evaluation Matrix

Sr. No.	Evaluation Parameter	Maximum Marks	Evaluation Criteria / Scoring Basis	Documentary Evidence
1	Number of years of Business	10	15–17 years = 5 Marks ; More than 17 and up to 20 years = 7 Marks ; More than 20 years = 10 Marks	SECP/company registration documents and documentary evidence of commencement of security services
2	Government / Public Sector Experience	10	5–9 years Government/Public Sector clients = 5 Marks ; 10-15 years = 8 Marks ; More than 15 years = 10 Marks	Copies of contracts, work orders, completion certificates or client references.
3	Corporate Client Experience (with deployment of at least 10 security personnel) not earlier than 2016.	8	10–15 current corporate clients = 4 Marks ; 16–20 = 6 Marks ; More than 20 = 8 Marks	Client list on company letterhead, contracts/work orders and contact details
4	Strength of Security Personnel on Payroll	8	More than 500 guards less than 750 = 4 Marks ; More than 750 but less than 1000 = 6 Marks ; More than 1000 = 8 Marks	Employee name, age, payroll list duly certified by the authorized representative of the bidder.
5	Current Strength of Guards (Ex-Servicemen i.e. Army, Navy, Air Force, police etc. only) on current payroll with name & rank to be provided.	8	Demonstrated availability of ex-forces personnel for deployment: 100–199 = 4 Marks ; 200–299 = 6 Marks ; 300 or more = 8 Marks	Personnel name, age, strength list, ranks/service record.
6	Weapons & Security Equipment	10	Licensed Weapons – 7 Marks: 150–200 valid licences = 3 Marks; 201–249 = 5 Marks; 250 or more = 7 Marks. Security Equipment – 3 Marks: Walkie-talkies, metal detectors and other relevant equipment offered free of cost, based on adequacy and quantity = 3 Marks	List of valid weapon licences and certify provision of equipment inventory/list with quantities

7	Management Capability	7	Availability of qualified security management personnel, only experienced/ex-forces management: Up to 5 qualified personnel = 3 Marks ; 6–9 = 5 Marks ; More than 10 = 7 Marks	Management profile, CVs, ranks/qualifications and experience
8	Quality Management & Industry Certifications	12	ISO 9001 = 10 Marks APSAA Membership = 2 Marks	Valid certificates/membership evidence
9	Financial Strength & Statutory Compliance	7	Average annual turnover: PKR 30–50 Million = 3 Marks ; PKR 51–70 Million = 5 Marks ; Above PKR 70 Million = 7 Marks	Audited financial statements for last three financial years. CPPA-G may seek bank/financial soundness evidence
10	Past Performance & Client References	10	5–9 satisfactory performance/completion certificates or equivalent = 4 Marks ; 10–14 = 7 Marks ; 15 or more = 10 Marks	Performance/completion certificates and client references for services performed during the last five years (2021)
11	Training & Refresher Training Capacity	5	Documented in-house/outsourced training programme, induction training, refresher training, weapons handling, emergency response and security procedures on letterhead: Adequate documented programme = up to 5 Marks	Training policy, training records/certificates and details of training facility/institution
12	Deployment, Replacement & Emergency Response Plan	5	Replacement Commitment – 5 Marks : within 2 hours = 5; more than 2 but less than 6 hours = 3; more than 6 hours = 0;	-
Total		100 Marks		

Notes

- Only technically responsive bidders obtaining **70 marks or above** shall qualify for opening of the Financial Proposal.
- CPPA-G may verify any information submitted by the bidder.
- Submission of false, misleading or forged information shall result in disqualification and may lead to blacklisting proceedings.

12. FINANCIAL EVALUATION

Financial Proposals of only technically qualified bidders shall be opened.

The Financial Proposal carrying the **lowest evaluated cost** shall receive the maximum Financial Score of **30 Marks**.

Financial scores of the remaining bidders shall be calculated using the following formula:

Financial Score = (Lowest Evaluated Bid ÷ Bid under Evaluation) × 30

The final combined score shall be calculated as follows:

Combined Score = Technical Score (70%) + Financial Score (30%)

The bidder obtaining the highest combined score shall be ranked first and recommended for award of contract, subject to approval of the Competent Authority.



ANNEXURE-A

TECHNICAL PROPOSAL SUBMISSION CHECKLIST

The bidder shall submit the following documents as part of its Technical Proposal.

Sr. Description	Submitted
1 Covering Letter	☐
2 Company Profile	☐
3 Certificate of Incorporation (SECP)	☐
4 NTN Certificate	☐
5 Sales Tax Registration	☐
6 EOBI Registration	☐
7 Social Security Registration	☐
8 Ministry of Interior NOC	☐
9 ICT Security Agency Licence	☐
10 Valid Arms Licences	☐
11 ISO 9001 Certificate	☐
12 APSAA Membership (if applicable)	☐
13 Audited Financial Statements (Last Three Years)	☐
14 List of Corporate Clients	☐
15 List of Government Clients	☐
16 Deployment Plan	☐
17 Affidavit regarding Blacklisting	☐

ANNEXURE-B

BIDDER'S UNDERTAKING

The bidder hereby certifies that:

- all information submitted is true and correct;
- it possesses all licences required under applicable laws;
- it shall comply with all Labour Laws, Minimum Wage Notifications, EOBI, Social Security, Income Tax and Sales Tax requirements;
- all deployed personnel shall possess valid CNICs and shall have undergone medical fitness examination, police verification, NADRA verification, drug screening and character verification;
- the company has not been blacklisted by any Government organization;
- the bidder accepts all terms and conditions contained in this Tender Document.

Authorized Signatory

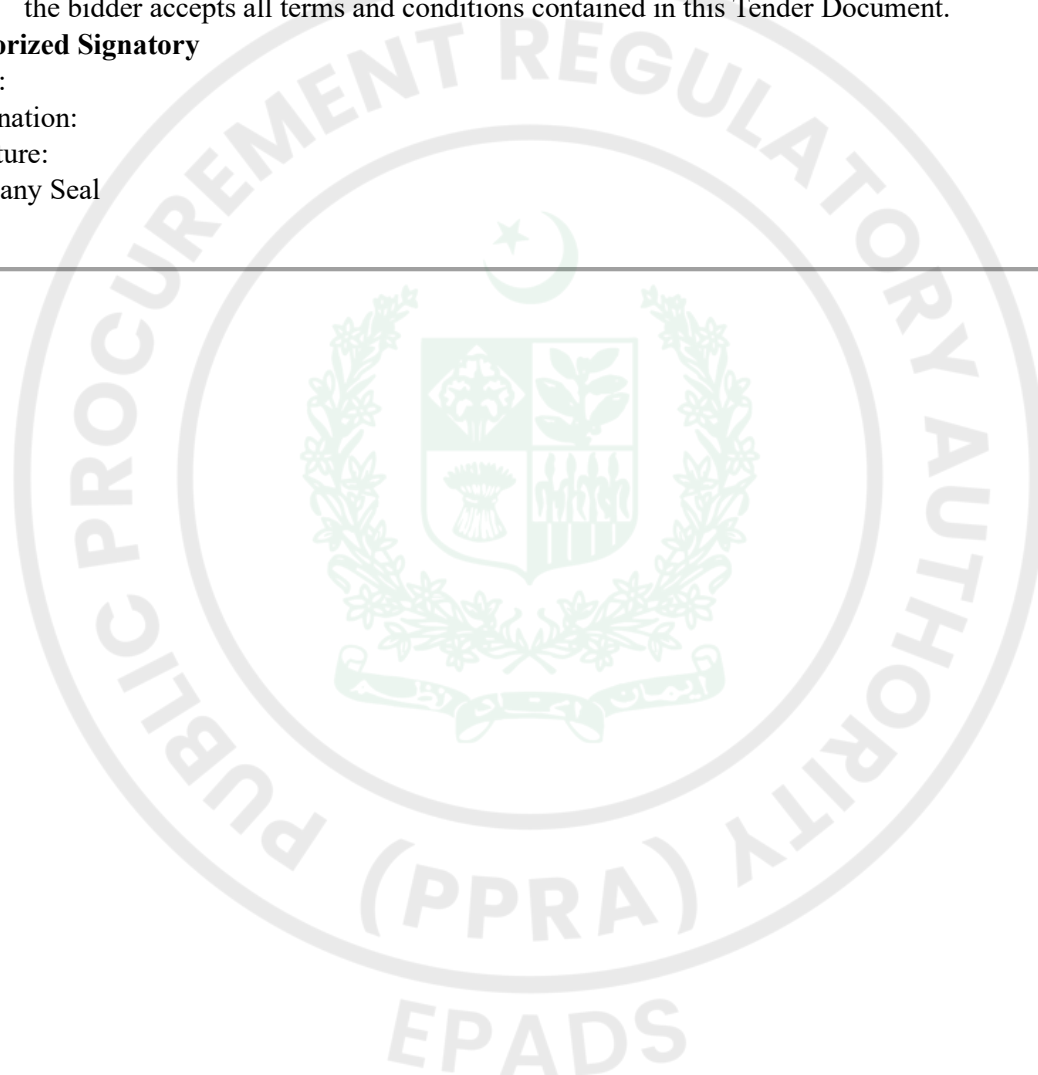
Name:

Designation:

Signature:

Company Seal

Date:



ANNEXURE-C**FINANCIAL BID FORM**

The bidder shall quote a **single monthly lump-sum rate in PKR** inclusive of all costs except applicable GST, if any.

Sr. No	Description	Total Salary & Others	Quantity	Total Salary & Others	Service Charges per Month per Person	Total Service Charges Per Month
1	Supervisor		01			
2	Unarmed Guards		07			
3	Armed Guards		07			
Total						
Total (Total Salary & Others + Total Service Charges)						
Sales Tax 15% (On Service Charges)						
Grand Total						

The quoted rates shall include all applicable costs including, but not limited to:

- salaries and wages;
- EOBI;
- Social Security;
- leave reserves;
- uniforms;
- weapons and ammunition;
- communication equipment;
- training;
- supervision;
- transportation;
- administrative overheads; and
- all other incidental expenses necessary for satisfactory performance of the Contract.

No additional payment shall be admissible except as expressly provided in the Contract.

ANNEXURE-D**DEPLOYMENT SCHEDULE**

Category	Morning Shift	Night Shift	Total
Armed Security Supervisor	1	-	1
Armed Security Guards	4	3	7
Unarmed Security Guards	5	2	7
Total Personnel	10	5	15

14. AWARD OF CONTRACT

14.1 Basis of Award

The Contract shall be awarded to the bidder obtaining the highest combined score after Technical and Financial Evaluation under the prescribed Quality and Cost Based Selection (QCBS) methodology.

14.2 Letter of Acceptance

Following approval of the Competent Authority, CPPA-G shall issue a Letter of Acceptance (LoA) to the successful bidder.

The successful bidder shall acknowledge acceptance of the award within the period specified by CPPA-G.

14.3 Signing of Contract

The successful bidder shall execute the Contract Agreement within the period specified by CPPA-G after submission of the prescribed Performance Security.

Failure to execute the Contract within the stipulated period may result in cancellation of the award.

14.4 Failure of Successful Bidder

If the successful bidder:

- refuses to sign the Contract;
- fails to submit Performance Security;
- withdraws its bid during validity period; or
- otherwise defaults before commencement of services,

CPPA-G may cancel the award, forfeit the Bid Security (where permissible under applicable rules), and proceed in accordance with the Public Procurement Rules, 2004.

14.5 Right to Vary Quantities

CPPA-G reserves the right to increase or decrease the number of deployed security personnel during the contract period depending upon operational requirements, budget availability and administrative needs.

Any such variation shall be mutually agreed through a written amendment or work order.

14.6 No Assignment

The Contractor shall not assign, transfer, subcontract or otherwise delegate any part of the Contract without prior written approval of CPPA-G.

14.7 Conflict of Interest

The Contractor shall immediately disclose any actual or potential conflict of interest which may affect impartial execution of the Contract.

Failure to disclose such conflict may result in termination of the Contract.

15.6 Price Adjustment

The quoted rates shall remain fixed during the initial contract period.

However, in the event of any revision in Government-notified minimum wages or statutory levies directly affecting the cost of manpower during the currency of the Contract, CPPA-G may consider an adjustment strictly to the extent of the notified change, subject to submission of documentary evidence by the Contractor and approval of the Competent Authority.

No adjustment shall be admissible against increases in administrative overheads, profit margins or other indirect costs (service charges shall remain same).

16.3 Records

The Contractor shall maintain complete records relating to:

- deployment;
- attendance;
- leave;
- incidents;
- weapons;
- equipment; and
- statutory compliance.

Such records shall be produced whenever required by CPPA-G.

16.4 Incident Reporting

The Contractor shall immediately inform CPPA-G regarding any:

- theft;
- burglary;
- trespassing;
- security breach;
- vandalism;
- fire;
- accident;
- violence;
- suspicious activity; or
- other emergency.

A detailed written Incident Report shall be submitted within twenty-four (24) hours.

16.5 Mobilization

The Contractor shall mobilize all required manpower, equipment and resources within **seven (07) calendar days** of issuance of the Work Order, unless otherwise directed by CPPA-G.

16.6 Demobilization

Upon expiry or termination of the Contract, the Contractor shall peacefully withdraw its personnel and hand over all CPPA-G property, records, keys, passes and related items to the Authorized Representative. The Contractor shall cooperate fully to ensure a seamless transition to any succeeding contractor.

16.7 Audit and Inspection

CPPA-G, its Internal Audit, External Auditors, Government Authorities or any person authorized by CPPA-G may inspect the Contractor's performance and relevant records pertaining to this Contract. The Contractor shall provide full cooperation during such inspections.

16.8 Intellectual Property and Confidential Information

All reports, registers, documents and records prepared under this Contract shall remain the exclusive property of CPPA-G.

The Contractor shall not reproduce, distribute or disclose such information without prior written approval.