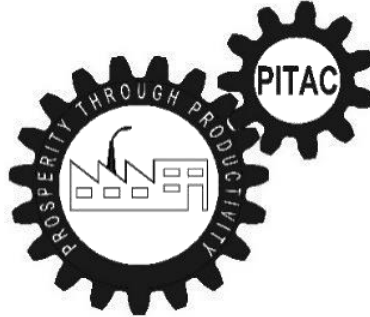


## TENDER DOCUMENT No. 492/2026



### Inviting bids

From firms for

### Providing Security Staff

Through service contract.

Sealed competitive bids are invited by the PITAC, from the reputed Service Provider Firms for providing Manpower through service contract initially for a period of 01 (one) year, which may be extended by another one year, as indicated below:

|    |                                   |                                                                                                                                                                                                                                                     |
|----|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | Location and Area of the building | PITAC (Pakistan Industrial Technical Assistance Centre)<br>Ministry of Industries & Production,<br>Government of Pakistan, Regional Centre Gilgit<br>Contact No: +92 5827 920322<br>Email: <a href="mailto:pitacgb@gmail.com">pitacgb@gmail.com</a> |
| B. | Address/Location                  | Ehsan Ali Rd Kashrote Gilgit                                                                                                                                                                                                                        |
| C. | Contract Period                   | One Year (Extendable on Satisfactory Performance)                                                                                                                                                                                                   |

**A. Manpower Requirement**

| Sr. No. | Category of Manpower | Minimum Qualification or/and experience                                                                                       | No. of personnel required in shift | Shift timings     |
|---------|----------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------|
| 1.      | Security Guards      | Ex-Servicemen of Pakistan Army only; preferably from fighting arms i.e. infantry, artillery or armored corps of Pakistan Army | 02 (Two)                           | Day/Night (shift) |

- B.** An outline of tasks to be carried out by different category of manpower provided is detailed as under: -

| Sr. No. | Category of Manpower | Responsibilities                                                                                                   |
|---------|----------------------|--------------------------------------------------------------------------------------------------------------------|
| 1       | Security Guards      | To provide security related intelligence, vigilance and guarding duties to the office/area wherever he is deputed. |

**c. Quoted Price**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration as mentioned in the table below:

| S. No | Description                                         | No. of Guards Required | Monthly rate for 8 hours shift including all taxes | Total for the month (AxB) | Total for the year (Cx12) |
|-------|-----------------------------------------------------|------------------------|----------------------------------------------------|---------------------------|---------------------------|
|       |                                                     | A                      | B                                                  | C                         | D                         |
| 1     | Security Guards along with 12 bore pump action guns | 02                     |                                                    |                           |                           |

- b) Gilgit Baltistan is tax exempted area otherwise the Service Tax and any other such tax liable to be paid by the client shall be charged quoted by the bidder separately.
- c) The rate quoted shall be fixed for the duration of the contract and shall not be changed except the statutory provisions if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc in this regard.
- d) Each bidder shall submit only one Bid.
- e) The bid shall remain valid for a period of not less than 90 days after the deadline fixed for submission of bids.

**D. Terms and Conditions:**

1. Remuneration shall be disbursed through cheque.
2. The Contracting Agency will ensure payment by 10<sup>th</sup> of every succeeding month to their employees provided to the PITAC as per the monthly remuneration quoted.
3. The Contracting Agency will submit the invoice/ bill along with proof of disbursement in duplicate after making the payment to the employees provided to the PITAC supported with following documents:
  - (i) Details of disbursement made to the staff furnishing Cheque details for each payment.
  - (ii) Proof of payment of statutory obligation such as Service Tax and any other applicable tax.

Payment to the Contracting Agency will be released within 30 days from the date of receipt of the invoice/bill.

4. The Contracting Agency will provide Identity Cards to all the employees valid for the period of contract.
5. The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the client.
6. It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home/Labor department failing which the bid will be treated as disqualified/non-responsive.
7. The normal office hours of the Office are from 8.00 am to 4.00 pm five days from Monday to Friday However, the Contracting Agency will provide the security services round the clock all the days in a month including gazetted and eid holidays according to the duty timings shown at pre-pages/above. PITAC also reserves the right to request for the services of additional/extra manpower. PITAC management has right to increase or decrease in above mentioned manpower strength. The Contracting Agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
8. All Contracting Agency should be holding valid NTN.
9. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total monthly remuneration = Monthly remuneration – A1**

Where A1 =  $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

10. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by PITAC through personal interview of the candidates. Therefore, minimum three-four bio-data shall be made available

against each slot. NO Conveyance or any other charges will be paid by PITAC for interview. In case none is found suitable then additional bio-data shall be made available by the Contracting Agency promptly within 24 hours. The replacement of a candidate on account of absence/unsuitability for PITAC shall be made within 24 hours.

11. The contracting Agency will be required to execute a contract with the PITAC. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
12. In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the PITAC reserves the right to claim and recover damages from Contracting Agency.
13. The character and antecedents of all the security staff will be got verified from the police by the Contracting Agency before deployment for work.
14. **The Contracting Agency will deploy the Ex-servicemen of Pakistan Army only, who are medically fit and are below the age of 50 years as well as physically and mentally alert.**
15. The Contracting Agency shall provide to their security personnel appropriate summer and winter uniform with insignia. If improperly uniform deduction will be Rs. 500/ each guard per day from his salary. If security guard absent from duty will be fined Rs. 500/- per day, which will be deducted each guard from his salary. If security guard does not wear security agency ID card, he will be fined Rs. 500/- each guard per day and amount will be deducted from his salary. If civilian perform the duty replace of Ex-servicemen (ESM) he will be fined Rs. 500/- each guard per day and deducted from his monthly salary.
16. Preferably Ex-servicemen (ESM) from army aging not more than 50 years and having a verified report obtained by the Police station in respect of their character and antecedents to be obtained by the Security Agency on its own cost which will be submitted to PITAC within 15 days from the date of issuance of letter of award.
17. The successful agency shall deploy full contingent of guards as per contract within 15 days from the date of receipt of Letter of Award (LOA) failing which penalty at Rs.100 (Rupees One hundred) will be levied per day per guard not deployed during the first thirty (30) days. Thereafter, the penalty will be levied @ Rs.150 (Rupees One hundred & fifty) per day per guard. If the agency does not deploy the full contingent within 90 days, the contract will be terminated without any further notice.
18. The Agency has to provide the following gears to each Security Guard/replaced new Security guard only proposed to be deployed.
  - a. Two pairs of uniform along with armed badge, chest badge, and whistle attached to the whistle chord every year.
  - b. One pair boots (i.e. shoes with eye lit) for every year.
  - c. Two pairs of socks every year.
  - d. Cap
  - e. Belt

- f. Muffler & Sweater every two years.
  - g. Battery & torch
  - h. Ceremonial dress
  - i. Baton
  - j. Metal Detector
  - k. Vehicle Check Mirror
  - l. Licensed 12 Bore Shot guns with shells/bullets
19. The Agency should not sublet the contract. If the Agency found to have sublet the contract, the above contract will be terminated at the risk and cost of the contractor concerned.
  20. The Ex-servicemen from Army Guards proposed to be deployed are required to be medically checked by the Medical officer and produce their medical fitness certificate for the mentioned position. The certificate should be updated every year afterwards.
  21. Before changing the Ex-servicemen from Army Guards, the Agency has to get the written permission from PITAC management. The Agency has to get the antecedents of the new Ex-servicemen Guard verified. In this regard, a verification report obtained by the Police in respect of their character and antecedents has to be submitted to PITAC at the cost of the Security Agency along with the copy of Training Certificate of the Security Guards & other requirements. The Security personnel have to undergo Medical checkup as stipulated above.
  22. The Agency should make their own arrangements for providing accommodation to their security guards.
  23. The agency should submit the copy of the valid license to engage in the business of Private Security Agency by the Designated Officer of District.
  24. The detail of physical fitness standards, security training, dress code issue of photo identity cards and the details about the Medical examination of the security guard has to be indicated in the tender document.
  25. The security personnel deployed shall be well built, physically fit and mentally alert. It must be ensured that security personnel are not alcoholic or habitual smoker and should be of sound mind.
  26. If the Agency fails to execute the agreement and fails to carry out the assigned work satisfactorily, the PITAC reserve the right to take charge of security matters by itself. The contract will be terminated instantly and contract agency will be blacklisted.

**E. Evaluation of Bid:**

The indenter will evaluate and compare the Bids comprehensively i.e. which are properly signed and conform to the terms & conditions in the following manner. The bid will be treated as non-responsive if following documents are not attached:

- a) Attested copy of license obtained from the Home/Labour Department for running business of private security agencies in Lahore.

- b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- c) Audited Balance sheet and Profit and Loss Account.
- d) List of clientele during the last three years along with cost of assignment.
- e) Police clearance certificate.
- f) Attested copy of proof of Service Tax registration.

The bids will be evaluated according to the technical evaluation criteria and score attached at **Annexure-I** of this Tender Document.

**F. Award of Contract:**

- (a) The PITAC will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the most advantageous bid which may include lowest price.
- (b) The PITAC reserves the right at the time of award of contract to increase/decrease the requirement of manpower as indicated in para (2) above.
- (c) The PITAC prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the PITAC reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

**G. Last Date and time of receipt of Bids.**

You are requested to submit the Sealed Bids with the title on the envelope as “Bids for providing Security Services” latest by **13-10-2026** on **11:00 AM** Technical bids will be opened on the same day at **11:30 AM** in the presence of bidders and/or their representatives.

The PITAC looks forward to receive the Bid in the format of bid attached only and appreciate the interest of the Service Provider in the PITAC.

**H. Scope of Functions and Operational Specifications**

| S. No. | Operational Specifications (Service & other Key Requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.     | Safeguarding and protecting the PITAC’s personnel, properties; materials and equipment from unauthorized use, loss, theft, trespassing, espionage and sabotage. This shall include patrolling premises, site buildings and motor vehicle parking lots by vehicle or by foot as required providing continuous surveillance. While patrolling, check all designated gates, doors and windows and if found unlocked or open, notify the security supervisor and close and lock gates, doors and windows. Also turn off unnecessary lights and perform other security related activities necessary to meet overall security requirements. |
| b.     | Ensure that all the regulations of the PITAC affecting the security and safety of property in guarded premises are carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|    |                                                                                                                                                                                                                                                                             |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| c. | Any interference to the perimeter protection of the premises to be identified and reported to the respective security supervisor immediately.                                                                                                                               |
| d. | Shall deter the commission of assault, robberies, and any other violent crimes by deploying well-trained guards and alert the respective security supervisor.                                                                                                               |
| e. | All visitors and customers to the PITAC's premises to be courteously received assisted and directed.                                                                                                                                                                        |
| f. | Detain any person committing or with reasonable cause is suspected to be in the act of committing a cognizable offence.                                                                                                                                                     |
| g. | Shall prevent the occurrence of fires, explosions and other catastrophes by close observation of the buildings, machinery, building plants, vehicles, electrical equipment and personnel to identify unsafe conditions, procedures or activities.                           |
| h. | Pay attention to all water, gas, mechanical and electrical installations to detect breakdown and wastage and to take immediate action necessary in the interest of safety and security.                                                                                     |
| i. | Ensure that fire-fighting equipment remain in designated locations and are not interfered with. In addition ensure that the right fire fighting equipment is used to extinguish fire when it occurs.                                                                        |
| j. | Record all vehicles visiting the premises and verify gate-passes issued to visitors.                                                                                                                                                                                        |
| k. | Maintain an occurrence book to record daily occurrences of security interest by management and other persons concerned.                                                                                                                                                     |
| l. | Regulate human traffic in all PITAC offices and customer's access respective service counters in an orderly manner without delay.                                                                                                                                           |
| m. | Guard assigned PITAC premises against terrorism by ensuring thorough access controls, screening and/or searching of personnel and vehicles using own handheld metal detectors and under search mirrors for key office premises, detect and deal with suspicious characters. |
| n. | The successful bidder shall be liable for any loss suffered by PITAC caused due to negligence of the security firm's employees.                                                                                                                                             |
| o. | The bidder shall provide security dogs and handlers in specified PITAC premises as may be requested.                                                                                                                                                                        |
| p. | The successful bidder shall be able to send a quick response and backup crew to the client premises at short notice as and when an emergency occur.                                                                                                                         |
| q. | The successful bidder shall be required to have and or to install own guards monitoring system that is semi or fully automated.                                                                                                                                             |

#### **I. Expertise Required**

The Contractor shall be required to assign competent personnel with the following proven and practical expertise to this assignment.

- a. **Security Guards** who are on permanent employment and must have at least two years of experience in security duties and form four (4) level of education with 100% training in anti-terrorism, first aid, fire/safety and customer care.

- b. All staff must be well disciplined and of high integrity.

**J. Reporting Requirements**

- (a) The successful security firm shall be forwarding weekly, monthly, quarter yearly and annual security reports to the Head of Security Services, PITAC regional centre Gilgit covering all facilities where services are provided. Security Company shall responsible to pay minimum wages to its security guards according to described minimum wages of Government of GB.

**TECHNICAL EVALUATION CRITERIA**

The bids once accepted as technically responsive will be evaluated on the basis of financial strength, Experience no of clients, and services rendered etc. The marks are allocated for each strength. The bidders who qualify for a minimum of 70% marks will be technically responsive and the financial bid of the bidder /firm will be open those bidders / firm if scored less than 70% they will be considered as non-responsive and their financial bid will be returned un opened.

|                                                                                                                                       | <b>Marks Obtained</b> |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Experience of the company 4 years (5 mark for each year) 20 <b>Max</b>                                                                | <b>Max 20</b>         |
| Year 1                                                                                                                                |                       |
| Year 2                                                                                                                                |                       |
| Year 3                                                                                                                                |                       |
| Year 4                                                                                                                                |                       |
| <b>Total A</b>                                                                                                                        |                       |
| List of major existing clients including ( <b>Government offices/Semi Government /Autonomous bodies = 5 Mark each</b> ) 20 <b>Max</b> | <b>Max 20</b>         |
| I                                                                                                                                     |                       |
| ii                                                                                                                                    |                       |
| iii                                                                                                                                   |                       |
| iv                                                                                                                                    |                       |
| <b>Total B</b>                                                                                                                        |                       |
| Financial Strength of the company for four years (5 mark each if the annual turnover of the company is above 3 million) 20 <b>Max</b> | <b>Max 20</b>         |
| i                                                                                                                                     |                       |
| ii                                                                                                                                    |                       |
| iii                                                                                                                                   |                       |
| iv                                                                                                                                    |                       |
| <b>Total C</b>                                                                                                                        |                       |
| No of Guards Provided during the last four years. (5 marks if above thirty Guards provided during the year to client )20 <b>Max</b>   | <b>Max 20</b>         |
| i                                                                                                                                     |                       |
| ii                                                                                                                                    |                       |

|                                                                        |               |
|------------------------------------------------------------------------|---------------|
| iii                                                                    |               |
| iv                                                                     |               |
| <b>Total D</b>                                                         |               |
| Performance Certificates by Major Clients (5 marks each) 20 <b>Max</b> | <b>Max 20</b> |
| i                                                                      |               |
| ii                                                                     |               |
| iii                                                                    |               |
| iv                                                                     |               |
| <b>Total E</b>                                                         |               |
| <b>Total (A+B+C+D+E)</b>                                               |               |

**Annex-A**

**AFFIDAVIT (Stamp paper Rs. 300)**

I/We do hereby confirm that, M/s \_\_\_\_\_ is not blacklisted by any Govt. Department/Authority in Pakistan. It is further confirmed that information given and submitted is correct. In case of any misinformation, PITAC reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Annex-B

**AFFIDAVIT (Stamp paper Rs. 300)**

I/We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of security service and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and any special instructions given time to time and enforced.
2. That the information given in the application form and bidding documents is correct. In case of any misinformation, PITAC, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_