

Standard Bidding Document

PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES (Non-Consultancy Services)

National

Single Stage-Two Envelope



October 02, 2026

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Table of Contents

PROCUREMENT NOTICE	1
Instructions to Bidders	3
Bid Data Sheet	24
Bids Data Sheet (BDS)	25
Eligibility Criteria	29
Evaluation Criteria	31
Required Services	33
Related Services :	35
Services Specifications	36
Scope of Work	43
Price Schedule	46
General Conditions of Contract	48
Special Conditions of Contract	58
Bid Securing Declaration	63
Contract Form	65
Integrity Pact	68
Performance Guarantee Form	70
Annexure	73
PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES	74
Procurement Forms	75
Additional Forms and Documents	78

PROCUREMENT NOTICE

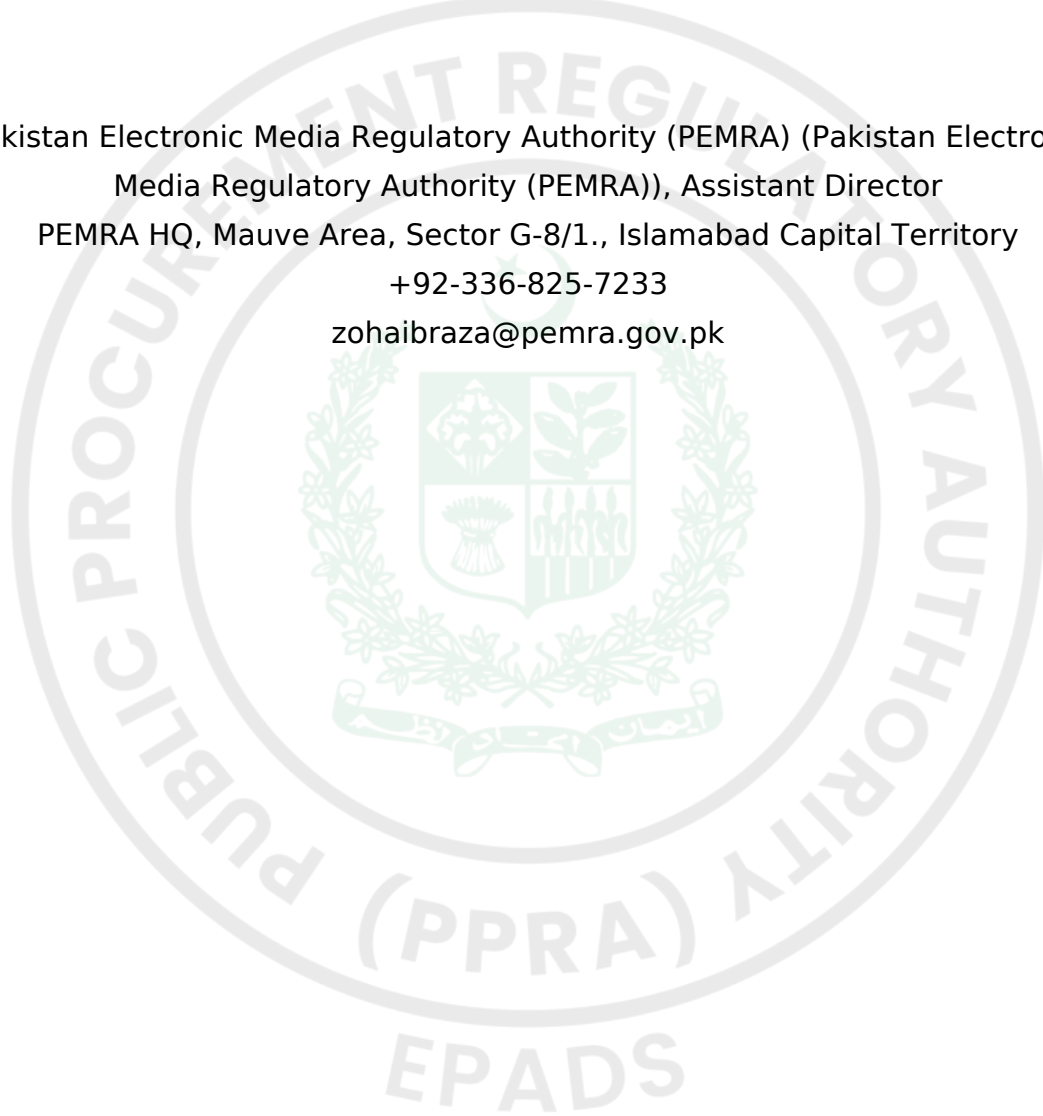
PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES**” with the reference of “**P125362**”
2. The **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) 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, Banker's Cheque, Demand Draft** 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/125362>**.
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 19, 2026 11:00 AM**. E-bids will be opened on the same day at

Monday, October 19, 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

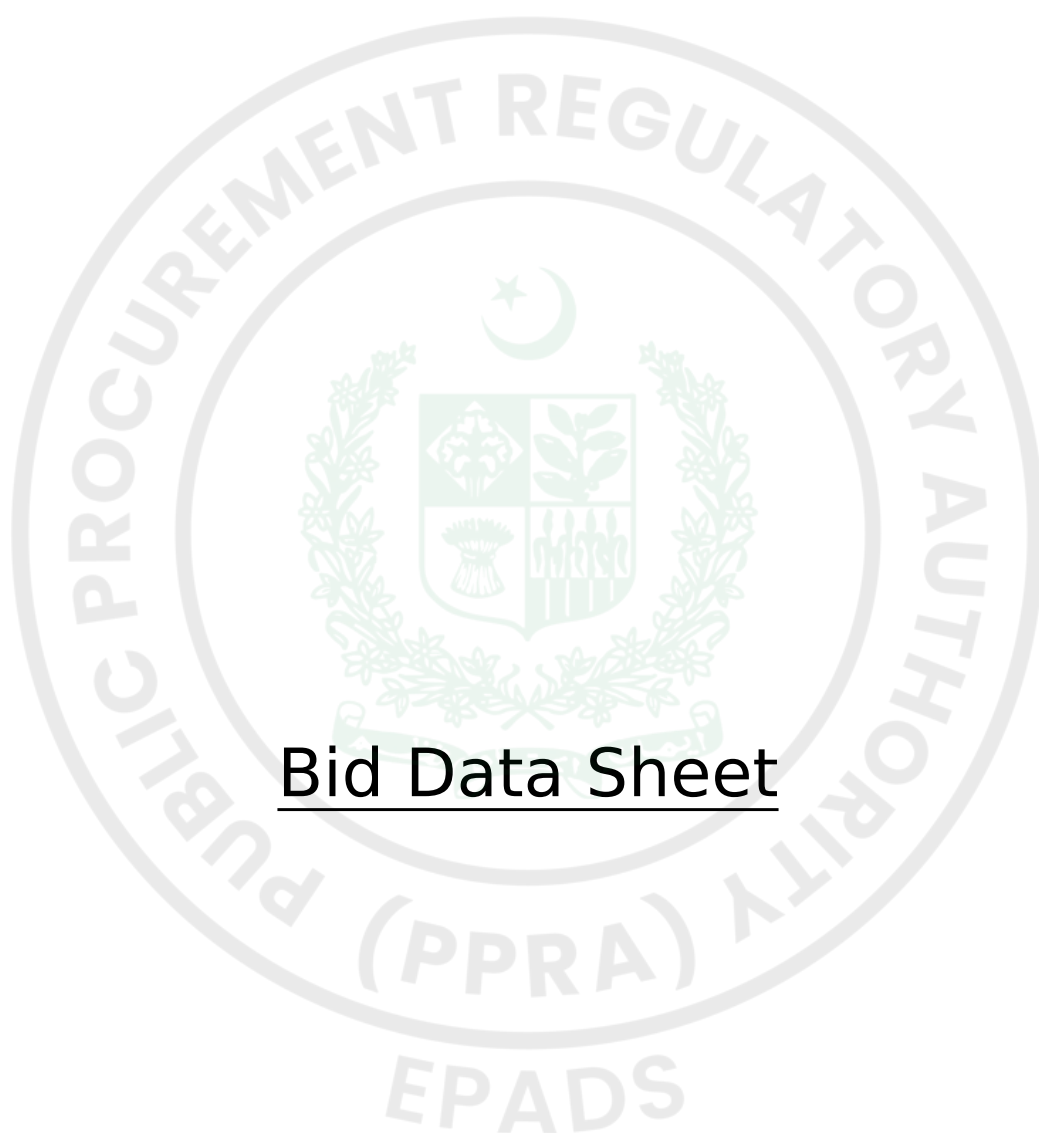
H. Blacklisting/ Debarment

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: **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))**

The subject of procurement is: **PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES**

Expected commencement date: **Sunday, November 15, 2026**

BDS Clause Number 2

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

Name and identification number of the Contract: **P125362**

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:
Friday, October 16, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

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: **90 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, Banker's Cheque, Demand Draft**

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;

PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory

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

The deadline for Bids submission is: **Monday, October 19, 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 19, 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)	
Company (Public Limited)	

Eligibility Criteria	Document
Firm/company legally registered with the appropriate authority and competent to undertake security services in Pakistan.	Yes
Valid licence/registration/permission from the Ministry of Interior and/or relevant provincial Home Department/security authority for operation in the jurisdictions where services are to be provided, as applicable.	Yes
Valid NTN and applicable sales tax/provincial sales tax registration	Yes
Active Taxpayer List (ATL) status	Yes
A minimum of three (03) years of relevant experience in the provision of security services is mandatory	Yes
Evidence of relevant completed/ongoing contracts with public-sector, banking, corporate or other reputable organizations.	Yes

Evidence of adequate financial capacity, including financial statements/bank statements/tax returns for the prescribed period. The minimum average annual turnover shall be equivalent to at least one (01) time the estimated annual procurement value, i.e. PKR 25,100,000	Yes
Not blacklisted/debarred by PPRA, any Federal/Provincial Government department, autonomous body or other public-sector organization, any competent security agency/authority and submission of prescribed undertaking.	Yes
Documentary evidence of training and certification of guards and supervisors	Yes
A list of proposed Security Guards indicating the number and proportion who are ex-Pakistan Army personnel, supported by copies of discharge certificates showing honourable discharge and character/conduct assessed not below "Very Good".	Yes
Not insolvent, bankrupt, under liquidation, receivership or otherwise legally incapacitated from entering into the contract.	Yes
Compliance with applicable tax, EOBI, social security and labour-law obligations	Yes
Bid Security 5 % of the bid value	Yes
Authority/Power of Attorney for the person signing the bid, where applicable	Yes
Undertaking that all guards and the supervisor to be deployed shall satisfy the prescribed qualification, age, training, character/security verification and fitness requirements	Yes
Undertaking to provide armed guards with valid licences/authorizations for weapons and security services, as required by applicable law.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	
Company profile and legal/regulatory registrations (Maximum 10 marks) Valid firm/company registration and incorporation documents 3 Security licence(s)/registration from Ministry of Interior/Home Department 4 NTN/GST/PST registration and Active Taxpayer List (ATL) status 3 (Qualitative)(Doc Required)	10
Relevant experience in security services (Maximum 20 marks) 6 years up to less than 8 years of relevant experience 8 8 years up to less than 10 years of relevant experience 14 (Qualitative)(Doc Required)	20
10 years or more of relevant experience (20)	
8 years up to less than 10 years of relevant experience (14)	
6 years up to less than 8 years of relevant experience (8)	

Experience with public-sector / banking / large corporate clients (Maximum 15 marks) 1-2 relevant contracts with public-sector/banking/large corporate clients 5 3-4 such contracts 10 5 or more such contracts 15 (Qualitative)(Doc Required) 5 or more such contracts (15) 3-4 such contracts (10) 1-2 relevant contracts with public-sector/banking/large corporate clients (5)	15
Availability and deployment capacity for 24/7 multi-city operations (Maximum 15 marks) Deployment plan covering PEMRA Headquarters and all Regional Offices 6 Demonstrated branch presence/partner arrangement in the relevant cities 5 Replacement/backup mechanism and stated response time 4 (Qualitative)(Doc Required)	15
Quality of proposed security personnel / training arrangements (Maximum 10 marks) Recruitment standards and character/background verification process 3 Training programme (content, duration and frequency) 4 Proportion of proposed Security Guards who are ex-Pakistan Army personnel (50% or above — 3 marks; 25% to 49% — 2 marks; below 25% — nil) 3 (Qualitative)(Doc Required)	10
Supervision and monitoring mechanism (Maximum 10 marks) Supervisor deployment and coverage plan 4 Inspection/reporting and escalation matrix 6 (Qualitative)(Doc Required)	10
Security equipment, uniforms and arms compliance (Maximum 10 marks) Equipment and uniform list/standards 5 Weapon licensing compliance and standard operating procedures 5 (Qualitative)(Doc Required)	10
Financial and operational capacity (Maximum 10 marks) (Qualitative)(Doc Required) Average annual turnover $\geq 2x$ the estimated annual contract value (10) Average annual turnover $\geq 1.5x$ the estimated annual contract value (8) Average annual turnover $\geq 1x$ the estimated annual contract value (5)	10

Required Services

Lot Title : Securitiy Guards for PEMRA HQ and Its Regional Offices

Bid Security : 1255000 PKR

Position	Delivery Schedule	Quantity
PEMRA Headquarters, Islamabad	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 02 Days Quantity: 13/person	13/person
Lahore Regional Office	Address: PEMRA Regional Office, Lahore Schedule: 2 Days Quantity: 03/person	3/person
Karachi Regional Office	Address: PEMRA Regional Office, Karachi Schedule: 2 Days Quantity: 03/person	3/person
Hyderabad Regional Office	Address: PEMRA Regional Office, Hyderabad Schedule: 27 Days Quantity: 03/person	3/person

Position	Delivery Schedule	Quantity
Sukkur Regional Office	Address: PEMRA Regional Office, Sukkur Schedule: 2 Days Quantity: 03/person	3/person
Multan Regional Office	Address: PEMRA Regional Office, Multan Schedule: 2 Days Quantity: 03/person	3/person
Gujranwala Regional Office	Address: PEMRA Regional Office, Gujranwala Schedule: 2 Days Quantity: 03/person	3/person
Sargodha Regional Office	Address: PEMRA Regional Office, Sargodha Schedule: 2 Days Quantity: 03/person	3/person
Faisalabad Regional Office	Address: PEMRA Regional Office. Faisalabad Schedule: 2 Days Quantity: 03/person	3/person

Related Services :

No



Services Specifications

Lot Title : Security Guards for PEMRA HQ and Its Regional Offices

Position: PEMRA Headquarters, Islamabad

Specifications / Requirements:

12 Security Guards and one Supervisor. Total 13. Coverage 24 hours (00:00–24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Position: Lahore Regional Office

Specifications / Requirements:

Total 3 guards, Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Position: Karachi Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel,

buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Position: Hyderabad Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and

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Position: Sukkur Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Position: Multan Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Position: Gujranwala Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel,

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Position: Sargodha Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and

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Position: Faisalabad Regional Office

Specifications / Requirements:

Coverage 24 hours (00:00-24:00), 7 days 3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement. 4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person. 5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty. 6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets. 7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA. 8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs. 9. Prevent unauthorized persons from entering restricted or sensitive areas. 10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats. 11. Conduct internal/external patrols as directed by PEMRA. 12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events. 13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA. 14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct. 15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions. 16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures. 17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost. 18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA. 19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services. 20. Maintain confidentiality of information observed or obtained during performance of the contract. 21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence. 22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty. 23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public. 24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.

Scope of Work

The Contractor shall provide professional, continuous and effective security services at PEMRA Headquarters and Regional Offices in accordance with this document, the contract, PEMRA instructions and applicable law.

1. Deploy 36 trained and armed Security Guards and one Security Supervisor at the locations and in the numbers specified in the Schedule of Requirements.
2. Maintain uninterrupted 24-hour, seven-day-a-week security coverage at PEMRA Headquarters and at every Regional Office, including weekends and public holidays.

Clarification: The manpower quantities specified in the Schedule of Requirements represent the number of Security Guards to be deployed against the security posts and manned hours stated therein. The Contractor shall additionally arrange, at its own cost, all relief, rest-day, leave and replacement personnel necessary to maintain the specified manned hours without interruption. Such relief personnel shall be over and above the deployed strength and shall be included in the quoted rates.

1. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement.
2. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person.
3. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty.

4. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets.
5. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA.
6. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs.
7. Prevent unauthorized persons from entering restricted or sensitive areas.
8. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats.
9. Conduct internal/external patrols as directed by PEMRA.
10. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events.
11. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA.
12. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct.
13. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions.
14. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures.
15. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost.

16. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA.
17. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services.
18. Maintain confidentiality of information observed or obtained during performance of the contract.
19. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence.
20. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty.
21. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public.
22. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.
23. Indemnify PEMRA to the extent provided under the contract for losses attributable to the contractor's negligence, misconduct or failure to perform the contracted security services.
24. PEMRA may, based on its operational and security requirements, increase or decrease the number of security personnel deployed at any location during the Contract period. The Contractor shall comply with such revised deployment requirements upon written direction from PEMRA, subject to the terms of the Contract and applicable procurement rules.

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: Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES

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:

Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director
PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory
+92-336-825-7233
zohaibraza@pemra.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:

Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director
PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory
+92-336-825-7233
zohaibraza@pemra.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 **0.05% to 0.01%** 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.: **P125362**

To: **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director PEMRA HQ, Mauve Area, Sector G-8/1., 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 **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))**, Assistant Director PEMRA HQ, Mauve Area, Sector G-8/1., 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., **PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES (P125362)** 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.

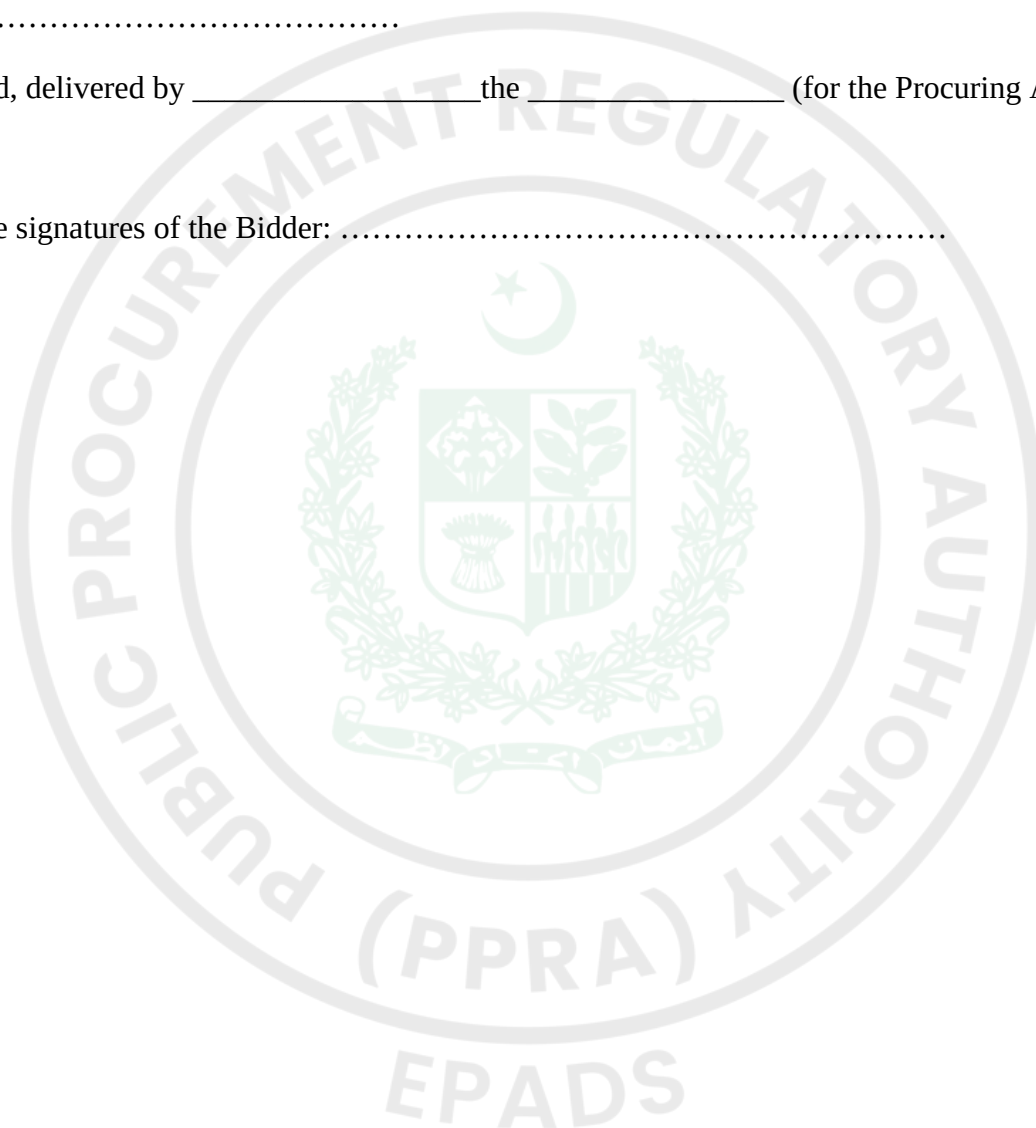
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

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: **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director PEMRA HQ, Mauve Area, Sector G-8/1., 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]*

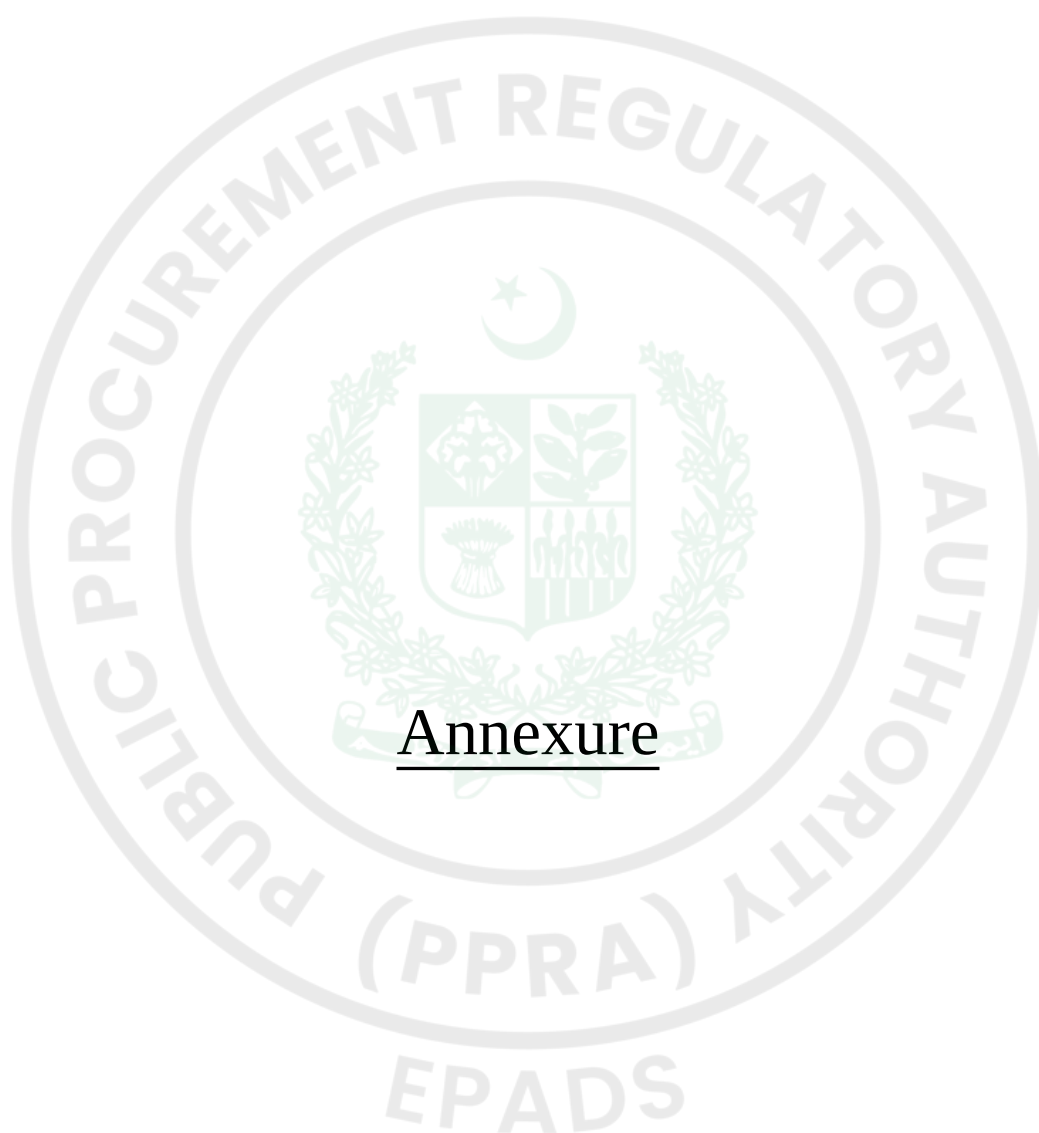
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES

Information (Read-Only)

See Form Under Additional Forms and Documents: **PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES** (page number: 79)





Procurement Forms







Additional Forms and Documents

PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY (PEMRA)

HEADQUARTERS, ISLAMABAD

STANDARD BIDDING DOCUMENT

PROCUREMENT OF NON-CONSULTANCY SERVICES

PROVISION OF SECURITY SERVICES FOR PEMRA HEADQUARTERS AND REGIONAL OFFICES

Procurement Method: Single Stage – Two Envelope Procedure

Contract Period: Initially One (01) Year, Extendable by up to Two (02) Further Years, subject to satisfactory performance, availability of funds and applicable rules/approvals

Estimated Cost: PKR 25,100,000/- (estimated annual procurement value)

The estimated procurement value has been determined on the basis of 36 Security Guards and 1 Security Supervisor deployed against nine (09) security posts manned continuously for twenty-four hours on eight-hour shifts, and on the following build-up of the monthly cost per deployed person:

Sr.	Component of the monthly cost per deployed person	Amount (PKR)
1	Basic monthly wage (notified minimum wage w.e.f. 01-07-2026)	40,700
2	EOBI contribution — employer's share	2,035
3	Provincial social security / ESSI — employer's share	2,442
4	Sub-total before profit and taxes	45,177
5	Contractor's profit (8%)	3,614
6	Sales tax on services (16%)	7,807
7	Total monthly cost per deployed person	56,598

Annual estimate: 37 personnel × PKR 56,598 × 12 months = PKR 25,129,512, rounded to PKR 25,100,000/-.

Performance Guarantee: 10% of Annual Contract Price in the form of Bank Guarantee

TABLE OF CONTENTS

1. Procurement Notice / Invitation for Bids
2. Instructions to Bidders (ITB)
3. Bid Data Sheet (BDS)
4. Eligibility and Qualification Requirements
5. Technical Evaluation Criteria
6. Financial Evaluation Criteria
7. Schedule of Requirements and Deployment Plan
8. Scope of Work / Terms of Reference
9. Security Guard and Supervisor Specifications
10. Contractor Responsibilities
11. Attendance, Rosters and Replacement
12. Visitor Access and Entry Register
13. Uniform, Arms and Equipment
14. Incident Reporting and Emergency Response
15. Performance Monitoring and Penalties
16. Insurance Coverage
17. Price Schedule / Financial Bid
18. General Conditions of Contract
19. Special Conditions of Contract
20. Contract Form
21. Bid Securing Declaration
22. Performance Guarantee / Bank Guarantee
23. Undertakings and Forms
24. Integrity Pact
25. Annexures / Checklists

1. PROCUREMENT NOTICE / INVITATION FOR BIDS

PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY (PEMRA) invites sealed/e-bids through EPADS v2.0 from eligible and registered firms/companies for the provision of security services at PEMRA Headquarters, Islamabad and its Regional Offices.

The procurement shall be conducted through the Single Stage–Two Envelope procedure. Bidders shall submit separate Technical and Financial Proposals in accordance with the bidding document and EPADS v2.0 requirements. The Financial Proposal of only those bidders whose Technical Proposal is determined to be substantially responsive and technically qualified shall be opened/evaluated.

Item	Particular
Procuring Agency	Pakistan Electronic Media Regulatory Authority (PEMRA)
Procurement	Provision of Security Services for PEMRA Headquarters and Regional Offices
Nature	Non-Consultancy Services
Procurement Method	Open Competitive Bidding – Single Stage–Two Envelope
Contract Period	One (01) year initially; extendable by up to two (02) further years, subject to satisfactory performance, funds and applicable rules/approvals
Total Personnel	37 (36 armed Security Guards + 1 Security Supervisor)
Coverage	24 hours a day, 7 days a week, including weekends and public holidays, at PEMRA Headquarters and its Regional Offices.
Bid Security	Bid Security is 5% of the bid amount.
Performance Guarantee	10% of Contract Price, in the form of an irrevocable Bank Guarantee
Estimated Cost	PKR 25,100,000
Bid Submission Deadline	29 th September, 2026, 11:00 AM
Bid Opening	29 th September, 2026, 11:30 AM

Bids shall be submitted electronically through EPADS v2.0. Manual submission shall not be entertained PEMRA reserves the right to reject bids, annul the procurement process, or take any other action permitted under applicable procurement law and the bidding documents after recording reason in writing.

2. INSTRUCTIONS TO BIDDERS (ITB)

2.1 Scope of Bids

PEMRA invites bids for continuous security services at the locations and in the quantities specified in the Schedule of Requirements. The successful bidder shall provide trained, armed and properly vetted personnel and all ancillary arrangements necessary for uninterrupted performance.

2.2 Single Stage–Two Envelope Procedure

The bidder shall submit a Technical Proposal and a Financial Proposal separately. The Technical Proposal shall contain all documents required for eligibility, qualification and technical evaluation and shall not contain the bidder's financial rates except where expressly required by the bidding form. The Financial Proposal shall contain the completed price schedule and all financial information required by PEMRA/EPADS.

2.3 Technical Evaluation First

Technical Proposals shall be evaluated first. Only bidders meeting the mandatory eligibility requirements and achieving the prescribed minimum technical score shall proceed to financial evaluation.

2.4 Financial Proposal

Financial Proposals shall remain unopened until completion of technical evaluation and approval of the technical evaluation result in accordance with applicable procedure. Financial proposals of technically qualified bidders shall then be opened as notified.

2.5 Clarifications

Bidders may seek clarifications through EPADS v2.0 within the period specified in the BDS. PEMRA may issue clarifications/addenda through the prescribed platform.

2.6 Addenda

Any addendum or corrigendum issued by PEMRA shall form part of the bidding documents and shall be dealt with in accordance with the applicable PPRA/EPADS requirements.

2.7 Bid Validity

The bid shall remain valid for the period specified in the BDS. Any extension shall be dealt with in accordance with applicable rules.

2.8 Bid Security

A bid security equal to 5% of the estimated procurement value shall be furnished in the form and manner prescribed in the BDS and EPADS. The bid security shall be valid for the prescribed period.

2.9 Right to Reject

PEMRA may reject a bid in accordance with the applicable PPRA Rules, regulations and the bidding document.

2.10 Abnormally Low Bids

Where a bid appears abnormally low, PEMRA may seek written clarification and detailed price analysis. The bidder shall demonstrate its capacity to perform the complete scope, including lawful wages, statutory obligations and all overheads, at the quoted price.

3. BID DATA SHEET (BDS)

BDS Item	Requirement
Procuring Agency	Pakistan Electronic Media Regulatory Authority (PEMRA)
Subject	Provision of Security Services for PEMRA Headquarters and Regional Offices
Procurement Method	Single Stage–Two Envelope
Selection Basis	Technically qualified bidder with the lowest evaluated responsive financial bid, subject to applicable procurement rules
Contract Duration	Initial period of one year

Extension	Up to two further years, in one or more extensions as approved, subject to satisfactory performance, availability of funds and applicable rules
Total Personnel	37: 36 Security Guards + 1 Security Supervisor
Security Guards	Armed, trained, licensed/authorized as required by law
Coverage	24 hours a day, 7 days a week, including weekends and public holidays, at PEMRA Headquarters and its Regional Offices
Bid Security	5% of the Bid amount
Performance Guarantee	10% of Contract Price; Bank Guarantee from a scheduled bank acceptable to PEMRA
Estimated Cost	PKR 25,100,000
Taxes	All applicable federal/provincial/local taxes and statutory charges shall be dealt with in accordance with prevailing law and the price schedule
Currency	Pakistani Rupees
Submission Platform	EPADS v2.0

In the event of inconsistency between the BDS and the general ITB, the BDS shall prevail to the extent of such inconsistency, subject to applicable procurement law and the final EPADS-generated document.

4. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

The following shall be treated as mandatory requirements unless expressly marked otherwise in the final BDS. Failure to submit a required document or failure to satisfy a mandatory requirement may render the bid non-responsive.

- Firm/company legally registered with the appropriate authority and competent to undertake security services in Pakistan.
- Valid licence/registration/permission from the Ministry of Interior and/or relevant provincial Home Department/security authority for operation in the jurisdictions where services are to be provided, as applicable.
- Valid NTN and applicable sales tax/provincial sales tax registration.
- Active Taxpayer List (ATL) status, where applicable.
- A minimum of three (03) years of relevant experience in the provision of security services is mandatory.
- Evidence of relevant completed/ongoing contracts with public-sector, banking, corporate or other reputable organizations.
- Evidence of adequate financial capacity, including financial statements/bank statements/tax returns for the prescribed period. The minimum average annual turnover shall be equivalent to at least one (01) time the estimated annual procurement value, i.e. PKR 25,100,000.
- Not blacklisted/debarred by PPRA, any Federal/Provincial Government department, autonomous body or other public-sector organization, any competent security agency/authority and submission of prescribed undertaking.
- Documentary evidence of training and certification of guards and supervisors
- A list of proposed Security Guards indicating the number and proportion who are ex-Pakistan Army personnel, supported by copies of discharge certificates showing honourable discharge and character/conduct assessed not below "Very Good".
- Not insolvent, bankrupt, under liquidation, receivership or otherwise legally incapacitated from entering into the contract.
- Compliance with applicable tax, EOBI, social security and labour-law obligations.
- Bid Securing Declaration / Bid Security as prescribed.
- Authority/Power of Attorney for the person signing the bid, where applicable.

- Undertaking that all guards and the supervisor to be deployed shall satisfy the prescribed qualification, age, training, character/security verification and fitness requirements.
- Undertaking to provide armed guards with valid licences/authorizations for weapons and security services, as required by applicable law.

5. TECHNICAL EVALUATION CRITERIA

The Technical Proposal shall be evaluated on the basis of the following criteria.

Criterion	Maximum Marks	Indicative Evidence
Company profile and legal/regulatory registrations	10	Registration certificates, licences, NTN/GST/PST, ATL
Relevant experience in security services	20	Contracts, work orders, completion/performance certificates
Experience with public-sector / banking / large corporate clients	15	Client list and documentary evidence
Availability and deployment capacity for 24/7 multi-city operations	15	Deployment plan, organizational structure, regional coverage and replacement mechanism
Quality of proposed security personnel / training arrangements	10	Training programme, recruitment standards, verification process; list of proposed personnel with Army discharge certificates
Supervision and monitoring mechanism	10	Supervisor plan, inspection/reporting mechanism, escalation matrix
Security equipment, uniforms and arms compliance	10	Equipment list, weapon/licence compliance and SOPs
Financial and operational capacity	10	Audited accounts/bank statements/turnover evidence
TOTAL	100	

Recommended minimum qualifying score: 70/100, subject to every mandatory eligibility condition being satisfied. A bidder failing any mandatory requirement shall be treated as technically non-responsive regardless of total marks.

PEMRA may require documentary proof for any claimed experience or capability. Unsupported claims shall not receive marks.

5.1 Detailed Marks Breakdown by Criterion

Basis for Award of Marks	Marks
Company profile and legal/regulatory registrations (Maximum 10 marks)	
Valid firm/company registration and incorporation documents	3
Security licence(s)/registration from Ministry of Interior/Home Department	4
NTN/GST/PST registration and Active Taxpayer List (ATL) status	3
Relevant experience in security services (Maximum 20 marks)	
6 years up to less than 8 years of relevant experience	8
8 years up to less than 10 years of relevant experience	14
10 years or more of relevant experience	20
Experience with public-sector / banking / large corporate clients (Maximum 15 marks)	
1–2 relevant contracts with public-sector/banking/large corporate clients	5
3–4 such contracts	10
5 or more such contracts	15
Availability and deployment capacity for 24/7 multi-city operations (Maximum 15 marks)	
Deployment plan covering PEMRA Headquarters and all Regional Offices	6
Demonstrated branch presence/partner arrangement in the relevant cities	5
Replacement/backup mechanism and stated response time	4
Quality of proposed security personnel / training arrangements (Maximum 10 marks)	

Recruitment standards and character/background verification process	3
Training programme (content, duration and frequency)	4
Proportion of proposed Security Guards who are ex-Pakistan Army personnel (50% or above — 3 marks; 25% to 49% — 2 marks; below 25% — nil)	3
Supervision and monitoring mechanism (Maximum 10 marks)	
Supervisor deployment and coverage plan	4
Inspection/reporting and escalation matrix	6
Security equipment, uniforms and arms compliance (Maximum 10 marks)	
Equipment and uniform list/standards	5
Weapon licensing compliance and standard operating procedures	5
Financial and operational capacity (Maximum 10 marks)	
Average annual turnover $\geq 1x$ the estimated annual contract value	5
Average annual turnover $\geq 1.5x$ the estimated annual contract value	8
Average annual turnover $\geq 2x$ the estimated annual contract value	10

6. FINANCIAL EVALUATION CRITERIA

Financial Proposals of only technically qualified bidders shall be considered. The financial evaluation shall be on the basis of the total evaluated contract price for the complete scope, including all applicable taxes, duties, statutory contributions, wages, EOBI/social-security obligations, uniforms, equipment, supervision, overheads, replacement arrangements and other costs required to perform the contract.

The contract shall ordinarily be awarded to the technically qualified bidder whose Financial Proposal is the lowest evaluated responsive bid, subject to the applicable procurement rules and PEMRA's right to seek clarification of an abnormally low bid.

A bid that does not adequately provide for lawful minimum wages and statutory obligations may be considered non-responsive or may be subjected to clarification as permitted under the applicable procurement framework.

Arithmetic errors shall be dealt with in accordance with the applicable bidding rules and the final BDS.

7. SCHEDULE OF REQUIREMENTS AND DEPLOYMENT PLAN

Location	Security Guards	Supervisor	Total Personnel	Coverage
PEMRA Headquarters, Islamabad	12	1	13	24 hours (00:00–24:00), 7 days
Lahore Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Karachi Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Hyderabad Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Sukkur Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Multan Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Gujranwala Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Sargodha Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
Faisalabad Regional Office	3	—	3	24 hours (00:00–24:00), 7 days
TOTAL	36	1	37	As specified above

The Security Supervisor shall ordinarily be stationed/operationally based at PEMRA Headquarters, Islamabad and shall supervise the deployed security force across the contract. PEMRA may require visits/inspections at

Regional Offices and may require the contractor to nominate an appropriate alternate supervisory arrangement for regional oversight.

Note: The quantities indicated in the Schedule of Requirements represent the initial required deployment. PEMRA reserves the right, subject to applicable procurement rules, to increase or decrease the number of security personnel and/or revise their deployment among its Headquarters and Regional Offices according to operational requirements. Any resulting adjustment shall be dealt with at the applicable contractual rates and in accordance with the Contract.

Posts and Shift Pattern. For the avoidance of doubt, the deployment specified above is on the following basis:

- PEMRA Headquarters — four (04) security posts, each manned continuously for 24 hours, covered by twelve (12) Security Guards working three eight-hour shifts per post.
- Each Regional Office — one (01) security post, manned continuously for 24 hours, covered by three (03) Security Guards working three eight-hour shifts (00:00–08:00, 08:00–16:00 and 16:00–24:00).

No Security Guard shall be rostered for more than eight (08) hours in any twenty-four hour period. At every designated post, one Security Guard shall be physically present and on duty throughout the specified manned hours, without interruption, including during shift changeover and meal or prayer breaks.

Relief, Rest Days and Leave. The Contractor shall, at its own cost and within the quoted rates, provide relief personnel to cover weekly rest days, annual, casual and sick leave, and public holidays, so that the manned hours specified above are maintained on all seven days of the week. Relief personnel shall be over and above the deployed strength and shall meet the same qualification, licensing, training and verification requirements as the personnel they relieve.

8. SCOPE OF WORK / TERMS OF REFERENCE

The Contractor shall provide professional, continuous and effective security services at PEMRA Headquarters and Regional Offices in accordance with this document, the contract, PEMRA instructions and applicable law.

1. Deploy 36 trained and armed Security Guards and one Security Supervisor at the locations and in the numbers specified in the Schedule of Requirements.
2. Maintain uninterrupted 24-hour, seven-day-a-week security coverage at PEMRA Headquarters and at every Regional Office, including weekends and public holidays.

Clarification: The manpower quantities specified in the Schedule of Requirements represent the number of Security Guards to be deployed against the security posts and manned hours stated therein. The Contractor shall additionally arrange, at its own cost, all relief, rest-day, leave and replacement personnel necessary to maintain the specified manned hours without interruption. Such relief personnel shall be over and above the deployed strength and shall be included in the quoted rates.

3. Ensure that no security post is left unattended. A guard shall not leave the assigned post until properly relieved by an authorized replacement.
4. Prepare and maintain duty rosters/shift schedules and provide them to PEMRA's designated focal person.
5. Immediately provide a suitable replacement where any guard is absent, on leave, medically unfit, suspended or otherwise unable to perform duty.
6. Control unauthorized access to PEMRA premises and protect PEMRA's personnel, buildings, equipment, records and other assets.
7. Check entry and exit of personnel, visitors, contractors and service providers as directed by PEMRA.
8. Screen/inspect visitors, baggage, parcels and vehicles where authorized and required under PEMRA security SOPs.
9. Prevent unauthorized persons from entering restricted or sensitive areas.

10. Maintain vigilance against theft, vandalism, unauthorized removal of property, trespass, demonstrations, intrusion and other security threats.
11. Conduct internal/external patrols as directed by PEMRA.
12. Maintain incident/occurrence registers and promptly report security incidents, suspicious activity, breaches, damage, theft, fire, medical emergencies and other unusual events.
13. Maintain daily attendance records for all deployed personnel and produce them whenever demanded by PEMRA.
14. Ensure that all deployed guards remain in proper uniform, wear identification cards and maintain professional conduct.
15. Ensure that all guards are properly vetted, trained, physically fit and cleared as required by applicable law and PEMRA instructions.
16. Ensure all weapons carried by guards are lawfully licensed/authorized, properly maintained and used strictly in accordance with law and approved security procedures.
17. Provide all required uniforms, shoes, belts, identification cards, torches, rainwear and other agreed security equipment at the contractor's cost.
18. Conduct periodic supervisory inspections and submit inspection/performance reports to PEMRA.
19. Coordinate with PEMRA's focal person and, where necessary, police, rescue, fire and other emergency services.
20. Maintain confidentiality of information observed or obtained during performance of the contract.
21. Ensure that security personnel do not consume alcohol, narcotics or prohibited substances or report for duty under their influence.
22. Ensure guards do not sleep, abandon posts, engage in unauthorized personal activities or misuse PEMRA facilities while on duty.
23. Ensure courteous and disciplined conduct toward PEMRA employees, visitors and members of the public.
24. Comply with all applicable labour, wage, EOBI, social security, tax, security licensing and other statutory requirements.
25. Indemnify PEMRA to the extent provided under the contract for losses attributable to the contractor's negligence, misconduct or failure to perform the contracted security services.
26. PEMRA may, based on its operational and security requirements, increase or decrease the number of security personnel deployed at any location during the Contract period. The Contractor shall comply with such revised deployment requirements upon written direction from PEMRA, subject to the terms of the Contract and applicable procurement rules.

9. SECURITY GUARD AND SUPERVISOR SPECIFICATIONS

9.1 Security Guards

- Security Guards shall be trained and experienced and shall meet the licensing/registration requirements applicable to private security personnel.
- Guards shall be medically and physically fit for security duties.
- Guards shall possess the following minimum education and experience: Security Guard — Matriculation (or equivalent) with 1-year experience in a licensed private security agency; Security Supervisor/Shift In-charge — Intermediate (or equivalent) with 3 years' experience, including at least 1 year in a supervisory role. The Contractor shall submit documentary evidence (educational certificates, experience certificates, and CNIC) for each deployed guard.
- **Preference for ex-Army personnel.** Security Guards and the Security Supervisor shall preferably be retired or discharged personnel of the Pakistan Army, holding a valid discharge certificate issued by the competent military authority showing honourable discharge, completion of the engaged period of service, and character/conduct assessed not below "Very Good". Personnel dismissed, discharged on disciplinary grounds, or holding an adverse entry shall not be deployed. The Contractor shall state in its Technical Proposal the number and proportion of proposed Security Guards who are ex-Pakistan Army personnel,

and shall submit the discharge certificates, along with verification from the concerned Record Office where required by PEMRA, with the mobilization file. This is a preference and not a mandatory eligibility condition, and shall be given effect through the Technical Evaluation Criteria at Section 5.

- Guards shall undergo character/background/security verification to the satisfaction of PEMRA and competent authorities.
- Guards shall be trained in access control, visitor management, emergency response, fire safety, first aid awareness, incident reporting, communication and basic security procedures.
- Armed guards shall possess valid weapon/security licences or authorizations required by law.
- Guards shall be capable of working rotating shifts, including night duty, weekends and public holidays.
- Guards shall wear complete prescribed uniform and identification at all times while on duty.

9.2 Security Supervisor

- One Security Supervisor shall be deployed as part of the total 37-person manpower.
- The Supervisor shall coordinate the guard force, duty rosters, attendance, replacements, inspections, incident reporting and liaison with PEMRA.
- The Supervisor shall conduct and document periodic inspections of security posts and shall remain available for urgent calls.
- The Supervisor shall ensure that guard deployment conforms to the approved roster and that no post remains unattended.
- The Supervisor shall submit periodic reports to PEMRA and immediately report major incidents.

10. CONTRACTOR RESPONSIBILITIES

- Security clearance/vetting of all personnel shall be the responsibility of the Contractor, subject to PEMRA's right to require further verification.
- The Contractor shall provide a qualified replacement for absent or unsuitable personnel within two (02) hours of notification, or sooner where required to maintain uninterrupted security coverage.
- The Contractor shall ensure timely payment of wages and all applicable statutory benefits/contributions to its personnel.
- The Contractor shall maintain proper employment, attendance, wage and statutory records and produce evidence to PEMRA when requested.
- The Contractor shall be responsible for all employment-related liabilities concerning its personnel.
- The Contractor shall not change deployed personnel without reasonable notice to PEMRA, except in emergencies or where immediate replacement is necessary.
- The Contractor shall provide a contactable management representative for 24/7 escalation.
- The Contractor shall ensure that its personnel observe PEMRA security instructions and do not disclose confidential information.
- The Contractor shall, at its own cost, provide necessary logistic support and facilities to its deployed personnel, including arrangements for meals, refreshments, drinking water and other reasonable welfare provisions during duty hours, as specified in the Contract/SCC. Any space made available by PEMRA for this purpose (e.g., a designated rest/break area) shall be used solely for the intended purpose and shall not interfere with security duties or unattended posts.

Mobilization: Before commencement of services, the Contractor shall submit to PEMRA the complete deployment/mobilization file for each proposed guard and supervisor, including CNIC, qualification and experience documents, required licences/authorizations, security/background verification, medical fitness evidence, training records, weapon documentation where applicable, duty roster and emergency contact details. Where an outgoing contractor exists, the successful Contractor shall coordinate the transition so that security coverage remains uninterrupted.

11. ATTENDANCE, ROSTERS AND REPLACEMENT

- Security services shall be provided continuously, 24/7, without interruption.
- The Contractor shall submit monthly duty rosters in advance for PEMRA's review and record.
- Attendance shall be recorded through the system/register prescribed by PEMRA. PEMRA may verify attendance through biometric, electronic, physical or other available means.
- Any guard absent from a scheduled duty shall be replaced with a qualified guard within two (02) hours of notification, or sooner where necessary to prevent an unattended post.
- Replacement personnel shall meet the same qualification, licensing and vetting requirements.
- No guard shall leave a post until relieved.
- PEMRA may require removal and replacement of any security personnel whose performance, conduct, fitness, verification status or suitability is considered unsatisfactory, subject to the contract.

12. VISITOR ACCESS AND ENTRY REGISTER

A specific visitor-control requirement shall apply after normal office hours and on non-working days.

- From 5:00 PM until 9:00 AM the following morning, every visitor seeking entry to PEMRA premises shall be checked and recorded by the Security Guard deployed at the relevant entrance/security post, subject to PEMRA's security instructions.
- The visitor record shall, where applicable, contain the visitor's name, CNIC/identification details, time of entry, person/office to be visited, purpose of visit, vehicle registration number (where relevant), time of exit and the name/initials of the guard recording the entry.
- The same visitor checking and recording requirement shall apply on Saturdays, Sundays and public holidays, irrespective of the time of day, unless PEMRA issues a written alternative instruction.
- No visitor shall be permitted access to restricted areas without authorization.
- Where required, the guard shall contact the concerned PEMRA officer/office to confirm authorization before allowing entry.
- Emergency, official and protocol visits shall be dealt with according to PEMRA's directions and applicable security SOPs.
- Visitor registers shall be maintained securely and produced to PEMRA when required. Personal information shall be handled confidentially and only for legitimate security/administrative purposes.

13. UNIFORM, ARMS AND EQUIPMENT

- The Contractor shall provide complete uniform, shoes, belt, cap/beret where applicable, identification card and weather-appropriate clothing.
- Armed guards shall carry only weapons lawfully licensed/authorized for the purpose and jurisdiction concerned.
- The Contractor shall maintain all weapon licences, permits and records and shall be responsible for lawful custody, issuance, maintenance and use.
- Guards shall be provided with communication arrangements, torches and other equipment reasonably required for effective performance.
- PEMRA may issue or revise security SOPs during the contract where reasonably necessary for security operations. Any additional equipment or material requirement involving additional cost shall be subject to the contractual framework, applicable procurement rules and written approval where required.

14. INCIDENT REPORTING AND EMERGENCY RESPONSE

- Any theft, attempted theft, unauthorized entry, physical altercation, security breach, suspicious object/person, fire, accident, damage or other significant incident shall be reported immediately to the PEMRA focal person.
- A written incident report shall be submitted as soon as practicable and, for major incidents, within the timeframe directed by PEMRA.
- Security personnel shall preserve the scene and relevant information to the extent possible and shall cooperate with competent authorities.
- Guards shall follow PEMRA's emergency and evacuation instructions.
- The Contractor shall maintain an escalation/contact list covering its supervisor, management representative and emergency contacts.

15. PERFORMANCE MONITORING AND PENALTIES

PEMRA shall monitor performance through attendance records, inspections, incident reports, visitor registers, complaints and other reasonable means. The following deductions are proposed for inclusion in the final SCC. Any deduction shall be imposed in accordance with the contract and applicable procurement law, after giving the Contractor the opportunity to explain where required. Penalties shall not relieve the Contractor of its obligation to provide uninterrupted security services or compensate for losses where liability is otherwise established.

Daily Rate = Monthly Contracted Rate per Guard ÷ 30

No.	Default / Non-Performance	Quantified Deduction / Action
1	Guard absent from assigned post without approved replacement	100% of Daily Rate for the absent guard + penalty equal to 50% of Daily Rate per day of absence
2	Post left unattended	150% of Daily Rate for the affected post per shift
3	Failure to provide immediate replacement (within 2 hours of notification)	100% of Daily Rate for the non-coverage period + flat penalty of Rs. 2,000 per instance
4	Guard found sleeping on duty	Rs. 2,000 penalty per occurrence; mandatory replacement of the guard within 24 hours
5	Guard without prescribed uniform/ID card	Rs. 1,000 penalty per occurrence per guard; 3rd occurrence within a month requires removal of guard from roster
6	Failure to maintain visitor register / after-hours entry record	Rs. 1,000 penalty per occurrence
7	Failure to submit duty roster/attendance record by due date	Rs. 1,000 per day of delay, after one written notice; capped at Rs. 10,000 per month
8	Guard reporting under influence of prohibited substance/alcohol	Immediate removal/replacement + Rs. 10,000 penalty; 2nd occurrence (same or different guard, same Contractor) treated as material breach under Clause [breach/termination clause]

No.	Default / Non-Performance	Quantified Deduction / Action
9	Unauthorized/unlicensed weapon or failure to maintain valid licence	Immediate removal from duty + Rs. 15,000 penalty; treated as material breach entitling PEMRA to invoke termination/blacklisting under applicable PPRA provisions
10	Serious negligence resulting in demonstrable loss/damage	Recovery of actual loss/damage as assessed by PEMRA's Inquiry/Assessment Committee, plus a penalty of 10% of the assessed loss value, without prejudice to PEMRA's right to pursue recovery under the contract
11	Repeated security failures (3 or more defaults of any category within a rolling 30-day period)	Contractor issued a Corrective Action Notice with a 7-day compliance deadline; failure to comply escalates to Notice of Breach and may lead to termination and forfeiture of Performance Guarantee, in accordance with the contract and applicable PPRA Rules, regulations and other applicable procurement framework

For the purposes of this Section, "shift" means an eight-hour duty period as specified in the Schedule of Requirements, and "Daily Rate" means the Monthly Contracted Rate per Guard divided by thirty (30).

Where a single event attracts a deduction under more than one entry of the table above, only the higher deduction shall be applied and the entries shall not be cumulated in respect of the same event.

The aggregate of all deductions imposed under this Section in any month shall not exceed ten percent (10%) of the invoice for that month. Where deductions reach this limit in any two months within a rolling six-month period, the matter shall be treated as persistent non-performance and dealt with under Clause 18.10 (Termination). This limit does not apply to recovery of actual loss or damage under entry 10 of the table above, or to any amount recoverable under Clause 18.14 (Indemnity).

17. PRICE SCHEDULE / FINANCIAL BID

The bidder shall quote rates for the complete requirement. Rates shall include all costs necessary for lawful and satisfactory performance of the services.

Table A — Rate Build-Up per Person per Month. Bidders shall quote each component separately. The Financial Proposal shall be treated as incomplete, and may be declared non-responsive, if any component is left blank, shown as nil without justification, or merged with another component.

Sr.	Component of the monthly rate per person	Armed Security Guard (PKR)	Security Supervisor (PKR)
1	Basic monthly wage (shall not be below the prevailing notified minimum wage)		
2	EOBI contribution — employer's share		
3	Provincial social security / ESSI contribution — employer's share		
4	Contractor's profit		
5	Sub-total per person per month (exclusive of taxes) — sum of Sr. 1 to 4		
6	Sales tax on services (state applicable rate and jurisdiction)		
7	Any other applicable tax or statutory levy (specify)		

8	Total monthly rate per person, inclusive of all taxes — sum of Sr. 9 to 11		
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Table B — Summary of Bid Price.

Sr.	Description	Qty.	Total Monthly Rate per Person (PKR) — Sr. 12 of Table A	Monthly Total (PKR)	Annual Total (PKR)
1	Armed Security Guard	36			
2	Security Supervisor	1			
3	TOTAL BID PRICE	37			

Notes to the Price Schedule.

1. The figure at Sr. 3 of Table B is the total bid price and is the sole basis of financial evaluation. The components in Table A are required for verification of statutory compliance and for examination of abnormally low bids; they are not separately evaluated or scored, and a lower quoted profit confers no advantage.
2. The amount at Sr. 1 of Table A shall not be below the minimum wage notified by the Federal or concerned Provincial Government, whichever is higher for the place of deployment. A bid quoting less shall be declared non-responsive under Section 6.
3. The amounts at Sr. 3 of Table A shall be computed at the statutory rates applicable to the place of deployment, and the Contractor shall furnish proof of deposit with each monthly invoice..

Quoted rates shall be stated in the EPADS financial form as inclusive of applicable taxes in accordance with the final BDS. For evaluation purposes, all bids shall be compared on a uniform tax basis as specified in the final BDS. All statutory wage and employment obligations must be reflected in the bidder's pricing.

18. GENERAL CONDITIONS OF CONTRACT

18.1 Definitions

'Procuring Agency' means PEMRA; 'Contractor/Service Provider' means the successful bidder; 'Services' means the security services described in the Contract; 'Contract Price' means the amount payable for proper performance.

18.2 Applicable Law

The Contract shall be governed by and interpreted in accordance with the laws of Pakistan and applicable procurement rules/regulations.

18.3 Contract Documents

The Contract shall comprise the Letter of Acceptance, Contract Form, Bidding Document, successful Bid, Price Schedule, Scope of Work, SCC, addenda/clarifications and other documents expressly incorporated.

18.4 Commencement

Services shall commence on the date specified in the Letter of Acceptance/Contract or such other date as agreed in writing.

18.5 Payment

Payment shall be made monthly against satisfactory performance, verified attendance/deployment and submission of a complete invoice and supporting documents, subject to applicable deductions and taxes.

18.6 Taxes

The Contractor shall be responsible for applicable taxes and statutory obligations arising from performance of the Contract, subject to applicable law.

18.7 Confidentiality

The Contractor and its personnel shall maintain confidentiality of PEMRA information and shall not use or disclose it except as required for contract performance or law.

18.8 Inspection

PEMRA may inspect security posts, records, attendance and performance at any reasonable time and may require corrective action.

18.9 Subcontracting

Subcontracting of the core security service shall not be permitted without PEMRA's prior written approval and where permitted by applicable rules.

18.10 Termination

PEMRA may terminate the Contract for material breach, persistent non-performance, unlawful conduct, insolvency, blacklisting/debarment or other grounds permitted by the Contract and applicable law.

18.11 Force Majeure

Neither party shall be liable for failure caused by events beyond reasonable control to the extent provided by the Contract, provided prompt notice and mitigation are undertaken.

18.12 Dispute Resolution

Disputes shall be dealt with through the mechanisms prescribed by applicable procurement rules and the Contract, including grievance/arbitration provisions where applicable.

18.13 Variation in Number of Security Personnel

PEMRA may, by written order and subject to applicable procurement rules and availability of funds, increase or decrease the number of Security Guards and/or supervisory personnel deployed under the Contract.

18.14 Indemnity

(a) The Contractor shall indemnify, defend and hold harmless PEMRA, its officers, employees and agents against any loss, damage, claim, liability, injury, death or mishap arising directly or indirectly out of any act, omission, negligence, misconduct or breach of contract by the Contractor or its deployed guards, supervisors or other personnel in the course of performing the Services, subject to sub-clauses (b) to (e) below, including but not limited to:

- Bodily injury to or death of any person, including PEMRA employees, visitors or members of the public, caused by the Contractor's personnel or equipment;
- Loss of or damage to PEMRA's property, premises, equipment or records;
- Unauthorized or unlawful use, discharge or handling of weapons by the Contractor's personnel;
- Claims by the Contractor's own employees or third parties arising from the Contractor's failure to comply with labour, wage, EOBI, social security or other statutory obligations;
- Any breach of confidentiality, security protocol or applicable law by the Contractor's personnel while deployed at PEMRA premises.

(b) Exclusions. The Contractor shall not be liable under this clause to the extent that the loss, damage, claim, liability, injury or death is caused by (i) the negligence, wilful act or breach of contract of PEMRA, its officers, employees or agents; (ii) an event of Force Majeure under Clause 18.11; or (iii) compliance by the Contractor with a written instruction of PEMRA, save where the Contractor knew or ought reasonably to have known that the instruction was unlawful or unsafe and failed to record its objection in writing before acting on it.

(c) Claims procedure. PEMRA shall notify the Contractor in writing of any claim under this clause within thirty (30) days of the claim coming to its knowledge, and shall furnish reasonable particulars and access to relevant records. The Contractor shall be entitled to participate in the defence of the claim at its own cost. The Contractor shall not compromise or settle any claim in terms that admit liability on the part of PEMRA without PEMRA's prior written consent.

(d) Limitation of liability. The aggregate liability of the Contractor under this clause in respect of loss of or damage to property shall not exceed the total Contract Price over the currency of the Contract. No limit shall apply to liability arising from death or bodily injury, from the unauthorized or unlawful use, discharge or handling of weapons, from breach of confidentiality, or from fraud or wilful misconduct.

(e) Survival. This indemnity shall survive the expiry or termination of the Contract in respect of any act, omission or claim arising during the Contract period, provided that no claim shall be raised under this clause after the expiry of two (02) years from the date of expiry or termination of the Contract, save in the case of death or bodily injury, where the period of limitation prescribed by law shall apply.

19. SPECIAL CONDITIONS OF CONTRACT

SCC Item	PEMRA Requirement
Contract duration	1 year initially; extendable by up to 2 further years subject to satisfactory performance, funds and applicable approvals/rules
Total manpower	37: 36 armed Security Guards + 1 Supervisor
Variation in Number of Security Personnel	PEMRA may, subject to applicable procurement rules, contractual variation limits, budgetary availability and written instruction, increase or decrease the number of Security Guards and/or supervisory personnel required during the currency of the Contract. Any such increase or decrease shall be communicated to the Contractor in writing. The Contractor shall provide the additional personnel or adjust the deployment accordingly at the approved contractual rates and terms, subject to applicable rules and budgetary availability.
Coverage	24 hours a day, 7 days a week, including weekends and public holidays, at PEMRA Headquarters and at every Regional Office.
Bid security	5% of estimated procurement value
Performance Guarantee	10% of Contract Price
Form of Performance Guarantee	Irrevocable Bank Guarantee from a scheduled bank acceptable to PEMRA
Visitor record	Mandatory after-hours from 5:00 PM to 9:00 AM and on weekends/public holidays
Replacement	Immediate replacement required for absent/unfit/removed personnel
Wages	Not below applicable prevailing minimum wage/statutory requirements
Supervision	1 Security Supervisor included in total manpower
Payment	Monthly, subject to satisfactory certification and complete supporting documents

The Performance Guarantee shall remain valid for the contract period and for such additional period as may be specified in the final SCC to cover completion of contractual obligations. The exact validity and release conditions shall be stated in the final SCC before publication.

19.1 GRIEVANCE REDRESSAL

Bidders may submit complaints/grievances concerning the procurement, bidding conditions, eligibility requirements, evaluation criteria or evaluation results through the mechanism prescribed under the applicable PPRA framework and PEMRA's notified Grievance Redressal Committee.

20. CONTRACT FORM

THIS CONTRACT is made on the ____ day of _____ 2026 between the Pakistan Electronic Media Regulatory Authority (PEMRA), Islamabad ('the Procuring Agency') and _____ ('the Contractor').

WHEREAS the Procuring Agency has accepted the Contractor's bid for provision of security services for PEMRA Headquarters and Regional Offices for the Contract Price of PKR _____, and the Contractor has agreed to provide the Services on the terms and conditions contained herein.

NOW THIS AGREEMENT WITNESSETH that the parties agree as follows:

1. The Contractor shall perform the Services in accordance with the Scope of Work, Schedule of Requirements and the Contractor's accepted Bid.
2. The Procuring Agency shall pay the Contractor in accordance with the Contract, subject to satisfactory performance and lawful deductions.
3. The Contractor shall furnish a Performance Guarantee equal to 10% of the Contract Price in the prescribed form of Bank Guarantee.
4. The Contract shall initially remain in force for one year and may be extended for up to two further years subject to applicable conditions.

IN WITNESS WHEREOF the parties have signed this Contract on the date first above written.

For PEMRA	For Contractor
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Official Seal: _____	Official Seal: _____

21. BID SECURING DECLARATION / BID SECURITY

The bidder shall provide bid security equal to 5% of the estimated procurement value in the form prescribed by PEMRA/EPADS and the applicable procurement framework. Where a Bid Securing Declaration is permitted and selected by PEMRA, the bidder shall use the prescribed form without modification.

The bid security shall be liable to forfeiture in the circumstances prescribed by the applicable procurement rules and bidding document.

22. PERFORMANCE GUARANTEE / BANK GUARANTEE

The successful bidder shall furnish an irrevocable Performance Guarantee equal to ten percent (10%) of the total Contract Price, in the form of a Bank Guarantee issued by a scheduled bank acceptable to PEMRA.

The Bank Guarantee shall be unconditional, irrevocable and payable on demand in accordance with the final approved format and shall remain valid for the period prescribed in the SCC, including any additional period required by PEMRA under the Contract.

Failure to furnish the Performance Guarantee within the prescribed time may result in action in accordance with the applicable procurement rules and bidding document.

23. UNDERTAKINGS AND FORMS

- Bid Submission Form
- Technical Proposal Form
- Financial Bid Submission Form
- Bid Securing Declaration / Bid Security Form
- Qualification Information Form
- Average Annual Turnover Form
- Historical Contract Non-Performance and Litigation History Form
- Undertaking regarding minimum wages and statutory obligations
- Undertaking regarding non-blacklisting/debarment
- Undertaking regarding security licences and armed guards
- List of deployed personnel
- List of previous relevant clients/contracts
- Power of Attorney / Authorization
- Performance Guarantee / Bank Guarantee Form
- Letter of Acceptance

23.1 Undertaking – Minimum Wages and Statutory Compliance

We, _____, hereby undertake that all security personnel deployed under the PEMRA contract shall be paid wages and benefits in accordance with the prevailing applicable minimum wage notifications and applicable labour/statutory requirements. We further undertake to comply with applicable EOBI, social security, tax and other statutory obligations and to provide documentary evidence to PEMRA when required.

Authorized Signatory: _____ CNIC: _____ Date: _____ Seal: _____

23.2 Undertaking – Non-Blacklisting

We hereby certify that the firm/company and its owners/directors/partners, as applicable, are not blacklisted, debarred or suspended by any competent public-sector authority and have not been declared ineligible to participate in public procurement, except as fully disclosed in the bid.

Authorized Signatory: _____ Date: _____ Seal: _____

23.3 Undertaking – Armed Security Personnel

We undertake that all armed security personnel deployed by us shall possess and maintain the licences/authorizations required under applicable law and that weapons shall be lawfully held, issued, transported, stored and used in accordance with the applicable legal and regulatory framework and PEMRA instructions.

Authorized Signatory: _____ Date: _____ Seal: _____

24. INTEGRITY PACT

The successful bidder and PEMRA shall execute the Integrity Pact in the prescribed form where required under applicable procurement rules and thresholds. The bidder shall submit the prescribed undertaking/form through EPADS and execute the final Integrity Pact upon award as required.

25. ANNEXURES / CHECKLISTS

The following annexures form part of this bidding document. Bidders shall complete and submit Annexures A, B, D, E, F, G, H, I and L with the Technical Proposal, and Annexure C with the Financial Proposal. Annexures J, K and M are for use on award.

- Annexure A — Bid Submission Form (annexed)
- Annexure B — Technical Proposal Form and Qualification Information Form (annexed)
- Annexure C — Financial Bid Submission Form and Price Schedule (annexed)
- Annexure D — Bid Securing Declaration / Bid Security Form (annexed)
- Annexure E — Average Annual Turnover Form (annexed)
- Annexure F — Historical Contract Non-Performance and Litigation History Form (annexed)
- Annexure G — List of Deployed Personnel, with ex-Pakistan Army personnel indicated (annexed)
- Annexure H — List of Previous Relevant Clients / Contracts (annexed)
- Annexure I — Power of Attorney / Authorization (annexed)
- Annexure J — Performance Guarantee / Bank Guarantee Form (annexed)
- Annexure K — Letter of Acceptance (annexed)
- Annexure L — Bidder's Compliance Checklist (annexed)
- Annexure M — Contract Agreement / Contract Form, reproducing the Indemnity Clause at 18.14 in full (annexed)

ANNEXURE A — BID SUBMISSION FORM

To: The Chairman / Director General (Administration), Pakistan Electronic Media Regulatory Authority, Headquarters, Islamabad.

Subject: Bid for Provision of Security Services for PEMRA Headquarters and Regional Offices

Particular	To be filled by the Bidder
Name of the firm/company	
Complete postal address	
Contact person and mobile number	
Email address	
NTN	
Sales Tax Registration No.	
Security agency licence No. and validity	
EPADS registration No.	

We, the undersigned, having examined the bidding document including all annexures and any addenda issued, hereby offer to provide the security services described therein in full conformity with the requirements of the bidding document.

- Our bid shall remain valid for a period of _____ days from the date of bid opening.
- The Bid Security / Bid Securing Declaration required under the bidding document is enclosed.

- We confirm that we, and our owners, directors and partners, are not blacklisted, debarred or suspended by any public-sector authority.
- We confirm that we have quoted our rates on the Price Schedule at Section 17 and that our quoted rates provide for wages not below the prevailing notified minimum wage and for all statutory obligations.
- We understand that PEMRA is not bound to accept the lowest or any bid.

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE B — QUALIFICATION INFORMATION FORM

Complete every row. Write the page number of the supporting document in the last column.

Sr.	Requirement	Bidder's reply	Page No.
1	Legal status of the firm (sole proprietor / partnership / company)		
2	Registration No. and date of registration		
3	Security agency licence No., issuing authority and validity		
4	Years of experience in providing security services		
5	EOBI registration No.		
6	Provincial social security / ESSI registration No(s).		
7	Total number of guards presently on the payroll		
8	Cities where the firm has an office or branch (list)		
9	Weapon licences held, with issuing province/territory		
10	Average annual turnover of the last three years (per Annexure E)		
11	Income tax returns filed for the last three years		

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE C — FINANCIAL BID SUBMISSION FORM

This form shall be submitted together with the completed Table A and Table B of the Price Schedule at Section 17.

Particular	Amount
Total bid price for one year, inclusive of all taxes (in figures)	PKR _____
Total bid price for one year, inclusive of all taxes (in words)	

We confirm that:

- The above amount is identical to Sr. 3 of Table B of the Price Schedule and to the total entered by us on EPADS v2.0.
- Every component of Table A has been filled and no component has been left blank or merged with another.
- The basic wage quoted at Sr. 1 of Table A is not below the prevailing notified minimum wage for the place of deployment.
- The rates quoted include the cost of relief personnel for weekly rest days, leave and public holidays, and no separate payment shall be claimed on that account.

Signature: _____ Name: _____ Designation: _____

PEMRA – Provision of Security Services | Draft for Internal Review

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE D — BID SECURING DECLARATION

To: The Chairman / Director General (Administration), PEMRA, Islamabad.

We, _____ (name of the firm), hereby declare that:

- We understand that bids must be supported by a Bid Securing Declaration in place of, or in addition to, a bid security, as specified in the bidding document.
- We accept that we shall be suspended from participating in any bidding process of PEMRA for a period of _____ if we withdraw or modify our bid during the period of bid validity, or if, on being notified of the acceptance of our bid, we fail or refuse to sign the contract or to furnish the Performance Guarantee within the prescribed time.
- This declaration shall cease to be valid on the earlier of the signing of the contract by the successful bidder and the expiry of the bid validity period.

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE E — AVERAGE ANNUAL TURNOVER

Attach audited accounts, bank statements or income tax returns in support of each year.

Financial Year	Annual turnover (PKR)	Supporting document attached	Page No.
Average of the three years			

We certify that the figures stated above are true and are supported by the documents attached.

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE F — CONTRACT NON-PERFORMANCE AND LITIGATION HISTORY

Tick one:

- ☐ No contract of the firm has been terminated or foreclosed for non-performance, and no litigation or arbitration is pending or has been decided against the firm, in the last three years.
- ☐ The following contracts were terminated for non-performance, or the following litigation/arbitration is pending or has been decided against the firm, in the last three years:

Sr.	Client / opposing party	Nature of the matter	Year	Present status

We certify that the above disclosure is complete and correct, and we understand that concealment may render our bid non-responsive and may attract action under the applicable procurement rules.

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE G — LIST OF PROPOSED DEPLOYED PERSONNEL

Attach a copy of the Army discharge certificate for every person shown as ex-Pakistan Army. Add rows as required.

Sr.	Name	CNIC No.	Place of deployment	Ex-Pakistan Army (Yes/No)	Discharge certificate No.

Summary

Particular	Number
Total Security Guards proposed	
Of which, ex-Pakistan Army personnel	
Percentage of ex-Pakistan Army personnel	

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE H — LIST OF PREVIOUS RELEVANT CLIENTS AND CONTRACTS

List contracts of a similar nature. Attach a copy of the work order or contract for each entry.

Sr.	Name of client	No. of guards deployed	Contract period (from – to)	Annual value (PKR)	Client contact person and phone

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE I — POWER OF ATTORNEY / AUTHORIZATION

To be executed on stamp paper of the value prescribed by law.

We, _____ (name of the firm), having our registered office at _____, hereby authorise Mr./Ms. _____, holder of _____

CNIC No. _____, presently serving as _____, to sign and submit our bid, to attend bid opening, to sign the contract and to do all acts necessary in connection with this procurement on our behalf.

We confirm that all acts done by the said person under this authority shall be binding upon us.

Specimen signature of the authorised person: _____

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE J — PERFORMANCE GUARANTEE FORM

To be issued by a scheduled bank on the bank's letterhead.

To: The Chairman / Director General (Administration), PEMRA, Islamabad.

Whereas _____ (the Contractor) has undertaken to provide security services to PEMRA under contract No. _____ dated _____, and whereas the contract requires the Contractor to furnish a performance guarantee for ten percent (10%) of the annual contract price:

We, _____ (name of the bank), hereby unconditionally and irrevocably guarantee payment to PEMRA of a sum not exceeding PKR _____ (Rupees _____). We undertake to pay this sum, or any part of it, on your first written demand stating that the Contractor is in breach of the contract, without your needing to prove or show grounds for the demand and without any reference to the Contractor.

This guarantee is valid until _____ and any demand must reach us on or before that date.

Signature and seal of the bank: _____ Date: _____

ANNEXURE K — LETTER OF ACCEPTANCE

To be issued by PEMRA on official letterhead to the successful bidder.

No. _____ Dated: _____

To: _____ (name and address of the Contractor)

Subject: Acceptance of Bid — Provision of Security Services for PEMRA Headquarters and Regional Offices

This is to notify you that your bid dated _____ for the provision of security services, for a total contract price of PKR _____ (Rupees _____) per annum inclusive of all taxes, is hereby accepted.

You are required to furnish the Performance Guarantee in the form at Annexure J, for ten percent (10%) of the annual contract price, and to execute the Contract Agreement at Annexure M, within _____ days of the date of this letter. Services shall commence on _____.

Signature: _____ Name and designation: _____ For and on behalf of PEMRA

ANNEXURE L — BIDDER'S COMPLIANCE CHECKLIST

Complete and attach as the first page of the Technical Proposal.

Sr.	Document	Attached (Yes/No)	Page No.
1	Annexure A — Bid Submission Form		
2	Annexure B — Qualification Information Form		
3	Annexure D — Bid Securing Declaration / Bid Security		
4	Annexure E — Average Annual Turnover, with supporting documents		
5	Annexure F — Non-Performance and Litigation History		
6	Annexure G — List of Proposed Deployed Personnel, with discharge certificates		
7	Annexure H — List of Previous Relevant Clients and Contracts		
8	Annexure I — Power of Attorney / Authorization		
9	Firm registration documents, security agency licence, NTN and STRN certificates		
10	Weapon licences		
11	Undertakings at Sections 23.1, 23.2 and 23.3		
12	Annexure C and Price Schedule Tables A and B (in the Financial Proposal only)		

Signature: _____ Name: _____ Designation: _____

Date: _____ Stamp / Seal of the Firm: _____

ANNEXURE M — CONTRACT AGREEMENT

To be executed on stamp paper of the value prescribed by law.

This Agreement is made on _____ between the Pakistan Electronic Media Regulatory Authority, Headquarters, Islamabad (PEMRA) of the one part, and _____, having its registered office at _____ (the Contractor) of the other part.

1. The Contractor shall provide security services at PEMRA Headquarters and Regional Offices in accordance with the bidding document, the Contractor's bid dated _____, and the Letter of Acceptance No. _____ dated _____, all of which form part of this Agreement.

2. The deployed strength shall be 36 Security Guards and 1 Security Supervisor, against nine (09) security posts manned continuously for twenty-four hours on eight-hour shifts, as set out in the Schedule of Requirements. The Contractor shall provide relief personnel for weekly rest days, leave and public holidays at its own cost.

3. The contract price is PKR _____ (Rupees _____) per annum, inclusive of all taxes.

4. The contract period is one (01) year from _____, extendable by up to two (02) further years subject to satisfactory performance, availability of funds and applicable rules.

5. Indemnity. The indemnity provisions at Clause 18.14 of the General Conditions are reproduced below and form an operative part of this Agreement:

(a) The Contractor shall indemnify, defend and hold harmless PEMRA, its officers, employees and agents against any loss, damage, claim, liability, injury, death or mishap arising directly or indirectly out of any act, omission, negligence, misconduct or breach of contract by the Contractor or its deployed guards, supervisors or other personnel in the course of performing the Services, subject to sub-clauses (b) to (e) below, including bodily injury to or death of any person; loss of or damage to PEMRA's property, premises, equipment or records; unauthorized or unlawful use, discharge or handling of weapons; claims by the Contractor's own employees or third parties

arising from failure to comply with labour, wage, EOBI, social security or other statutory obligations; and any breach of confidentiality, security protocol or applicable law by the Contractor's personnel while deployed at PEMRA premises.

(b) Exclusions. The Contractor shall not be liable under this clause to the extent that the loss, damage, claim, liability, injury or death is caused by (i) the negligence, wilful act or breach of contract of PEMRA, its officers, employees or agents; (ii) an event of Force Majeure; or (iii) compliance by the Contractor with a written instruction of PEMRA, save where the Contractor knew or ought reasonably to have known that the instruction was unlawful or unsafe and failed to record its objection in writing before acting on it.

(c) Claims procedure. PEMRA shall notify the Contractor in writing of any claim under this clause within thirty (30) days of the claim coming to its knowledge, and shall furnish reasonable particulars and access to relevant records. The Contractor shall be entitled to participate in the defence of the claim at its own cost. The Contractor shall not compromise or settle any claim in terms that admit liability on the part of PEMRA without PEMRA's prior written consent.

(d) Limitation of liability. The aggregate liability of the Contractor under this clause in respect of loss of or damage to property shall not exceed the total Contract Price over the currency of the Contract. No limit shall apply to liability arising from death or bodily injury, from the unauthorized or unlawful use, discharge or handling of weapons, from breach of confidentiality, or from fraud or wilful misconduct.

(e) Survival. This indemnity shall survive the expiry or termination of this Agreement in respect of any act, omission or claim arising during the Contract period, provided that no claim shall be raised after the expiry of two (02) years from the date of expiry or termination, save in the case of death or bodily injury, where the period of limitation prescribed by law shall apply.

6. All other terms and conditions shall be as set out in the bidding document, the General Conditions and the Special Conditions of Contract.

In witness whereof the parties have executed this Agreement on the date first written above.

For and on behalf of PEMRA	For and on behalf of the Contractor
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Witness: _____	Witness: _____