

**PAKISTAN MEDICAL & DENTAL COUNCIL
ISLAMABAD**



**REQUEST FOR PROPOSAL
OF
HIRING OF SECURITY GUARD SERVICES
AT PM&DC SECRETARIAT**



**PM&DC SECRETARIAT BUILDING, MAUVE AREA,
SECTOR G-10/4 ISLAMABAD**

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Section – I

Invitation for Bids



PM&DC

Service Provider

**Pakistan Medical & Dental Council
Islamabad**

Invitation for Bids (IFBs)

The Pakistan Medical and Dental Council (PM&DC) invites eligible bidders registered with Income Tax and Sales Tax Departments and who are on active Taxpayers list of Federal Board of Revenue and registered with **SECP for Hiring Security Guard Services at PM&DC Islamabad Head Office**, through Single Stage – Single Envelops procedure one Year and can be extended for further two years. Bids must be accompanied by a Bid Security of **Rs.100,000/-** in the shape of pay order/demand draft/call deposit/banker's cheque in favour of Pakistan Medical and Dental Council.

The complete set of bidding documents containing complete information and detailed terms & conditions are available on the E-PADS(www.eprocure.gov.pk) & PPRA(www.ppra.org.pk).

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through E-PADS not later than **10:30 am** on the last date of submission of bids i.e. **20th October, 2026**, Manual Submission of bids will not be accepted.

Bids must be accompanied by a Bid Security of **Rs.100,000/-** in the shape of pay order/demand draft/call deposit/banker's cheque in favour of Pakistan Medical and Dental Council. Original bid security must reach at PM&DC G-10/4, Islamabad on/or before **10:30 am** of bid closing date i.e **20th October, 2026**.

Pre-bid meeting: 9th October, 2026 at Pakistan Medical & DENTAL COUNCIL (PM&DC) located at Mauve Area, G-10/4, Islamabad, Land Line # 0519190000 Ext # 706

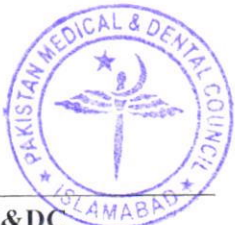
Electronic bids will be opened on the same date in the office of Pakistan Medical & DENTAL COUNCIL (PM&DC) located at **Mauve Area, G-10/4, Islamabad, at 11:00 am** on www.eprocure.gov.pk

2. PM&DC reserved the right to accept or reject any or all bids under the PPRA-Rules

The Primary contact for further information during office hours:

Name: Imran Zafar
Verification Officer

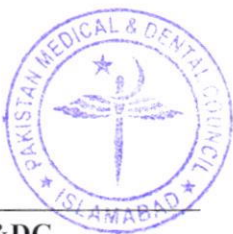
PM&DC ,0519190000 Ext # 706



PM&DC

Section-II

Instructions to Bidders (ITBs)



A-Introduction

1. Source of Funds

- 1.1 PM&DC has allocated budget in accordance with regular budgetary allocation for current expenditure. The PM&DC intends to spend thereof towards the instant procurement.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all firms/companies associated with carrying out similar assignments/works and preferably enlisted with any Government/Semi Government/Autonomous Body for execution of such works/services.
- 2.2 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial laws
- 2.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by any authority/or legal entity.

3. Cost of Bidding

- 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the PM&DC named in the Bid Data Sheet, hereinafter referred to as "the Employer's," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

4. Content of Bidding Documents

- 4.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- (a) Instructions to Bidders (ITB)
 - (b) Bid Data Sheet
 - (c) General Conditions of Contract (GCC)
 - (d) Special Conditions of Contract (SCC)
 - (e) Schedule of Requirements
 - (g) Bid Form and Price Schedules
 - (h) Contract Form
- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a



bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

5. Clarification of Bidding Documents

- 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the PM&DC at the address indicated in Bid Data Sheet (BDS).

C. Preparation of Bids

6. Language of Bid

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer's shall be written in the language specified in the Bid Data Sheet.

7. Documents Comprising the Bid

- 7.1 The bid prepared by the Bidder shall comprise the following components:
- (a) A Bid Form and a Price Schedule duly completed
 - (b) Documentary evidence established in accordance with ITB Clause 11 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
 - (c) Bid security furnished in accordance with ITB Clause 12.

8. Bid Form

- 8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be performed, a brief description of the services, quantity, and prices etc.

9. Bid Prices

- 9.1 The Bidder shall indicate on the appropriate Price Schedule indicating the unit prices (where applicable) and total bid price of the services it proposes to provide under the contract.
- 9.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices at PMDC HQ Islamabad. All taxes, duties, adjustments shall be included in the quoted prices.
- 9.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to ITB Clause 18.5. Prices quoted conditionally shall make the bid liable to rejection.



10. Bid Currencies

- 10.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

11. Documents Establishing Bidder's Eligibility and Qualification

- 11.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 11.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Employer's satisfaction:
- (a) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
 - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

12. Bid Security

- 12.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 12.2 The bid security is required to protect the Employer's against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 12.7.
- 12.3 The bid security shall be in Pak. Rupees and shall be in forms of an irrevocable in cashable on-demand Bank call-deposit or as may be specified in the Bid Data Sheet.
- 12.4 Any bid not secured in accordance with ITB Clauses 12.1 and 12.3 will be rejected by the Employer's as nonresponsive, pursuant to ITB Clause 18.5.
- 12.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (07) days after the expiration of the period of bid validity prescribed by the Employer's pursuant to ITB Clause 13.
- 12.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 26 and furnishing the performance security, pursuant to ITB Clause 27.
- 12.7 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid



validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

- (i) to sign the contract in accordance with ITB Clause;
or
- (ii) to furnish performance security in accordance with ITB Clause.

**13. Period of
Validity of Bids**

13.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Employer's. A bid valid for a shorter period shall be rejected by the Employer's as nonresponsive.

**14. Format and Signing
of Bid**

14.1 The Bidder shall prepare the bid by incorporating such information/forms/formats as may be required duly typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

14.2 Any interlineations, erasers, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

D. Submission of Bids

15.1 The Bidder shall submit their bids on EPADS. Manual submission of bids will not be accepted.

**15. Deadline for
Submission of Bids**

15.2 The Employer's may, at its discretion, extend this deadline for the submission of bids in which case all rights and obligations of the Employer's and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



E. Opening and Evaluation of Bids

16. Opening of Bids by the Employer's

- 16.1 The Employer's will open all bids through EPADS in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 16.2 In case any holiday is announced by the Govt. or any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day or PM&DC will notify the date of opening on its website. Time and place will remain as initially mentioned in the tender notice.
- 16.3 The bidders' names, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Employer's, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids and bids with bid security less than the prescribed amount.
- 16.4 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 16.5 The Employer's will prepare minutes of the bid opening.

17. Clarification of Bids

- 17.1 During evaluation of the bids, the Employer's may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

18. Preliminary Examination

- 18.1 The Employer's will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price 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. If there is a discrepancy between words and figures, the amount in words will prevail.



18.3 The Employer's may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

18.4 Prior to the detailed evaluation, pursuant to ITB Clause 21 the Employer's will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.

18.5 If a bid is not substantially responsive, it will be rejected by the Employer's and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

19. Evaluation and Comparison of Bids

19.1 The Employer's will evaluate and compare the bids which have been determined to be substantially responsive.

19.2 The Employer's evaluation of a bid will be based on delivered duty paid (DDP) price inclusive of all duties and taxes and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid. Prices for various categories of service shall be weighted as per scores mentioned in Bid Data Sheet.

20. Contacting the Employer's

20.1 Subject to ITB Clause, no Bidder shall contact the Employer's on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer's, it should do so in writing.

20.2 Any effort by a Bidder to influence the Employer's in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

21. Post-qualification

21.1 In the absence of prequalification, the Employer's will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to



perform the contract satisfactorily, in accordance with the criteria listed in Bid Data Sheet

21.2 The determination will take into account the Bidder's financial, technical, and working capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause, as well as such other information as the Employer's deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Employer's will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

22. Award Criteria

22.1 The Employer's will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

22.2 If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.

22.3 After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS.

23. Employer's Right to Accept any Bid and to Reject any or All Bids

23.1 The Employer's reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

24. Notification of Award

24.1 Prior to the expiration of the period of bid validity, the Employer's will notify the successful Bidder in writing by letter that its bid has been accepted.

24.2 The notification of award will constitute the formation of the Contract.



26 Signing of Contract

26.1 At the same time as the Employer's notifies the successful Bidder that its bid has been accepted, the Employer's will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

26.2 Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Employer's.

27 Performance Security

27.1 Within fifteen (15) days of the receipt of notification of award from the Employer's, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Employer's.

27.2 Failure of the successful Bidder to comply with the requirement of ITB Clause shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Employer's may make the award to the next lowest evaluated Bidder or call for new bids.



Section III

General Conditions of Contract



General Conditions of Contract

1. Definitions

- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) "The Contract" means the agreement entered into between the Employer's and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
 - (c) "The Services" means all services which the Supplier is required to provide to the Employer's under the Contract.
 - (e) "GCC" means the General Conditions of Contract contained in this section.
 - (f) "SCC" means the Special Conditions of Contract.
 - (g) "The Employer's" means the organization purchasing the services, as named in SCC.
 - (h) "The Employer's country" is the country named in SCC.
 - (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
 - (j) "The Project Site," where applicable, means the place or places named in SCC.
 - (k) "Day" means calendar day.

2. Application

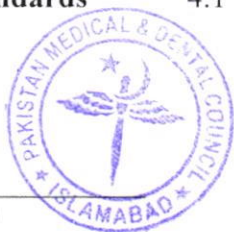
- 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Country of Origin

- 3.1 Pakistan

4. Standards

- 4.1 The Services provided under this Contract shall conform to the standards mentioned in the Specifications Details.



5. Use of Contract Documents and Information; Inspection and Audit by the Bank

- 5.1 The Supplier shall not, without the Employer's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Employer's in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Employer's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Employer's and shall be returned (all copies) to the Employer's on completion of the Supplier's performance under the Contract if so required by the Employer's.

6. Patent Rights 6.1

The Supplier shall indemnify the Employer's against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods/Services or any part thereof in the Employer's country.

7. Performance Security

- 7.1 Within fifteen (15) days of receipt of the notification of Contract award, the successful Supplier shall furnish to the Employer's the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Employer's as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Employer's and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Employer's country, in the form provided in the bidding documents or another form acceptable to the Employer's; or
 - (b) a cashier's or certified check, DDR/CDR valid for term of contract.



7.4 The performance security will be discharged by the Employer's

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 specified otherwise in SCC.

8. Payment

8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

8.2 The Supplier's request(s) for payment shall be made to the Employer's in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

8.3 Payments shall be made promptly by the Employer's.

8.4 The currency of payment is Pak. Rupees.

9 Prices

9.1 Prices charged by the Supplier for Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

10 Change Orders

10.1 The Employer's may at any time, by a written order given to the Supplier pursuant to GCC Clause, make changes within the general scope of the Contract in the Services to be provided by the Supplier.

10.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Employer's change order.

11 Contract Amendments

11.2 Subject to GCC Clause, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

12. Delays in the Supplier's Performance

12.1 Performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Employer's in the Schedule of Requirements.



12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Supplier shall promptly notify the Employer's in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Employer's shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

12.3 Except as provided under GCC Clause , a delay by the Supplier in the performance of its service obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause , unless an extension of time is agreed upon pursuant to GCC Clause without the application of liquidated damages.

13. Liquidated Damages

13.1 Subject to GCC Clause , if the Supplier fails to perform the Services within the period(s) specified in the Contract, the Employer's shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services. Once the maximum is reached, the Employer's may consider termination of the Contract pursuant to GCC Clause .

14. Termination for Default

14.1 The Employer's, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to perform any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Employer's pursuant to GCC Clause; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Employer's has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or



soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution. "fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

- 14.2 In the event the Employer's terminates the Contract in whole or in part, pursuant to GCC Clause , the Employer's may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Supplier shall be liable to the Employer's for any excess costs for such similar Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

15. Force Majeure

- 15.1 Notwithstanding the provisions of GCC Clauses, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 15.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Employer's in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 15.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Employer's in writing of such condition and the cause thereof. Unless otherwise directed by the Employer's in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16 Termination for Insolvency

- 16.2 The Employer's may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Employer's.



**17 Terminationfor
Convenience**

17.2 The Employer's, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

**18 Resolution of
Disputes**

18.2 The Employer's and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

18.3 If, after thirty (30) days from the commencement of such informal negotiations, the Employer's and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

**19 Governing
Language**

19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause , the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

20 ApplicableLaw

20.1 The Contract shall be interpreted in accordance with the laws of the Employer's country, unless otherwise specified in SCC.

21 Notices

21.1 Any notice given by one party to the other pursuant to thisContract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

21.2 A notice shall be effective when delivered or on the notice'seffective date, whichever is later.

**22 Taxes and
Duties**

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc.



Section IV. Bid Data Sheet



Bid Data Sheet

The following specific data for the goods/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.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes initialics mentioned for the relevant ITB Clauses.]

Introduction				
ITB 1.1		Name of contract: Security Guard Services At PM&DC Islamabad Head Office.		
S.No	Description	Qty (No)	Delivery location (PM&DC HQ Islamabad)	Bid Security (Pak Rs 100,000/-.)
1.	As mentioned in Specification Details	As per Specification Details	As per above	Rs. 100,000

ITB 5.1	The Employer's address is: The Chairman, Purchase Committee/Tender Opening & Evaluation Committee (TO&EC) PM&DC, Mauve Area, G-10/4 Islamabad Tel #. 051-9190000
ITB 6.1	Language of the bid. English

Bid Price and Currency	
ITB 9.2	The price quoted shall be (a). In Pak Rupees.
ITB 9.3	The price shall be valid for 1 year , extendable upto further two years on satisfactory performance.



Preparation and Submission of Bids

ITB 11.2	Mandatory Requirements: Company must furnish following information / documents along with Technical Proposal failing which the bid shall be rejected without further evaluation: - a. Copy of NTN certificate b. Copy of GST certificate. c. SECP Registration certificate. d. Minimum 05 years of experience doing business in Major City. e. Affidavit on legal paper that the firm has not been black listed by any Government / Semi / Autonomous Government organization.
ITB 12.1	Amount of bid security is Rs. 100,000/-
ITB 12.3	Bid Security shall be in form of Pay Order/Demand Draft/CDR.
ITB 13.1	Bid validity period: Ninety (90) days after the Bid Opening.
ITB 16.1	Deadline for bid submission is 10:30 am on 20th October, 2026 at 10:30 AM Hours.
ITB 18.1	Time, date, & place for bid opening. 11:00 am on Same day at PM&DC, Mauve Area, Sector G-10/4, Islamabad.



Bid Evaluation	
ITB 21.2 ITB 23.1	Criteria for Bid evaluation:

Description	Maximum Marks	Criteria
Year of Establishment	20	5 + years = 20 marks 5 years = 10 marks Less than 5 year = 0
Financial statement of company for the last 2 years	20	Attach copy of financial statement/sales/tax/income tax return filed in FBR
Relevant Work Order/Agreement by the Government /Semi-Government offices (same nature) 5 or above =20 3 to 4 = 10 Less than 3 = 05	20	Attach copy of Work orders
Relevant Work Order/Agreement by the Private/Multinational Organization offices (same nature) 5 or above =20 3 to 4 = 10 Less than 3 = 05	20	Attach copy of Work orders
Valid Licenses and registration of Weapons	20	Attach copy of letters
Total	100	

1. Supporting documents must be attached with Technical Proposal for each evaluation parameter.
2. Qualification marks for Technical bid opening are 60% out of 100.



Section V

Special Conditions of Contract



PM&DC

25

Service Provider

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 General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Employer's is: PM&DC, Islamabad. GCC 1.1 (h)—The

Employer's country is: Islamic Republic of Pakistan GCC 1.1 (k)—The Project

Site is: Islamabad

2. Country of Origin (GCC Clause 3)

NA

3. Performance Security (GCC Clause 7)

GCC 7.1— The supplier shall be required to provide performance security at the rate of 10% of the bid amount. This performance security remains valid till twelve months from the date of contract and shall be renewed on yearly basis as and when the contracts are renewed. The standard form of performance security acceptable to the Employer shall be in the form of an unconditional bank guarantee from a scheduled bank, or other cashable banking instrument including DDR/CDR valid for the period of the contract.

4. Delivery and Documents.

Delivery Duty Paid (DDP) terms.

Upon performance of service, the supplier shall notify the Employer's the full details of the service, including Contract number, description of services, quantity etc. The Supplier shall provide the following documents to the Employer's:-

- Copies of Supplier's invoices showing service description, quantity, unit price and total amount.
- Delivery Reports of correspondence made during the period which for invoice has been generated.

5. Insurance

NA



6. Payment (GCC Clause 8)

GCC 8.1—Method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

On Acceptance: 100 percent of the invoice value shall be paid within thirty (30) days of receipt of the documents mentioned in SCC Clause 5. Invoices may be generated on monthly basis.

7. Prices (GCC Clause 9)

GCC 9.1— Prices shall be fixed for the period of one (01) year, extendable for further 02 years with mutual agreement.

8. Resolution of Disputes (GCC Clause 18)

GCC 18.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 18.3 shall be as follows:

In the case of a dispute between the Employer's and the supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Employer's country.

9. Governing Language (GCC Clause 29)

GCC 30.1—The Governing Language shall be: English

10. Applicable Law (GCC Clause 20)

GCC 20.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

11. Notices (GCC Clause 21)

GCC 21.1.2—Employer's address for notice purposes: Registrar, PM&DC, Islamabad.

12. Delivery Timeline

The successful bidder shall make sure Services immediately after issuance of the Work order.



Section VI

Schedule of Requirements



Schedule of Requirements

S.No	Description
1.	Total 10 Security Guards including 07 Security Guards in morning and 03 Guards in evening 12 hrs shift with (08) Walkie-Talkie , each trained with weapons (08 MP5 and 02 9mm pistol), must be medically fit and age 25 to 40 years with minimum heigh 5.5 to 6 feet.
2.	Maintain discipline in Office Premises
3.	Weapon should be licensed & Company owns them
4.	Food and accommodation to be provided by the company with pick & drop
5.	Alternative Security Guard to be provided for ever shortage of security personnel especially on Eid and Official Holidays
6.	Minimum Wage approved by the Government shall apply.



Section VII Sample Forms



a.

Bid Form

Date: _____

To: *[name and address of Employer's]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of

[total bid amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

The contract will be awarded based on lowest Bid Evaluated.

All factors which may affect should be considered by the bidders while quoting their bids during the currency of contract "No Claim in this regard shall be entertained by the PM&DC"

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Employer's.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent

Amount and Currency

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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2- PRICE SCHEDULE

Sr.	Description	Required Guards with Weapon and Walkie-Talkie	Per Guard rate along with weapon and walkie-talkie with all taxes	Total price with all taxes
1.	Security Guards	10		



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3- SECURITY SERVICES AGREEMENT

This Security Services Agreement ("Agreement") is made and entered into on [Date] by and between:

1. PROCURING AGENCY / CLIENT

Name: [Name of Procuring Agency]

Address: [Full Address]

Represented by: [Name and Designation]

Hereinafter referred to as the "Client" or "Procuring Agency";

AND

2. SECURITY SERVICES PROVIDER

Name: [Name of Security Firm]

License/Registration No.: [Number]

Address: [Full Address]

Represented by: [Name and Designation]

Hereinafter referred to as the "Contractor" or "Security Firm."

The Client and the Contractor are collectively referred to as the "Parties."

1. PURPOSE OF THE AGREEMENT

The Client hereby engages the Contractor to provide professional security and guarding services at the locations specified in this Agreement, and the Contractor agrees to provide such services in accordance with the terms and conditions contained herein.

2. SCOPE OF SERVICES

The Contractor shall provide security personnel and related services, including, as applicable:

- Deployment of trained and licensed security guards at designated premises.
- Protection of the Client's property, personnel, equipment, records, and assets.
- Access control and monitoring of persons entering and leaving the premises.
- Maintaining visitor and vehicle entry/exit records.
- Regular patrolling of designated areas.
- Monitoring and reporting of suspicious activities, security breaches, theft, damage, fire, or other incidents.
- Immediate notification to the Client's designated representative of significant security incidents.
- Assistance during emergencies and evacuation procedures, subject to the lawful authority and capabilities of security personnel.
- Preparation and submission of incident reports, occurrence books, duty reports, and other records reasonably required by the Client.
- Any other security-related duties mutually agreed upon in writing by the Parties.

The Contractor shall not assign duties outside the agreed scope to security personnel where such duties may compromise their security responsibilities or violate applicable law.

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3. CONTRACT PERIOD

This Agreement shall commence on [Start Date] and remain in force until [End Date], unless terminated earlier in accordance with this Agreement.

Any extension or renewal shall be made in writing and signed by both Parties.

4. DEPLOYMENT OF SECURITY PERSONNEL

The Contractor shall deploy the number and category of security personnel specified in **Annex-A**.

The Contractor shall ensure that all deployed personnel:

- Are properly trained for their assigned duties.
- Meet the applicable legal and licensing requirements.
- Are physically and professionally suitable for security duties.
- Are properly uniformed and identifiable.
- Carry valid identification issued or approved by the Contractor and/or relevant authority, where required.
- Maintain appropriate discipline and professional conduct while on duty.
- Are not under the influence of alcohol or prohibited substances while on duty.

The Contractor shall maintain adequate reserve personnel to replace guards who are absent, sick, on leave, suspended, or otherwise unable to perform their duties.

5. SUPERVISION

The Contractor shall appoint a competent supervisor responsible for monitoring deployed security personnel.

The supervisor shall conduct regular inspections and shall remain available to address security-related issues raised by the Client.

The Client may require the replacement of any security guard for reasonable and documented grounds relating to misconduct, negligence, incompetence, violation of security procedures, or other legitimate security concerns.

6. DUTIES OF THE CLIENT

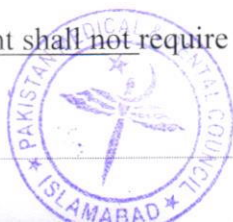
The Client shall:

- Provide the Contractor with reasonable access to the premises necessary for performance of the services.
- Identify areas requiring security coverage.
- Provide relevant security instructions and emergency procedures.
- Nominate an authorized representative to coordinate with the Contractor.
- Notify the Contractor of material changes affecting security arrangements.
- Pay the agreed service charges in accordance with this Agreement.

The Client shall not require security personnel to perform unlawful activities or duties unrelated to the

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contracted security services.

7. DUTIES OF THE SECURITY FIRM

The Contractor shall:

- Perform the services professionally, diligently, and in accordance with applicable laws.
- Maintain adequate supervision of its personnel.
- Ensure continuous deployment according to the approved duty roster.
- Promptly replace absent or unsuitable personnel.
- Maintain proper attendance, duty, incident, and visitor-related records as applicable.
- Immediately report serious security incidents to the Client.
- Maintain confidentiality regarding the Client's premises, operations, records, and security arrangements.
- Ensure that its personnel comply with the Client's reasonable security instructions and site procedures.
- Remain responsible for the conduct and employment-related obligations of its personnel.

8. SECURITY EQUIPMENT

The Contractor shall provide the equipment specified in the bidding documents.

Any firearms, weapons, communication equipment, protective equipment, or other controlled equipment shall only be provided, possessed, or used where permitted by applicable law and pursuant to the required licenses and authorizations.

The Contractor shall ensure that its personnel use all equipment responsibly and strictly in accordance with applicable law and approved procedures.

9. USE OF FORCE

Security personnel shall act strictly within the limits of applicable law.

Any use of force shall be lawful, necessary, and proportionate to the circumstances. Security personnel shall not use excessive or unauthorized force.

Any serious use-of-force incident shall be reported immediately to the Client and, where required by law, to the relevant authorities.

10. INCIDENT REPORTING

The Contractor shall immediately notify the Client's designated representative of any serious incident involving, among other matters:

- Theft or attempted theft;
- Unauthorized entry;
- Violence or threats;
- Fire or significant property damage;

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- Loss of Client property;
- Serious injury;
- Security personnel misconduct;
- Any suspected criminal activity.

A written incident report shall be submitted within **[24] hours** or such other period specified by the Client.

11. FEES AND PAYMENT

The Client shall pay the Contractor the agreed charges set out in the bidding documents.

Monthly service fee: **[Amount]**

Applicable taxes: **[Details]**

Payment shall be made within **[number] days** of receipt and verification of the Contractor's valid invoice and supporting documents.

The Contractor shall comply with all applicable tax and statutory requirements.

No additional charges shall be payable unless approved in writing by the Client.

12. ATTENDANCE AND VERIFICATION

The Contractor shall maintain accurate attendance records for all deployed personnel.

The Client may verify deployment and attendance through duty rosters, attendance registers, electronic attendance systems, inspection reports, or other mutually agreed methods.

Payment may be adjusted for personnel or services not actually provided, subject to the terms of the Agreement.

13. EMPLOYMENT RESPONSIBILITY

The Contractor shall remain solely responsible for the recruitment, employment, wages, benefits, insurance, leave, discipline, and other employment-related obligations of its personnel, to the extent required by applicable law.

Nothing in this Agreement shall be interpreted as creating an employment relationship between the Client and the Contractor's security personnel.



14. CONFIDENTIALITY

The Contractor and its personnel shall keep confidential all information concerning the Client's operations, premises, personnel, security arrangements, access procedures, documents, and business affairs obtained during performance of this Agreement.

Such information shall not be disclosed to any third party except:

- With the Client's prior written authorization;
- Where required by law; or
- To the extent necessary for lawful performance of the services.

This obligation shall survive termination of the Agreement.

15. RECORDS AND DOCUMENTATION

The Contractor shall maintain relevant records, including:

- Duty rosters;
- Attendance records;
- Security inspection reports;
- Incident reports;
- Visitor/vehicle records where applicable;
- Training records; and
- Other documents reasonably required under the Agreement.

The Client may inspect relevant records during normal working hours, subject to applicable law and reasonable confidentiality requirements.

16. SUBCONTRACTING

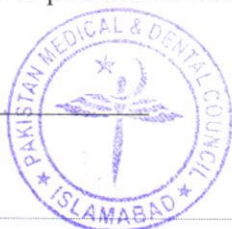
The Contractor shall not subcontract or transfer the security services to another company without the prior written consent of the Client.

The Contractor shall remain responsible for the performance of any approved subcontractor.

17. INSURANCE AND LIABILITY

The Contractor shall maintain insurance and other statutory coverage required by applicable law for its business and personnel.

The Contractor shall be responsible for loss, damage, injury, or expense caused by its negligence, misconduct, or failure to perform its contractual obligations, to the extent established under applicable law.



Neither Party shall be liable for losses caused solely by circumstances beyond its reasonable control, subject to the provisions concerning force majeure.

18. COMPLIANCE WITH LAW

The Contractor shall comply with all applicable laws, regulations, licensing requirements, labour requirements, tax requirements, and security-sector rules applicable to the provision of security services. The Contractor shall maintain all licenses, registrations, permits, and approvals required for lawful operation and deployment of its personnel.

19. PERFORMANCE STANDARDS

The Contractor shall maintain the agreed level of staffing and service throughout the Contract Period.

Repeated absenteeism, unauthorized withdrawal of guards, failure to maintain agreed staffing levels, serious misconduct, or repeated failure to perform agreed duties may constitute a material breach of this Agreement.

20. FORCE MAJEURE

Neither Party shall be liable for failure to perform an obligation caused by circumstances beyond its reasonable control, including natural disasters, war, civil disturbance, government restrictions, or other events recognized as force majeure under applicable law.

The affected Party shall notify the other Party as soon as reasonably practicable.

21. TERMINATION

Either Party may terminate this Agreement by giving **[30] days'** written notice, subject to any mandatory requirements of applicable law.

The Client may terminate the Agreement immediately, subject to applicable law and contractual requirements, in the event of serious breach, including:

- Loss or cancellation of the Contractor's required licence;
- Fraud or serious misconduct;
- Persistent failure to provide contracted personnel;
- Serious or repeated security failures;
- Material breach of confidentiality;
- Unlawful conduct by the Contractor in connection with the services; or
- Failure to remedy a material breach within the specified cure period.



Upon termination, the Contractor shall withdraw its personnel in an orderly manner and return Client property, documents, keys, access cards, and other items belonging to the Client.

22. DISPUTE RESOLUTION

The Parties shall initially attempt to resolve any dispute through good-faith negotiations between their authorized representatives.

If the dispute cannot be resolved through negotiation within **[30] days**, it shall be referred to **[arbitration/court of competent jurisdiction]** in accordance with applicable law.

Governing law: The laws of **[Islamabad/Pakistan]** shall govern this Agreement.

23. AMENDMENTS

No amendment, modification, or waiver of this Agreement shall be valid unless made in writing and signed by authorized representatives of both Parties.

24. ENTIRE AGREEMENT

This Agreement, together with its annexes and any documents expressly incorporated into it, constitutes the entire agreement between the Parties concerning the security services.

In the event of inconsistency, the following order of precedence shall apply unless otherwise specified:

1. This Agreement;
2. Special Conditions;
3. Scope of Services;



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25. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement through their duly authorized representatives.

FOR THE PROCURING AGENCY / CLIENT

Name: _____

Designation: _____

Signature: _____

Date: _____

Official Stamp: _____

FOR THE SECURITY FIRM / CONTRACTOR

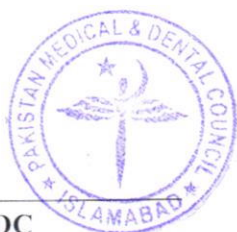
Name: _____

Designation: _____

Signature: _____

Date: _____

Official Stamp: _____



4. Performance Security Form

[ON THE LETTERHEAD OF THE SECURITY FIRM]

Ref. No.: _____

Date: _____

To

The _____
[Name of Procuring Agency / Department]
[Complete Address]

**Subject: SUBMISSION OF
PERFORMANCE SECURITY @ 10% IN
THE SHAPE OF BANK DRAFT**

Tender No.: _____
Tender Title: Provision of Security Services

Dear Sir/Madam,

With reference to the above-mentioned tender/contract and in accordance with the terms and conditions of the tender, we hereby submit the required **Performance Security equivalent to 10% of the Contract Value in the shape of a Bank Draft.**

The details of the Performance Security are as follows:

- Name of Contractor/Security Firm: _____
- Contract/Tender No.: _____
- Total Contract Value: PKR _____
- Performance Security @ 10%: PKR _____
- Bank Draft No.: _____
- Date of Bank Draft: _____
- Issuing Bank: _____
- Issuing Branch: _____
- In Favour of: _____

We request you to kindly accept the enclosed Bank Draft as the required **Performance Security @ 10%** against the above-mentioned contract.

We further undertake to comply with all the terms, conditions, specifications and obligations stipulated in the tender/contract documents and confirm that the Performance Security shall remain with the Procuring Agency for the period and purpose prescribed under the applicable tender/contract conditions.

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The original Bank Draft is enclosed herewith for your necessary record and further processing.

Thanking you.

Yours faithfully,

For and on behalf of

M/s _____
[Security Firm Name]

Authorized Signatory: _____

Name: _____

Designation: _____

CNIC No.: _____

Contact No.: _____

Signature: _____

Official Stamp: _____

Enclosure: Original Bank Draft No. _____ dated _____ for PKR
_____.

