



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

TENDER DOCUMENTS

LP 04 CEMB OCTOBER 2026

HIRING OF SECURITY AGENCY

FOR SECURITY SERVICES AT CEMB, UNIVERSITY OF THE PUNJAB, LAHORE

(Only well-reputed and well-established firms/companies, duly registered with the relevant government authorities and having proven experience in providing security services, are invited to participate in the tender)

Tender Particulars	Details
Tender No.	LP-04 CEMB OCTOBER 2026
Date	15-10-2026
Contract Period	One (01) year (Extendable on satisfactory performance)
Procurement Method	Single Stage – Two Envelope Procedure
Bid Submission Deadline	02-11-2026 at 10:00 a.m.
Opening of Technical Bids	02-11-2026 at 10:30 a.m.
Bid Security	Rs.70,000/- in the form of CDR in the name of Director CEMB.

Issued by: Admin Officer, CEMB

Email: admin@cemb.edu.pk | Phone: +92-(042) 35293145



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

TENDER NOTICE

Electronic bids are invited from well-reputed, well established, eligible and experienced Security Services Companies/Firms, duly registered with the relevant Government authorities, for providing security services at the Centre of Excellence in Molecular Biology (CEMB), University of the Punjab, Lahore, for a period of one (01) year and extendable on satisfactory performance.

Bids must be submitted through the e-procurement portal (EPADS) by 10:00 a.m. on **02.11.2026**. Technical bids will be opened on the same date at 10:30 a.m. in the presence of bidders or their authorized representatives. Procurement shall be conducted under the applicable PPRA rules through the Single Stage–Two Envelope procedure.

All technical and financial documents must be uploaded on EPADS. The original CDR for bid security shall be submitted by the bidders to the Procurement office of CEMB before closing date and time of bid submission. Bids not submitted in accordance with the tender requirements may be treated as non-responsive.

The tender documents may be obtained from EPADS and the CEMB website (www.cemb.edu.pk) as well as PPRA. If the scheduled opening date is declared a public holiday, bids shall be opened on the next working day at the same time, unless notified otherwise.

The Director, CEMB reserves the right to accept or reject any or all bids in accordance with applicable procurement rules. A tender redressal committee shall address complaints in accordance with the applicable procedure.

Staff Required

Sr. No.	Position	No. of persons	Age/Fitness	Qualification	Experience
1	Security Guards	05	25-35 years/ physically fit and willing to perform day/night shifts	Literate	Minimum 01 year

Bid Security:- A Call Deposit Receipt (CDR)/Earnest Money (Rs.70,000/-) fixed shall be submitted as specified in the tender notice.

(MUHAMMAD AHMAD WATTOO)

ADMIN OFFICER

Email: admin@cemb.edu.pk

Phone: (042) 35293145

Cell No. 0300-4575427



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

BID PRICE SCHEDULE AND SCOPE OF SERVICES

A. Estimated Tender Cost

Sr. No.	Description	Period	Estimated Amount (Rs.)	Quoted Amount (Rs.)
1	Provision of five (05) Security Guards	12 months	3,017,242/-	
2	Punjab Sales Tax (PST) @ 16%	—	482,758/-	
	GRAND TOTAL		3,500,000/-	

Bidders shall quote their complete rates in the financial bid, clearly showing monthly charges, annual charges, applicable taxes, and the total contract price in the above column.

B. Scope of Services

- Deploy five (05) security guards at CEMB as directed by the Centre.
- Maintain access control at entry/exit points; verify visitors, vehicles and deliveries in accordance with CEMB instructions.
- Conduct regular patrols of buildings, laboratories, offices, parking areas and the perimeter, as assigned.
- Maintain record of visitors, vehicles, incidents, keys and duty register as required by CEMB.
- Immediately report suspicious activity, emergencies, loss, damage, fire, safety hazards or security breaches to the designated CEMB officer/Admin Officer.
- Ensure that all deployed personnel are trained, alert, physically fit, properly uniformed and equipped for their duties.
- Follow CEMB instructions for emergency response, evacuation, confidentiality and protection of institutional property.



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

TECHNICAL EVALUATION CRITERIA – SECURITY SERVICES

Sr. No.	Parameters	Detail	Maximum Marks	Remarks															
1	Past Performance (Within previous 3 years)	(a) Major Institutions/Firms Served (Form A1): (15 marks) <table><tr><td colspan="3">No. of institutions served</td></tr><tr><td>i</td><td>1 to 3</td><td>5</td></tr><tr><td>ii</td><td>4 to 6</td><td>10</td></tr><tr><td>iii</td><td>7 & Above</td><td>15</td></tr></table>	No. of institutions served			i	1 to 3	5	ii	4 to 6	10	iii	7 & Above	15	15	Institutions mean government institutions / Public Sector organizations / Public Sector Universities / Government Agencies / Autonomous Bodies etc. Firms mean private sector companies, etc. Copies of relevant work orders / completion certificate must be attached.			
No. of institutions served																			
i	1 to 3	5																	
ii	4 to 6	10																	
iii	7 & Above	15																	
2	Relevant Experience (Similar Services)	1–2 contracts → 02 Marks 3–5 contracts → 03 Marks More than 5 → 05 Marks	5	Contracts of Similar Nature (Universities, Offices, Hospitals, etc.)															
3	Valid registration /license and enlistment	Valid company registration and applicable security agency license, supporting documents required	10	Enlistment Certificate															
4	Financial Status	<table><tr><td colspan="3">Financial Status</td></tr><tr><td>i</td><td>Tax Returns (Last 3 years) (1 mark each year)</td><td>3</td></tr><tr><td>ii</td><td>Bank Certificate*</td><td>2</td></tr><tr><td>iii</td><td>Bank Statement (Previous 12 months)</td><td>2</td></tr><tr><td>iv</td><td>Balance above the amount of quoted items.</td><td>03</td></tr></table>	Financial Status			i	Tax Returns (Last 3 years) (1 mark each year)	3	ii	Bank Certificate*	2	iii	Bank Statement (Previous 12 months)	2	iv	Balance above the amount of quoted items.	03	10	All provided documents can be verified by the Department.
Financial Status																			
i	Tax Returns (Last 3 years) (1 mark each year)	3																	
ii	Bank Certificate*	2																	
iii	Bank Statement (Previous 12 months)	2																	
iv	Balance above the amount of quoted items.	03																	
5	Security management and capacity	(Form-B1) <table><tr><td colspan="3">Security Staff</td></tr><tr><td>i</td><td>Less than 5 persons</td><td>0</td></tr><tr><td>ii</td><td>5 -10 persons and above</td><td>5</td></tr><tr><td>iii</td><td>10 persons and above</td><td>10</td></tr></table>	Security Staff			i	Less than 5 persons	0	ii	5 -10 persons and above	5	iii	10 persons and above	10	10	Complete supporting documents be attached.			
Security Staff																			
i	Less than 5 persons	0																	
ii	5 -10 persons and above	5																	
iii	10 persons and above	10																	



6	Training and competence of security personnel	Training Certificate			10	
		i	No certificate provided	0		
		ii	1 to 2	3		
		iii	3 to 5	5		
		iv	6 and above	10		
7	Uniforms, equipment and communication	Uniforms/ID cards, torches, communication devices and other necessary equipment; list and evidence to be attached			10	
8	Past performance and client references	Satisfactory performance certificates/references from previous clients			5	
		i	No certificate provided	0		
		ii	1 to 2	3		
		iii	3 and above	5		
9	End User Satisfaction	End User Satisfaction			10	
		i	<i>Excellent</i>	10		
		ii	<i>Good</i>	07		
		iii	<i>Satisfactory</i>	03		
10	Registration with income tax department	<i>Income Tax (NTN), Sales Tax / PRA Registration</i>			5	
11	Non-blacklisting declaration	Signed affidavit/declaration that the firm is not blacklisted by any Government/public-sector agency			5	
12	Litigation and compliance declaration	Disclosure of material litigation and declaration of compliance with applicable labour and statutory requirements			5	

Total Marks: 100

Qualifying Marks: 65%

Note: Marks will be awarded only if the comprehensive and complete concerned supporting documents are uploaded on EPADS.



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

INSTRUCTIONS FOR BIDDERS AND TERMS & CONDITIONS

- 1. Eligibility** The bidder must be a legally registered security services company with valid licenses/permissions required by the relevant authorities.
- 2. Contract period** The contract shall be for one (01) year, subject to the agreement and applicable procurement rules. Any extension shall require written approval of the competent authority.
- 3. Deployment** The company shall deploy five (05) Guards, or the approved number directed by CEMB, according to the duty roster issued by the Centre.
- 4. Personnel** All personnel shall be trained, physically fit, of good character, properly vetted where required, and capable of performing security duties. CEMB may require replacement of any unsuitable person.
- 5. Attendance and replacement** The company shall maintain daily attendance and duty records. Any absent or unavailable employee shall be replaced promptly without additional cost to CEMB. Company will be responsible to provide approved numbers of security personnel/staff to CEMB without any absent or leave.
- 6. Working Days** The company will be responsible for deploying approved/agreed number of staff for whole month without any leave.
- 7. Salaries and legal dues** The company shall pay salaries, overtime and other lawful dues in accordance with applicable labor laws and minimum wage requirements, and fulfil applicable EOBI, social security, insurance and tax obligations.
- 8. Uniform and equipment** The company shall provide uniforms, identity cards, torches, communication devices and other agreed equipment at its own expense.
- 9. Conduct and confidentiality** Personnel shall remain disciplined, courteous and confidential, and shall comply with CEMB's security instructions and access-control procedures.
- 10. Inspection and verification** CEMB may inspect security arrangements, verify personnel and records, and direct corrective action for deficiencies.
- 11. Payment and deductions** Payment shall be processed against verified attendance, satisfactory performance, invoice and required supporting documents. Deductions/penalties, if any, shall be applied as provided in the contract and applicable rules.
- 12. Liability** The Company shall be responsible for negligence, misconduct or breach of duty by its personnel, subject to applicable law and the terms of the agreement. Any loss or damage shall be investigated and liability determined accordingly.
- 13. Subcontracting** The Company shall not subcontract the services without prior written approval of CEMB.
- 14. Termination** CEMB may terminate the contract for material breach, fraud, persistent poor performance or other grounds provided in the agreement, following the applicable contractual procedure.
- 15. Dispute resolution** Disputes shall be handled under the agreement and applicable laws and procurement rules.
- 16. Acceptance** Submission of a bid constitutes acceptance of the tender requirements. The successful bidder shall execute a formal agreement before commencement of services.



CENTRE OF EXCELLENCE IN MOLECULAR BIOLOGY (CEMB)

CEMB-87, West Canal Bank Road, Thokar Niaz Baig, Lahore

FORM A1

PAST PERFORMANCE – PUBLIC / GOVERNMENT/ PRIVATE CLIENTS

Provide details of security services contracts completed or currently being performed during the last three years. Attach copies of work orders/contracts and completion or satisfactory performance certificates.

Sr. No.	Client / Institution	Contract Value	Period	Brief Description of Security Services	Client Contact Details
1					
2					
3					
4					
5					
6					
7					

Copies of relevant work orders/contracts and client certificates must be attached; otherwise, the relevant experience may not be counted.

Authorized Signatory: _____ Signature/Stamp: _____

Date: _____

FORM B1

LIST OF SECURITY PERSONNEL STAFF

List the proposed and available security personnel. Attach CNIC copies where lawfully required, relevant training certificates, experience details and any required licenses/credentials. Personal data shall be handled in accordance with applicable law.

Sr. No.	Name	Proposed Role	Qualification / Training	Relevant Experience	CNIC / Credential Details
1					
2					
3					
4					
5					

Copies of relevant work orders/contracts and client certificates must be attached; otherwise, the relevant experience may not be counted.

Name of Bidder / Authorized Signatory: _____

Signature: _____ Official Stamp: _____

Date: _____