

ITB NO: PEIMA/PROC/2025/Security Services/01

**STANDARD BIDDING DOCUMENTS**

**FOR**

**PROCUREMENT OF SECURITY SERVICES FOR FY 2025-26**

**Important Note:**

In order to conduct procurement process in a fair & transparent manner and to bring value for money to the Procuring Agency i.e., Punjab Education Initiatives Management Authority (PEIMA), Lahore through National and open competitive bidding, Tenderer/Bidder(s) (who intend to take part in the instant Tender) are required to submit the requisite information and documents mentioned in the Tender/Bidding Document. Bids received without, undertakings, legitimate documentary evidence, relevant documents and contrary to the method of submission as per requirement mentioned in the Bidding Document or Certificates are liable to be rejected ab initio i.e. at the initial stage. The supporting data along with valid documentary evidence for critical components as detailed herein should be submitted in the form of Index by the Tenderer/Bidder for scrutiny.



**PUNJAB EDUCATION INITIATIVES MANAGEMENT AUTHORITY**

**Address:** 50 Babar Block New Garden Town, Lahore

**Phone No:** 042-99232040

**Website:** [http:// peima.punjab.gov.pk](http://peima.punjab.gov.pk)

**Issuing Month:** May-2025

**Approval Authority:** Chief Executive Officer

**Authorized Person:** Director (HR & Admin)

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*(Signature & Stamp) (Date)*

**SECTION:- INVITAION TO BIDS**

**INVITATION TO BIDS  
FOR  
PROCUREMENT OF SECURITY SERVICES FOR FY 2025-26**

1. Bids are invited from eligible Bidders i.e. Firms / Companies / JVs / Group / Consortiums / AOPs/ Sole Proprietors etc. for “**Procurement of Security Services for FY 2025-26**” at Punjab Education Initiatives Management Authority (PEIMA), 50 Babar Block New Garden Town, Lahore.
2. The Bidders are required to be registered with Income Tax, Sales Tax and Punjab Sales Tax Departments, having compliance with minimum wage rate and licensed from home department, and registered on E-PADS under PPR-14 Rule 38 (2) (a) (amended till date of advertisement of this ITB notice)
3. Single Stage Two envelopes bidding procedure as per the PPRA Rules, 2014 (amended till date of advertisement of this ITB notice) shall be adopted.

Sr. No.	Description of services	Estimated Tender Cost (in Rupees)	Bid Security @ 2 % of estimated tender cost (in Rupees)
1	Security Guards (04)	Rs. 3,030,823/-	Rs. 60,616/-

*All other information is available in Bidding Documents.*

4. Bidders are requested to submit online bids through E-PADS. Scanned copy of Bid security will be uploaded on E-PADS on or before **16<sup>th</sup> June, 2025 at 10:30am**.
5. Original Bid Security in sealed & stamped envelope, under rule 27 of PPRA Rules, 2014 (amended till date of advertisement), must be delivered to the office of undersigned till **16<sup>th</sup> June, 2025 at 10:30am** in the form of CDR/Bank Guarantee / Demand Draft / Pay Order from a Scheduled Bank of Pakistan. Late submission shall not be accepted.
6. Bids will be opened through PPRA EPADS online portal in the presence of representatives of bidders who choose to attend at **16<sup>th</sup> June, 2025 at 11:00am** in the office of the undersigned. In case of official holiday on the day of submission, next day will be treated as closing date.
7. Only the bidders who are technically qualified will be invited for the opening of their financial bids, in the presence of such representatives of the bidders who care to be present at that time.
8. The bidding documents are immediately available after publication of advertisement on PPRA websites [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and E-PADS portal.
9. Punjab Education Initiatives Management Authority (PEIMA) reserves the right to reject all the proposals at any time prior to the acceptance of a bid or proposal.
10. The bidding documents carrying all details can be downloaded free of cost from websites [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) & [http:// peima.punjab.gov.pk](http://peima.punjab.gov.pk).

**DIRECTOR (HR & ADMIN)**

Punjab Education Initiatives Management Authority (**PEIMA**)

50-Babar Block New Garden Town, Lahore

<https://peima.punjab.gov.pk/>

042-99232040

<b>SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)</b> .....	<b>5</b>
<b>2.1. INTRODUCTION</b> .....	<b>5</b>
2.1.1 Punjab Procurement Rules to be followed .....	5
2.1.2 Scope of Bid .....	5
2.1.3 Source of Funds .....	5
2.1.4 Eligible Bidders .....	5
2.1.5. One person one bid .....	7
2.1.5. Work Plan/Deputation Plan .....	7
2.1.6. Primary & Secondary Contacts .....	7
<b>2.2. THE BIDDING DOCUMENTS</b> .....	<b>8</b>
2.2.1. Content of Bidding Documents .....	8
2.2.2. Clarification of Bidding Documents .....	8
2.2.3. Amendment of Bidding Documents .....	9
<b>2.3. PREPARATION OF BIDS</b> .....	<b>9</b>
2.3.1. Language of Bid .....	9
2.3.2. Bid Form .....	9
2.3.3. Bid Prices .....	9
2.3.4. Bid Currencies .....	10
2.3.5. Documents Establishing Bidder's Eligibility and Qualification .....	10
2.3.6. Bid Security .....	10
2.3.7. Period of Validity of Bids .....	11
2.3.8. Format and Signing of Bid .....	11
2.3.9. Minimum Wage rates/all applicable taxes .....	12
<b>2.4. SUBMISSION OF BIDS</b> .....	<b>12</b>
2.4.1 Sealing and Marking of Bids .....	12
2.4.2 Deadline for Submission of Bids .....	12
2.4.3. Late Bids .....	12
2.4.4. Modification and Withdrawal of Bids .....	13
<b>2.5. OPENING AND EVALUATION OF BIDS</b> .....	<b>13</b>
2.5.1. Opening of Bids by the Procuring Agency .....	13
2.5.2. Confidentiality .....	13
2.5.3. Clarification of Bids .....	14
2.5.4. Preliminary Examination .....	14
2.5.5. Examination of Terms and Conditions; Technical Evaluation .....	15
2.5.6. Correction of Errors .....	15
2.5.7. Post-qualification & Evaluation of Bids .....	16
2.5.9. Contacting the Procuring Agency .....	16
2.5.10. Grievance Redressal .....	16
<b>2.6. AWARD OF CONTRACT</b> .....	<b>16</b>
2.6.1. Notification of Award .....	16
2.6.2. Performance Guarantee .....	17
2.6.3. Signing of Contract/ Issuance of work Order .....	17
2.6.4. Award Criteria .....	17
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award .....	17
2.6.6. Procuring Agency's Right to Accept or Reject All Bids .....	18
2.6.7. Re-Bidding .....	18
2.6.8. Corrupt or Fraudulent Practices .....	18
<b>SECTION-III. TECHNICAL SPECIFICATIONS</b> .....	<b>20</b>
<b>3.1. TECHNICAL SPECIFICATIONS</b> .....	<b>20</b>
<b>3.2 SCOPE OF SERVICES</b> .....	<b>20</b>
<b>SECTION-IV: BID DATA SHEET</b> .....	<b>26</b>
<b>4.1. BID DATA SHEET (BDS)</b> .....	<b>26</b>
<b>SECTION-V: GENERAL CONDITIONS OF CONTRACT</b> .....	<b>31</b>
<b>1. DEFINITIONS</b> .....	<b>31</b>
<b>2. APPLICATION</b> .....	<b>31</b>
<b>3. COUNTRY OF ORIGIN</b> .....	<b>31</b>

<b>4. STANDARDS</b> .....	<b>31</b>
<b>5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION AND AUDIT BY THE PROCURING AGENCY.</b> .....	<b>31</b>
<b>6. PERFORMANCE GUARANTEE</b> .....	<b>32</b>
<b>7. INCIDENTAL MATERIAL</b> .....	<b>32</b>
<b>8. PAYMENT</b> .....	<b>32</b>
<b>9. PRICES</b> .....	<b>33</b>
<b>10. CHANGE ORDERS</b> .....	<b>33</b>
<b>11. CONTRACT AMENDMENTS</b> .....	<b>33</b>
<b>12. ASSIGNMENT</b> .....	<b>33</b>
<b>13. SUB-CONTRACTS</b> .....	<b>33</b>
<b>14. DELAYS IN THE SERVICE PROVIDER’S PERFORMANCE</b> .....	<b>33</b>
<b>15. LIQUIDATED DAMAGES</b> .....	<b>33</b>
<b>16. TERMINATION FOR DEFAULT</b> .....	<b>34</b>
<b>17. FORCE MAJEURE</b> .....	<b>34</b>
<b>18. TERMINATION FOR INSOLVENCY</b> .....	<b>34</b>
<b>19. TERMINATION FOR CONVENIENCE</b> .....	<b>35</b>
<b>20. RESOLUTION OF DISPUTES</b> .....	<b>35</b>
<b>21. GOVERNING LANGUAGE</b> .....	<b>35</b>
<b>22. APPLICABLE LAW</b> .....	<b>35</b>
<b>23. NOTICES</b> .....	<b>35</b>
<b>24. TAXES AND DUTIES</b> .....	<b>36</b>
<b>SECTION-VI. SPECIAL CONDITIONS OF CONTRACT</b> .....	<b>37</b>
<b>SPECIAL CONDITIONS OF CONTRACT</b> .....	<b>37</b>
<b>1. Definitions (GCC Clause 1)</b> .....	<b>37</b>
<b>2. Performance Guarantee (GCC Clause 6)</b> .....	<b>37</b>
<b>3. Incidental Materials (GCC Clause 7)</b> .....	<b>37</b>
<b>4. Payment (GCC Clause 8)</b> .....	<b>37</b>
<b>5. Prices (GCC Clause 9)</b> .....	<b>37</b>
<b>6. Liquidated Damages (GCC Clause 15)</b> .....	<b>37</b>
<b>7. Resolution of Disputes (GCC Clause 20)</b> .....	<b>37</b>
<b>8. Governing Language (GCC Clause 21)</b> .....	<b>38</b>
<b>9. Applicable Law (GCC Clause 22)</b> .....	<b>38</b>
<b>10. Notices (GCC Clause 23)</b> .....	<b>38</b>
<b>SECTION-VII. SCHEDULE OF REQUIREMENTS/WORK PLAN/ DEPUTATION PLAN</b> .....	<b>39</b>
<b>7.2 DEPLOYMENT PLAN FOR HUMAN RESOURCE:</b> .....	<b>39</b>
<b>7.2 LIST OF SECURITY EQUIPMENT:</b> .....	<b>39</b>
<b>SECTION-VIII: SAMPLE FORMS</b> .....	<b>40</b>
<b>8.1 BID FORM</b> .....	<b>40</b>
<b>8.2 BIDDER’S JV MEMBERS INFORMATION FORM</b> .....	<b>42</b>
<b>8.3. BIDDER PROFILE FORM</b> .....	<b>43</b>
<b>8.4. GENERAL INFORMATION FORM</b> .....	<b>44</b>
<b>8.5. AFFIDAVIT</b> .....	<b>45</b>
<b>8.6. PERFORMANCE GUARANTEE FORM</b> .....	<b>46</b>
<b>8.7. TECHNICAL BID FORM</b> .....	<b>47</b>
<b>8.8. CONTRACT FORM</b> .....	<b>48</b>
<b>8.9. FINANCIAL BID FORM/PRICE SCHEDULE</b> .....	<b>49</b>
<b>8.10. BID SECURITY FORM</b> .....	<b>50</b>
<b>SECTION IX- CHECK LIST</b> .....	<b>51</b>

## SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

**Note:** - All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014 (amended till date of advertisement of the this ITB notice). In case of any conflict between the provisions of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.

### 2.1. INTRODUCTION

#### 2.1.1 Punjab Procurement Rules to be followed

- i) Punjab Procurement Rules 2014 (Amended till date of advertisement of this ITB notice) will strictly be followed. These Rules may be obtained from PPRA's website.
- ii) In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2014 (Amended till date of advertisement of the this ITB notice).

#### 2.1.2 Scope of Bid

- i) The Punjab Education Initiatives Management Authority, PEIMA invites Bids for the provision of Security Services at 50- Babar Block, New Garden Town, Lahore or at any other designated location, as specified in the Section-IV Bid Data Sheet (BDS) and Section VII-Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

#### 2.1.3 Source of Funds

- i) The Punjab Education Initiatives Management Authority, PEIMA named in the Bid Data Sheet is an Authority. The main source of fund is 'Govt.' and received from "Finance Department Govt. of the Punjab".

#### 2.1.4 Eligible Bidders

- i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/ JVs, registered with relevant Registration Authorities and must be active taxpayer in Tax Departments/Authorities for last three years (Income Tax, Sales Tax & Punjab Sales Tax etc.) (Documentary proof shall have to be provided by bidder(s)).
- ii) The bidders are required to be possessed adequate experience in the relevant field, not currently blacklisted by the procuring agency (PEIMA) as per as per PPRA Circular No.MD(PPRA)48-BOM/2023/000697 dated 07-07-2023 and Punjab Procurement Regulatory Authority Rules 2014, having compliance with minimum wage rate and licensed from Home Department.
- iii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of Bidding Documents and other documents to be used for the procurement of security services to be purchased under this Invitation to Bids.

- iv) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- v) 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, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
- vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.
- vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- ix) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
  - a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.
  - b) have controlling shareholders in common; or
  - c) receive or have received any direct or indirect subsidy from any of them; or
  - d) have the same legal representative for purposes of this Bid; or
  - e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

f) submit more than one Bid in this Bidding process.

xi) A Bidder may be ineligible if –

- (a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
- (b) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (c) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

### **2.1.5. One person one bid**

- i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

### **2.1.5. Work Plan/Deputation Plan**

- i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

### **2.1.6. Primary & Secondary Contacts**

- i. The Primary and Secondary contacts for all correspondence in relation to this bid are as follows  
**Primary:**  
Name: Mr. Abdul Mannan  
Designation: Assistant Director (HR),  
Contact No. 0300-455-8185  
Email: ad.hr@peima.punjab.gov.pk  
**Secondary:**  
Name: Ms. Sobia Samreen  
Designation: Deputy Director (Admin)  
Contact: +92 321 4083866  
Email: deputydirector.admin@peima.punjab.gov.pk
- ii. Bidders should note that during the period from the receipt of the bids and until further notice, all queries should be communicated via Primary Contact and in writing only. In case of an urgent situation where the Primary Contact cannot be contacted, bidders may alternatively direct their enquiries through the Secondary Contact.

## 2.2. THE BIDDING DOCUMENTS

### 2.2.1. Content of Bidding Documents

- i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
  - (a) Invitation to Bids
  - (b) Instructions to Bidders (ITB)
  - (c) Scope of Services
  - (d) Bid Data Sheet
  - (e) General Conditions of Contract (GCC)
  - (f) Special Conditions of Contract (SCC)
  - (g) Schedule of Requirements
  - (h) Bid Form
  - (i) Bidder Profile Form
  - (j) General Information Form
  - (k) Affidavit
  - (l) Bid Security Form
  - (m) Technical Bid Form
  - (n) Contract Form
  - (o) Financial Bid Form / Price Schedule
  - (p) Performance Guarantee Form
  - (q) Check List
- ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as 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.
- iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1 (i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.
- iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

### 2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing through E-PADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet through E-PADS.
- ii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing through E-PADS to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the

submission of Bids

### **2.2.3. Amendment of Bidding Documents**

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4)of PPR-14.
- ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.
- iii) 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 addenda.
- iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.
- v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

## **2.3. PREPARATION OF BIDS**

### **2.3.1. Language of Bid**

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet i.e English. Supporting documents and printed literature furnished by the Bidder may be in same language.

### **2.3.2. Bid Form**

- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating security services to be provided.

### **2.3.3. Bid Prices**

- i) The Bidder shall indicate on form 8.9 the unit prices (where applicable) and total Bid price of the security guards, the services of which it proposes to provide under the contract.
- ii) Prices indicated on the Price Schedule shall be as per prescribed format *[i.e. form 8.9]*
- iii) The Bidder's separation of price components in accordance with

ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

- iv) 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 may be rejected.

#### **2.3.4. Bid Currencies**

- i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.
- ii) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

#### **2.3.5. Documents Establishing Bidder's Eligibility and Qualification**

- i) Pursuant to ITB Clause 2.1.4, 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.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.4.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:
  - (a) that the Bidder has the financial, technical capability necessary to perform the contract;
  - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

#### **2.3.6. Bid Security**

- i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
- ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).
- iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:
  - (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) Days, beyond the validity of Bid.
- iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
- v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible, upon written request but not later than thirty (30) days after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 or

along with unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

*“38(2)(a)(vii) the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

*provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency”.*

- vi) The successful Bidder’s Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
- vii) 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, the Bid Form;
  - b. in the case of a successful Bidder, if the Bidder:
    - i. fails to sign the contract in accordance with ITB Clause 2.6.3;  
**or**
    - ii. fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
    - iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

**2.3.7. Period of Validity of Bids**

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.
- ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

**2.3.8. Format and Signing of Bid**

- i) The Bidder shall submit original Bid (Technical Bid & Financial Bid) indicated in the Bid Data Sheet through E-PADS and scanned copies of documents on the relevant proforma given in Bidding Document.
- ii) The original copy of the Bid shall be typed or written in indelible ink and shall be signed and stamped by the Bidder or a person or

persons duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be initialed (signed) and stamped by the person or persons signing the Bid.

- iii) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- iv) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be initialed by the person or persons signing the Bid.
- v) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

**2.3.9. Minimum Wage rates/all applicable taxes**

- i) The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

**2.4. SUBMISSION OF BIDS**

**2.4.1 Sealing and Marking of Bids**

- i) The mode of procurement is Single Stage Two Envelopes. The Bid shall be submitted through E-PADS and all relevant documents / forms must be scanned and uploaded through E-PADS

**2.4.2 Deadline for Submission of Bids**

- i) Bids must be submitted no later than the time and date specified in the Bid Data Sheet.
- ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**2.4.3. Late Bids**

- i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and

returned unopened to the Bidder.

#### **2.4.4. Modification and Withdrawal of Bids**

- i) Not allowed after deadline prescribed for submission of Bids
- ii) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14).

### **2.5. OPENING AND EVALUATION OF BIDS**

#### **2.5.1. Opening of Bids by the Procuring Agency**

- i) The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives who care 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 a register as proof of their attendance.
- ii) The Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings on E-PADS. The Financial Proposals will remain unopened and will be held until the specified time of their opening.
- iii) The Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
- iv) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.
- v) No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder.
- vi) 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 whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- vii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.
- viii) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail.

#### **2.5.2. Confidentiality**

- i) 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 persons not officially concerned with such process until the time of the announcement

of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

- ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

### **2.5.3. Clarification of Bids**

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing through E-PADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet through E-PADS.
- ii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing through E-PADS to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids.

### **2.5.4. Preliminary Examination**

- i) The Procuring Agency 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.
- ii) Arithmetical errors will be rectified on the following basis: -
  - a. 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 the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. 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. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation.

- iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:
  - a) meets the eligibility criteria defined in **ITB 2.1.4**;
  - b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
  - c) has been properly signed;
  - d) is accompanied by the required securities; and
  - e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

**2.5.5. Examination of Terms and Conditions; Technical Evaluation**

- i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

**2.5.6. Correction of Errors**

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - a) 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;
  - b) 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
  - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as

binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7**.

### **2.5.7. Post-qualification & Evaluation of Bids**

- i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is **qualified** to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
- iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 8.9 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

### **2.5.9. Contacting the Procuring Agency**

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.
- ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

### **2.5.10. Grievance Redressal**

- i) As per Rule-67 of PPR-2014, amended at the time of publication of advertisement on the website will be applicable.

## **2.6. AWARD OF CONTRACT**

### **2.6.1. Notification of Award**

- i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email or through E-PADS to be confirmed in writing by registered letter, that its Bid has been accepted.

- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7.

### **2.6.2. Performance Guarantee**

- i) Within fifteen (15) of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.
- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

### **2.6.3. Signing of Contract/ Issuance of work Order**

- i) **At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties.**
- ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, **within seven (07) days** of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.
- iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

### **2.6.4. Award Criteria**

- i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency 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 that the Bidder has been determined to be qualified to perform the contract satisfactorily. Financial Evaluation shall be carried out on the basis of Total Bid Price wise. Contract will be awarded to the lowest evaluated bidder.

### **2.6.5. Procuring Agency's Right to Vary Quantities**

- i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantum of *security services* originally specified in the Schedule of Requirements without any

**at Time of Award**

change in unit price or other terms and conditions, on the analogy of rule-59 (c) (iv) of PPR-14.

**2.6.6. Procuring Agency's Right to Accept or Reject All Bids**

- i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals.
- ii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.
- iii) The Bidders shall be promptly informed about the rejection of the Bids, if any

**2.6.7. Re-Bidding**

- i) If the Procuring Agency rejects all the Bids under Rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

**2.6.8. Corrupt or Fraudulent Practices**

- i) The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts and would not indulge in .

"Corrupt practices" in respect of procurement process, as given in S-2 (d) of PPRA, Act, 2009.

**ii. Blacklisting.**— As per rule 21 of PPR-14:

*(1) A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

- (a) acted in a manner detrimental to the public interest or good practices;*
- (b) consistently failed to perform his obligation under the Contract;*
- (c) not performed the Contract up to the mark; or*
- (d) indulged in any corrupt practice.*

*(e) The mechanism or process for barring a bidder or contractor for participating in procurement process of a procuring agency, is specified in the schedule appended Punjab Procurement Rules, 2014.*

*(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:*

- (a) shall forward the decision to the Authority for publication on the website of the Authority; and*
- (b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

*(3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement*

*process of all or some of the procuring agencies for such period as the Managing Director may determine.*

*(4) Any person or procuring agency aggrieved by an order under sub-rule (3) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.*

5) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

## SECTION-III. TECHNICAL SPECIFICATIONS

### 3.1. TECHNICAL SPECIFICATIONS

#### 3.1.1 Detail of personals required/ Technical Specifications:

Sr. #	Description	Armed with	Age, height, Nationality, Gender	Qualification / Experience	Quantity
1	Security Guard (Retired personnel from army /police/any other public sector law enforcing agencies/civilians).	Details provided in Clause 7.2 of Section-VII under the heading of "List of Security Equipment"	Minimum: 25 Years, Maximum 60 years Height: Not less than 5'6", Nationality: Pakistani, Gender: Male / Female	Minimum Qualification: At least Middle Pass Minimum experience: At-least 5 years as Security Guard (preference will be given to ex Serviceman)	04

#### 3.1.2 Premises of Procuring Agency:

i. **Main Office of PEIMA**

Address: 50-Babar Block, New Garden Town, Lahore. (any changes will be intimated accordingly).

### 3.2 SCOPE OF SERVICES

#### 3.2.1 Contextual Information

The PEIMA aims to hire security services of a reputable and capable security service provider.

#### 3.2.2 Service Framework

The Punjab Education Initiatives Management Authority established under the PEIMA Act 2018 (**PEIMA**) requires firms to provide Security Services round the clock (365 days a year, 24 hours a day including Sundays & Holidays) at its premises 50 Babar Block ,new Garden Town, Lahore, or any other location.

#### 3.2.3 Operational Responsibilities

##### 3.2.3.1

The service provider shall provide Security Services, the said contract period as per the requirements set out in the service specifications, detailed later in this section. It is to be noted that security services should not be compromised/ interrupted under any case /circumstances.

##### 3.2.3.2

The service provider must abide by prevailing labor laws including but not limited to payment of Minimum wages, Social Security and EOBI to its employees concerning security services. The

Procuring Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the Termination of the Contract and/or forfeiture of Performance Guarantee as per PPRA Rules.

#### 3.2.3.3

Provide the Security equipment mentioned in this document. The successful Firm shall have to ensure all the security equipments physically available and in 100% working condition in the premises of procuring agency before starting the work and these should always remain in working condition during the period of contract.

#### 3.2.3.4

The service provider shall provide uniforms, identification cards (ID), Personnel Protective Equipment (PPE), guns, weapons etc. to its entire security staff deployed at the premises and ensure its proper usage by the security staff. Further, the staff would be in clean uniform at all the times.

#### 3.2.3.5

Clearance of the staff from the concerned Law Enforcement Agencies (LEAs) provided to procuring agency will be the responsibility of Service Provider.

#### 3.2.3.6

The security staff shall be allowed leaves as per relevant labour laws. However, service provider shall ensure 100% availability of security staff for duty round the clock.

#### 3.2.3.7

The service provider/ security guard shall control unauthorized access to the premises/ prevention of entry in office premises of any person not authorized by the Procuring Agency/ Administration or any person who lacks proper identification and keep informed the concerned authorized officer of the Administration about any activity detrimental to the interest of Procuring Agency and check gates, doors and windows of the premises/ offices of Procuring Agency to ensure that all are the closed during all periods of in-occupancy. As well as ensure the safety of the premises mentioned above staff and their property / assets of all persons at any time occupying or visiting the same and of all property contained therein.

#### 3.2.3.8

The service provider shall prevent setting up of banners, posters, advertisements, graffiti etc. without Administration's permission on the outer walls of the premises.

#### 3.2.3.9

The service provider shall prevent the entry of unauthorized persons and unauthorized vehicle inside the premises.

#### 3.2.3.10

In case of any incident such as theft, robbery, fight, accident inside the premises, it is the responsibility of the service provider to coordinate/assist with designated focal person by the Administration in lodging of FIR, legal proceeding etc.

#### 3.2.3.11

The service provider shall check entry and exit of the personnel, if required screen / inspect visitors/staff and their baggage, conduct body check (with the metal detector) to identify and take away sharp instruments, flammable stuff, prohibited items like narcotics or any other item notified by any competent forum in the best interest of the public or property. Perform suppression and removal of invaders, demonstrators and unauthorized entrants. In case of any untoward situation, the service provider shall ensure safety of staff/ officers/ officials of PEIMA.

3.2.3.12

The service provider shall recognize and respond to security threats or breaches. In addition to that, the service provider shall, recognize and respond to emergency situations and safety hazards such as fire, power outages, terrorist attacks, accidents, short circuits. The service provider shall have all emergency helpline Numbers for early response in case of emergency situation.

3.2.3.15

The Security Staff should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities. The Service Provider shall be bound to provide certified training to its staff within one month of commencement of services.

3.2.3.16

The Service Provider shall be bound to provide mock drills/exercises to its staff before joining the premises in following areas and issue orientation certificate;

1. Fire fighting
2. Anti-Terrorism

3.2.3.17

The Service Provider shall be responsible to ensure the safety and security of the assets (moveable and immovable).

3.2.3.18

The service provider shall report any occurrence of security violations to the Administration as quickly as possible.

3.2.3.19

The service provider shall ensure the safety of flower, plants, trees and grassy lawns by the staff, outsiders or stray animals (i.e. dogs, rats, cattle, etc.).

3.2.3.20

The Service Provider shall be responsible for the confidentiality of the information. The Service Provider shall take and must have mechanisms and means to ensure adequate precautions to protect the privacy and confidentiality of all data and Confidential Information pertaining to the security plans, in relation to this Agreement or the Security Services. Neither the Service Provider nor any of the employees/agents shall discuss nor disclose verbally or in writing any information regarding any of the internal security operations with any uninvolved persons or agencies without prior written approval from the Administration.

3.2.3.21

The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency or its staff by the Service Provider or its workers. The Service Provider can also partner with an Insurance Company that will pay for the damage on behalf on the Service Provider.

3.2.3.22

The Service Provider shall be entirely responsible for the conduct of its staff and in case of any strikes by its personnel or any complaint against any staff, Service Provider will be under obligation to take necessary action including but not limited to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability rising from

breach of labour laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.

#### 3.2.3.23

In case, a security guard is not performing his duties well, he shall be served a warning letter by administration and if, after one week, he is still not able to perform his duty, service provider will replace the said staff. However, administration reserves the right to ask Service Provider to replace any security personnel without any reason.

#### 3.2.3.24

Any other duties/responsibilities assigned by the Administration incorporated in the agreement shall also be binding on the Service Provider.

#### 3.2.3.25

The Service contract include, but are not limited to, the following:

- Conduct periodic outside patrols Inspect packages, briefcases, purses, duffel bags, and other items being brought into or being removed from premises of the building.
- Endeavor to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such event, Contractor will summon appropriate response agencies and then notify to the concerned authorities in accordance with applicable orders and policies; assist in minimizing the effects thereof; and assist in restoring the area to a safe condition.
- Provide escorts for dignitaries, as required.

#### 3.2.3.26

All security staff will be enrolled on the bio-metric devices installed at premises. Service provider shall ensure that its security staff uses these devices for attendance marking. Their attendance will be monitored duly by the administration through the biometric devices.

#### 3.2.3.27

In special circumstances and for reasons to be recorded in writing by Administration requirement of biometric attendance for premises for a specific month / time period can be dispense with.

#### 3.2.3.28

Service provider shall be bound to pay its staff before 10<sup>th</sup> day of each month as per minimum wage notified by the Government and any other Labour Laws and salaries including other benefits enshrined under the laws shall not be linked to any other payment which Service Provider is entitled to receive from the Procuring Agency.

#### 3.2.3.29

The service provider shall have sufficient amount/bank balance to pay the salaries of its staff for a period of three months at least.

#### 3.2.3.30

Service Provider is liable to pay contributions of EOBI and PESSI of Security Personnel employed against the instant contract.

#### 3.2.3.31

The service provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Security Personnel to procuring agency. The service provider shall provide the discharge book by concerned competent authority of the security personnel hired against Ex-Army/ Law Enforcement Agencies category. The service provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed well in advance.

3.2.3.32

The Procuring Agency reserves the right to direct the service provider for replacement of Security Staff and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.

3.2.3.33

In the event of any illness/ injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.

3.2.3.34

In case of any disputes among the Security Staff, the service provider shall resolve the same at the earliest to ensure that there is no interruption in the provision of security services.

3.2.3.35

The security staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard, no extraneous influence will be brought to bear upon the Procuring Agency.

3.2.3.36

During the term of this Agreement, Administration shall process the monthly Invoice after Salary disbursement Verification (E-Channel) to each security guard.

3.2.3.37

Any leave by any worker violating the SOPs notified by the Procuring agency shall also constitute as breach of the contractual provision.

3.2.3.38

If any worker is arriving late, up to thirty minutes and leaving early up to thirty minutes, shall not be considered as deductible and early and late working, up to thirty minutes, shall not be considered as chargeable / deductible.

3.2.3.39

Verification of the particulars, reference check and criminal record check, of the workers, shall be the responsibility of the Service Provider.

3.2.3.40

Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the Procuring Agency.

3.2.3.41

Service Provider shall immediately upon receipt of request replace any service personnel who may be considered undesirable and incompetent by the procuring agency.

3.2.3.42

Service Provider will be responsible to provide quality human resource with demonstrable experience in each premises as per Qualification & Experience of human resource in first month The Security Guards should be well behaved, healthy, energetic and fully trained in performing security duties at public and private establishments. The Administration may increase or decrease as per the requirement of the procuring agency.

3.2.3.43

After joining, the security staff will be on probation of seven (7) days, who upon the recommendation of the Administration may continue his, services for a period as per contract agreement.

3.2.3.44

The contractor shall ensure that the security guards provided to the Procuring Agency are always on duty and fully Alert during the prescribed hours of service. For any laps on the part of the security guards or for any Additional requirement in sphere of their duties, Procuring Agency will always intimate the contractor.

3.2.3.45

No act of guards will be against the interest and polices of the Procuring Agency.

3.2.3.46

The Procuring Agency shall not be responsible for any payment regarding overtime duty of the service provided by the contractor.

3.2.3.47

Firm should have at least three years' experience. Valid license holder and NOC from Home Department, Govt. of the Punjab. Updated renewal of arms license. Affidavit for non-blacklisting. Firm must provide Satisfactory Performance Certificates of providing security services in last three (03) years.

3.2.3.48

The Procuring Agency reserves the right to increase / decrease the number of human resources based on its needs and requirements. These personnel may be deployed to any designated location as required by the Procuring Agency.

## SECTION-IV: BID DATA SHEET

### 4.1. Bid Data Sheet (BDS)

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

<b>A. Introduction</b>		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.2	Name of Procuring Agency: Punjab Education Initiatives Management Authority ( <b>PEIMA</b> )  The subject of procurement is: <b>Procurement of Security Services for FY 2025-26</b>  The Contract shall be enforced for 12 months (w.e.f 01-07-2025 to 30-06-2026) from the date of signing of the contract.
2.	2.1.3	Financial year for the operations of the Procuring Agency: <b>2025-26</b>
3.	2.1.4 (iv)	Maximum number of members in the joint venture, consortium or association shall be: Two (02). J.V. form 8.2 should be followed.
<b>B. Bidding Documents</b>		
6.	2.2.2	The clarification of Bidding Documents will be made through E-PADS online platform.
7.	2.2.2	<b>Pre-bid meeting</b> will be held if required at the following venue:  Venue/ Address: Punjab Education Initiatives Management Authority ( <b>PEIMA</b> ), 50 Babar Block New Garden Town, Lahore
8.	2.3.8	The number of documents to be completed and uploaded is one.
<b>C. Bid Price, Currency, Language and Country of Origin</b>		
9	2.3.1	The language shall be: ENGLISH
10	2.3.4	The price quoted shall be inclusive of all applicable taxes, minimum wages, PESSI, EOBI, transport of guards, food and other out of pocket expenses of the guards. The Prices quoted will be binding and no variation in rates will be accepted due to whatsoever reason.
11.	2.3.4 & 2.3.9	The price quoted shall be inclusive of all applicable taxes, minimum wages, PESSI, EOBI, transport of guards, food and other out of pocket expenses of the guards. The Prices quoted will be binding and no variation in rates will be accepted due to whatsoever reason.
<b>D. Preparation and Submission of Bids</b>		
13.	2.1.4	<b>Qualification Criteria/ Knock down criteria:</b> The Bidder/ Service Provider must comply with all the mandatory parameters. In case of non-compliance of any mandatory parameter, the Bidder shall be declared as non-responsive and shall not be considered for further evaluation for marking parameters.

		<ol style="list-style-type: none"> <li>1. Valid Registration Certificate of Company/Firm.</li> <li>2. The Bidder shall have to provide security service license issued by the Punjab, Home Department.</li> <li>3. The Bidder shall have to provide verifiable details of at least 50 Security Guards presently deployed in various concerns.</li> <li>4. The Bidder shall have to provide a valid registration certificate of EOBI &amp; PESSI.</li> <li>5. The Bidder shall have to provide Income Tax, Punjab Sales Tax Registration Certificate along with Active Taxpayer list.</li> <li>6. The Bidder shall have to provide All Pakistan Security Agencies Association (APSAA) certificate for the current year.</li> <li>7. The Bidder shall have to provide ISO Certificate</li> <li>8. The Bidder shall have to provide PTA license.</li> <li>9. The Bidder shall have to provide payment certificate of professional Tax for the Financial Year 2023-24.</li> <li>10. The Bidder shall have to provide undertaking on stamp paper worth Rs. 100/- that Company/ Firm has never been blacklisted by the procuring agency (PEIMA) as per as per PPRA Circular No.MD(PPRA)48-BOM/2023/000697 dated 07-07-2023.</li> <li>11. The Bidder shall have to provide undertaking on stamp paper worth Rs. 100/- for acceptance of Terms and Conditions of Bidding Documents.</li> <li>12. Bid Security 02% of total Estimated Cost of Rs. 3,030,823/- which comes to Rs. 60,616 /-.</li> <li>13. The bidder must have at least three years' experience as a legally approved security services provider.</li> <li>14. Form 29, in case the company is register with Securities and Exchange Commission of Pakistan (SECP).</li> </ol> <p><b>Note: Documentary evidence for all above requirements must be attached along with technical proposal.</b></p>
14.	2.1.1	Bid shall be submitted through E-PADS
15.	2.4.2	The deadline for <b>Bid submission</b> is as per advertisement. <ol style="list-style-type: none"> <li>a) Day: <b>Monday</b></li> <li>b) Date: <b>16<sup>th</sup> June, 2025</b></li> <li>c) Time: <b>10:30am</b></li> </ol>
16.	2.5.1	Time, date/ Month/ Year, for <b>Bid opening</b> is as per advertisement. <ol style="list-style-type: none"> <li>a) Day: <b>Monday</b></li> <li>b) Date: <b>16<sup>th</sup> June, 2025</b></li> <li>c) Time: <b>11:00am</b></li> <li>d) Place: <b>50-Babar Block, New Garden Town, Lahore</b></li> </ol>
17.	2.6.2	Amount of Performance Guarantee is <b>five percent (05%)</b> of the contract amount.
18.	2.3.6	Estimated Contract Price is: <b>3,030,823/-</b> Amount of Bid security is: <b>Rs. 60,616/- (@ 2% of estimated Price)</b>
19.	2.3.7	Bid validity period after opening of Technical Bid is: <b>120 days.</b>
20.	2.3.8	Not applicable.

<b>E. Opening and Evaluation of Bids</b>		
<b>21.</b>	<b>2.5.1</b>	The Bid opening through E-PADS online portal shall take place at: Address: Punjab Education Initiatives Management Authority <b>(PEIMA), 50 Babar Block New Garden Town, Lahore</b> a) Day: <b>Monday</b> b) Date: <b>16<sup>th</sup> June, 2025</b> c) Time: <b>11:00am</b>
<b>22.</b>	<b>2.3.4</b>	Prices shall be quoted in <b>Pak Rupees</b> only.
<b>F. Bid Evaluation Criteria</b>		
<b>23.</b>	<b>2.5.8</b>	<b>Criteria to Bid evaluation.</b>  This section contains all the factors, methods and criteria that the <b>PEIMA</b> shall use to evaluate a bid and determine whether a Bidder possesses required qualification.  a) Applications will be examined to confirm that all terms and conditions specified in the Standard Bidding Document (SBD) have been accepted by the Bidder without any material deviation, condition or reservation. b) If, after the initial scrutiny of mandatory documents, PEIMA will reject the applications straight away, if found non-responsive. c) A responsive application is one that conforms to all mandatory requirement (knock down criteria), the terms and conditions without material deviation, reservation or omission. d) The Bidder will either be declared as “Qualified” or “Disqualified” by PEIMA. On the basis of “marking criteria” and the result shall be promptly communicated to the Bidder(s) as well as uploaded on the websites of PEIMA, PPRA and E-PADS e) The bidder offering the lowest rate would be the lowest evaluated bidder.

**(Marking Criteria: 100 Marks):**

The Bidders complying with all mandatory parameters as mentioned above and obtaining **50%** marks in each category and overall, **65%** Marks shall be declared as Responsive for opening of Financial Bids. The Financial Bids of only Responsive Bidders shall be opened. The overall Criteria / Weightage for pre-qualification shall be as under (**supporting documents must be attached in order to obtain the marks**):

Section	Category	Maximum Marks	Minimum Passing Marks (50% in each Section)	Minimum Passing Marks for Qualification
I	Experience of Firms	30	15.0	<b>65</b>
II	Key Business Indicators	35	17.5	
III	Financial Capability	35	17.5	
	<b>Total:</b>	<b>100</b>		

**EXPERIENCE (30 MARKS)**

Parameter	Maximum Score		Maximum Marks	Mandatory to obtain 50% marks
Company profile & Organogram	<b>Description</b>	<b>Marks</b>	30	15.0
	Company profile	2.5		
	Organogram	2.5		
	ISO Certificate	5.0		
	<b>Maximum Marks</b>	<b>10.0</b>		
Post-registration experience	<b>Total business years</b>	<b>Marks</b>		
	3 but less than 5	10		
	5-10	15		
	10+	20		
	<b>Maximum Marks</b>	<b>20.0</b>		

**Company profile & organogram must be printed on Bidder's letter head with official signed & stamped.**

**KEY BUSINESS INDICATORS (35 MARKS)**

Parameter	Maximum Score		Maximum Marks	Mandatory to obtain 50% marks
No. of Weapon Licenses	<b>No. of Licensed Weapons</b>	<b>Marks</b>	35	17.5
	10-20	8		
	21-30	10		
	More than 30	15		
	<b>Maximum Marks</b>	<b>15</b>		
Human Resource Capacity	<b>Security Guard</b>	<b>Marks</b>		
	50-75	8		
	76-100	10		
	More than 100	15		
	<b>Maximum Marks</b>	<b>15</b>		
Security Guard (Retired personnel from army /police/any other public sector law enforcing agencies/civilians).				
No. of Firms to whom services are provided during the last 5 years with satisfied certificate	<b>No. of Firms</b>	<b>Marks</b>		
	5+	5		
	5	4		
	4	2		
	3	1		
	1-2	0		
	<b>Maximum Marks</b>	<b>5</b>		

**FINANCIAL CAPACITY (35 MARKS)**

Parameter	Maximum Score		Maximum Marks	Mandatory to obtain 50% marks
Closing Balance of Bank accounts for last one year (01.07.2023 to 30.06.2024)	Closing Balance of Bank accounts for last one year. (Rs. in Million)	Marks	35	17.5
	2 to 5	4		
	5+ to 8	6		
	8+ to 10	8		
	10+	10		
	<b>Maximum Marks</b>	<b>10</b>		
Income Tax Chargeable in last one Tax Year-2024.	Income Tax (Rs. in Million)	Marks	35	17.5
	0.2 to 0.3	4		
	0.31 to 0.4	6		
	0.41 to 0.5	8		
	Above 0.51 million	10		
	<b>Maximum Marks</b>	<b>10</b>		
Financial Value of Total Contracts for last 3 financial years- 2021-22, 2022-23 and 2023-24.	Contract Amount (Rs. in Million)	Marks	35	17.5
	2 to 4	4		
	4.1 to 6	6		
	6.1 to 8	8		
	Above 8 million	10		
	<b>Maximum Marks</b>	<b>10</b>		
Audit Report	Description	Marks	35	17.5
	Audit Report of financial year 2023-24	5		

## **SECTION-V: GENERAL CONDITIONS OF CONTRACT**

<p><b>1. Definitions</b></p>	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <p>(a) “The Contract” means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>(b) “The Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.</p> <p>(c) “The Services” means those services <i>{detail to be provided by the Procuring Agency as per its requirements}</i> and other such obligations of the Service Provider covered under the Contract.</p> <p>(d) “GCC” means the General Conditions of Contract contained in this section.</p> <p>(e) “SCC” means the Special Conditions of Contract.</p> <p>(f) “The Procuring Agency” means the organization hiring the Services, as named in SCC.</p> <p>(g) “The Procuring Agency’s country” is the country named in SCC.</p> <p>(h) “The Service Provider” means the Bidder or firm supplying the Services under this Contract.</p> <p>(i) “The Project Site,” where applicable, means the place or places named in SCC.</p> <p>(j) “Day” means calendar day.</p>
<p><b>2. Application</b></p>	<p>2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
<p><b>3. Country of Origin</b></p>	<p>3.1. All Services supplied under the Contract shall have their origin in Pakistan.</p>
<p><b>4. Standards</b></p>	<p>4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications and Scope of Services.</p>
<p><b>5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.</b></p>	<p>5.1. The Service Provider shall not, without the Procuring Agency’s prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider 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.</p> <p>5.2. The Service Provider shall not, without the Procuring Agency’s prior</p>

	<p>written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.</p> <p>5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider’s performance under the Contract if so required by the Procuring Agency.</p> <p>5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider’s accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the Procuring Agency.</p>
<p><b>6. Performance Guarantee</b></p>	<p>6.1. Within fifteen <b>(15) days</b> of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet &amp; clause 2.6.2 of ITB.</p> <p>6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider’s failure to complete its obligations under the Contract.</p> <p>6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency’s country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or</li> <li>(b) a cashier’s or certified cheque or CDR or Pay Order or Demand Draft.</li> </ul> <p>6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.</p>
<p><b>7. Incidental material</b></p>	<p>7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:</p>
<p><b>8. Payment</b></p>	<p>8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.</p> <p>8.2. The Service Provider’s request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.</p> <p>8.3. As per rule-62 of PPR-14, payments shall be made promptly by the</p>

	<p>Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.</p> <p>8.4. The currency of payment is as specified in BDS/SCC.</p>
<b>9. Prices</b>	9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid.
<b>10. Change Orders</b>	<p>10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.</p> <p>10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.</p>
<b>11. Contract Amendments</b>	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
<b>12. Assignment</b>	12.1. The Service Provider shall not assign the whole of contract to anybody else.
<b>13. Sub-contracts</b>	13.1. Subcontracting is not allowed.
<b>14. Delays in the Service Provider's Performance</b>	<p>14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII.</p> <p>14.2. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's—time for performance, with or without liquidated damages/ penalties.</p> <p>14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages/ fines/ penalties.</p>
<b>15. Liquidated Damages</b>	15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency 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 delivered price of the unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the <b>05% of the contract price</b> . Once the maximum is reached, the Procuring Agency may consider termination

	<p>of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.</p>
<p><b>16. Termination for Default</b></p>	<p>16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> <li>(a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract,</li> <li>(k) if the Service Provider fails to perform any other obligation(s) under the Contract; or</li> <li>(l) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.</li> <li>(m) "Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:</li> </ul> <p>16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.</p>
<p><b>17. Force Majeure</b></p>	<p>17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, 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.</p> <p>17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure".</p> <p>25.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider 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. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.</p>
<p><b>18. Termination for Insolvency</b></p>	<p>18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or</p>

	affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
<b>19. Termination for Convenience</b>	<p>19.1. The Procuring Agency, by written notice sent to the Service Provider, 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 Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>19.2. The Services that are complete (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose:</p> <ul style="list-style-type: none"> <li>(a) to have any portion completed and delivered at the Contract terms and prices; and/or</li> <li>(b) to cancel the remainder and pay to the Service Provider-an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.</li> </ul>
<b>20. Resolution of Disputes</b>	<p>20.1. After signing the contract or issuance of order for hiring services, The Procuring Agency and the Service Provider 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.</p> <p>20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider 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 as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940. Sole Arbitrator is nominated by the Chairperson, Punjab Education Initiatives Management Authority (PEIMA) whose decision shall be final and binding on the parties. However the courts situated at Lahore shall have exclusive jurisdiction to adjudicate upon the matter subject to exhausting of above said remedies.</p>
<b>21. Governing Language</b>	21.1. The Contract shall be written in the language specified in SCC. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
<b>22. Applicable Law</b>	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
<b>23. Notices</b>	<p>23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.</p> <p>23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>

<b>24. Taxes and Duties</b>	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.
<b>25. Implementation of minimum wage rate</b>	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then these revised rates will be applicable as per percentage increased in minimum wages declared for such category.

## SECTION-VI. SPECIAL CONDITIONS OF CONTRACT

### 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 (f)—The Procuring Agency is: Punjab Education Initiatives Management Authority (PEIMA), Lahore

GCC 1.1 (g)—The Procuring Agency's country is: Pakistan

GCC 1.1 (h)—The Service Provider is: \_\_\_\_\_

#### 2. Performance Guarantee (GCC Clause 6)

GCC 6.1—As per rule 56 of PPR-14, the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: *5% of the Contract Agreement.*

#### 3. Incidental Materials (GCC Clause 7)

GCC 7.1—Incidental materials to be provided as in Scope of Services.

#### 4. Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

##### **Payment for Services provided:**

The monthly Payments will be made (in Pak. Rupees) within 30 days through cross cheque upon submission of correct invoice & attendance sheet of the Security Guards by the Service Provider.

#### 5. Prices (GCC Clause 9)

GCC 9.1—Prices shall be fixed and shall not be adjusted.

#### 6. Liquidated Damages (GCC Clause 15)

GCC 15.1—Applicable rate:

Sr.#	Description	Penalty
1	Absent of Security Guard from duty	Rs. 2,000/- per head per day.
2	Missing of Hand Metal Detector	Rs. 1,000/- per day
3	Any protest or strike by the Security Guard	Rs.5000/- per day.
4	Security Guard without uniform.	Rs. 500/- (per guard)
5	If Security Guard received any financial benefit from Public	Rs.5000/- for each case.
6	In case a security incidence occurs due to gross negligence or unsatisfactory performance of the service provider	The Department reserve the right to recover the whole amount of losses.
7	violation of contract	Forfeiture of performance security and blacklisting of firm

#### 7. Resolution of Disputes (GCC Clause 20)

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per rule-68 of PPR-14, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

**8. Governing Language (GCC Clause 21)**

GCC 21.1—The Governing Language shall be: English

**9. Applicable Law (GCC Clause 22)**

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Punjab (Pakistan):

**10. Notices (GCC Clause 23)**

GCC 23.1—Procuring Agency’s address for notice purposes:

Director (HR & Admin),  
Punjab Education Initiatives Management Authority (**PEIMA**), 50 Babar Block ,  
New Garden Town Lahore . *In case of any changes in address, it will be intimated  
by the Procurement Agency.*

—Service Provider’s address for notice purposes:

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**SECTION-VII. SCHEDULE OF REQUIREMENTS/WORK PLAN/ DEPUTATION PLAN****7.2 Deployment Plan for Human Resource:**

<b>Premises</b>	<b>HR to be Deployed per day</b>
Main Office of PEIMA: Address: 50-Babar Block, New Garden Town, Lahore.	04

- The procuring agency may increase / decrease human resources as per its needs / requirements.
- The Procuring Agency may deploy security guards at any designated location as per needs of the Procuring Agency.

**7.2 List of Security Equipment:**

<b>Sr. #</b>	<b>Description</b>	<b>Minimum Number Required (Mandatory)</b>
1	Weapons (0.223 Rifle/ 30 Bore / 9MM along with ammunition) i. Security Guard deployed in critical areas to carry either 30 Bore or 9MM Pistol ii. Guards deployed at Entry / Exist points, to carry 0.223 Rifle	At Entry / Exit Point, the availability of armed guards is mandatory.
2	Hand Metal Detectors	At Entry / Exit Point of each premises, the availability of minimum 01 Hand Metal Detectors is mandatory.
3	Blue Uniform with company including Shirt & Trousers, Cap, Shoes, Belt, Name Tag and same-colored Jackets in winter season etc.	For all Security Staff
4	Whistles	For all Security Staff
5	Torch Light (Good Quality and Range)	For all security staff on duty during Evening and Night Shifts

## **SECTION-VIII: SAMPLE FORMS**

### **8.1 BID FORM**

*[To be signed & stamped by the Service Provider and reproduced on the letter head.  
To be attached with the Financial Bid]*

Date: \_\_\_\_\_

To:

**Director (HR & Admin),**  
Punjab Education Initiatives Management Authority (PEIMA), Lahore

Having examined the Bidding documents including Addenda Nos. \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the **sum of** \_\_\_\_\_ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5%** percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of **120** days from the date fixed to Bid opening under Clause 2.3.7 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 (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

**Technical bid includes the following: -**

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments [*to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque*] valid for **Ninety (90)** Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

**Financial bid includes the following: -**

- a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 8.10**) along with Original financial instrument [i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for **ninety (90)** Days, beyond the validity of Bid.
- d) Any other document required by the procuring agency not inconsistent with PPR-14.

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 service provider	Amount and Currency
--------------------------------------	---------------------

_____	_____
_____	_____
_____	_____

(if none, state "none")

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 \_\_\_\_\_

### 8.2 BIDDER'S JV MEMBERS INFORMATION FORM

*{To be reproduced and signed & stamped by the lead partner and all JV members on their letter Pad, to be attached with Technical Bid in addition to the JV agreement}*

*{The Service Provider shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Service Provider and for each member of a Joint Venture}.*

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

RFB No.: ***[insert number of RFB process]***

Alternative No.: ***[insert identification No if this is a Bid for an alternative]***

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name: <b><i>[insert Bidder's legal name]</i></b>
2. Bidder's JV Member's name: <b><i>[insert JV's Member legal name]</i></b>
3. Bidder's JV Member's country of registration: <b><i>[insert JV's Member country of registration]</i></b>
4. Bidder's JV Member's year of registration: <b><i>[insert JV's Member year of registration]</i></b>
5. Bidder's JV Member's legal address in country of registration: <b><i>[insert JV's Member legal address in country of registration]</i></b>
6. Bidder's JV Member's authorized representative information Name: <b><i>[insert name of JV's Member authorized representative]</i></b> Address: <b><i>[insert address of JV's Member authorized representative]</i></b> Telephone/Fax numbers: <b><i>[insert telephone/fax numbers of JV's Member authorized representative]</i></b> Email Address: <b><i>[insert email address of JV's Member authorized representative]</i></b>
7. Attached are copies of original documents of <b><i>[check the box(es) of the attached original documents]</i></b> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Service Provider.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

**8.3. BIDDER PROFILE FORM**

*[To be signed & stamped by the Bidder and reproduced on the letter head.  
To be attached with Technical Bid]*

Sr.#	Particulars
1.	Name of the company:
2.	<b>Registered Office:</b>
	Address:
	Office Telephone Number:
	Fax Number:
3.	<b>Contact Person:</b>
	Name:
	Personal Telephone Number:
	Email Address:
4.	<b>Local office if any:</b>
	Address:
	Office Telephone Number:
	Fax Number:
5.	<b>Registration Details:</b>

**a) Audited Financial Statement Attachment (FY 2023-24)**

Yes	No
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**b) Details of Experience (Last Five Years)**

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

### 8.4. GENERAL INFORMATION FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.  
To be attached with Technical Bid]*

	Particulars			
<b>Company Name</b>				
<b>Abbreviated Name</b>				
<b>National Tax No.</b>			<b>Sales Tax Registration No</b>	
<b>PRA Tax No.</b>				
<b>No. of Employees</b>			<b>Company's Date of</b>	
			<b>Formation</b>	
<b>E-PADS Registration No.</b>				

\*Please attach copies of NTN, GST Registration & Professional Tax Certificate

<b>Registered Office Address</b>		State/Province	
<b>City/Town</b>		Postal Code	
<b>Phone</b>		Fax	
<b>Email Address</b>		Website Address	

### 8.5. AFFIDAVIT

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner.  
To be attached with Technical Bid]*

**Name:** \_\_\_\_\_

*(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Punjab Education Initiatives Management Authority (**PEIMA**), Lahore. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

\_\_\_\_\_ ***[Name of the Contractor/ Bidder/ Service Provider]***  
undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Official Stamp of Company: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Date: \_\_\_\_\_

**8.6. PERFORMANCE GUARANTEE FORM**

*[To be signed & stamped by the Bidder and reproduced on the letter head.*

***To be attached with Technical Bid]***

To,

Director (Operation),  
Punjab Education Initiatives Management Authority (PEIMA), Lahore

**WHEREAS** (Name of the Contractor/ Service Provider) \_\_\_\_\_  
hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE  
"PROVISION OF SECURITY SERVICES".

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee;

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, 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 Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, 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.

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

**8.7. TECHNICAL BID FORM**

*[To be signed & stamped by the Bidder and reproduced on the letter head.  
To be attached with Technical Bid]*

**Insert Details of Technical Offer Here**

**Stamp & Signature of Bidder \_\_\_\_\_**

8.8. CONTRACT FORM

THIS AGREEMENT made on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_ between Punjab Education Initiatives Management Authority (PEIMA), Lahore (hereinafter called "the Procuring Agency") on the one part and \_\_\_\_\_ [name of Service Provider] of \_\_\_\_\_ [city and country of Service Provider] (hereinafter called "the Service Provider") on the other part: WHEREAS the Procuring Agency invited Bids for hiring of security services and has accepted a Bid by the Service Provider for the supply of those services in the sum of \_\_\_\_\_ [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement 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 Agreement, viz.:
(a) the Bid Form and the Price Schedule submitted by the Bidder;
(b) the Schedule of Requirements;
(c) the Technical Specifications;
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Procuring Agency's Notification of Award.
(g) Contract agreement
(h) Complete Bid document
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under Section VII Schedule of Requirements/Work Plan/ Deputation Plan.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, 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. The agreement will be in force for a period of \_\_\_\_\_ year(s) extendable to any limit of time and may be terminated on \_\_\_\_\_ (date) or giving one month's prior notice by either party.

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

Signature & Stamp of the Bidder
With full name and address
(In case of JV/Group all partners signed the agreement jointly)

Name: \_\_\_\_\_
Complete Address: \_\_\_\_\_

Signature & Stamp of the Purchaser

Director (HR & Admin)
PEIMA

50 Babar Block New Garden Town, Lahore

**8.9. FINANCIAL BID FORM/PRICE SCHEDULE**

*[To be signed & stamped by the Bidder and reproduced on the letter head.*

***To be attached with Financial Bid]***

**1. BREAKDOWN OF COST**

<b>Description</b>	<b>Cost (PKR)</b>
Minimum Wages for 26-days as per L&HR Deptt.	39,088
4 Days as per L&HRD Deptt.	6,014
Minimum Baseline Wages per month per Security Guard (as per L&HR Deptt.)	45,102
Monthly Administrative/ Other Cost	
Income Tax	
PST	
PESSI/IESSI	
EOBI	
<b>Total Service Charges for 04 Security Guard Inclusive of All Taxes + Administrative Costs for one (01) month</b>	
<b>Total Service Charges for 04 Security Guard Inclusive of All Taxes + Administrative Costs for twelve (12) months</b>	

**Note:**

- i.** Bids will be rejected if the monthly quoted prices per security guard service rate found less than minimum baseline wages of Rs. 45,102/- per security guard per month according to Labour & HR Department, Government of Punjab.
- ii.** The cost incurred on account of minimum wage for 26-days will remain same for all the bidders and will only change in case change in minimum wage rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis by the procuring agency.
- iii.** The monthly administrative / other costs will include but not limited to, cost of security equipment, biometric attendance machine, uniforms etc and profit.
- iv.** The monthly administrative / other costs will also be subject to income tax and PST etc.
- v.** The bidder shall quote the monthly administrative / other costs on some rationale, which has to be justified before the procuring agency for its viability; otherwise, the bid shall stand rejected.
- vi.** If more than one Bidder comes with the same rates (in compliance with the minimum wages rate base line notified by the Govt of the Punjab), than the decision about successful bidder will be made on the basis of highest marks obtained in the Technical Evaluation.

**Stamp & Signature of Bidder**

## 8.10. BID SECURITY FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.  
To be attached with Financial Bid]*

Whereas \_\_\_\_\_ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated \_\_\_\_\_ *[date of submission of Bid]* for the supply of Security Service (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that we \_\_\_\_\_ *[name of bank]* of Pakistan, having our registered office at \_\_\_\_\_ *[address of bank]* (hereinafter called "the Bank"), are bound unto Punjab Education Initiatives Management Authority (**PEIMA**), Lahore (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
  - (a) Fails or refuses to execute the Contract Form, if required; or
  - (b) Fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
*[signature of the bank]*

**SECTION IX- CHECK LIST**

**[To be signed and stamped and presented on Bidder's letter head pad]**

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	Valid Registration Certificate of Company/Firm.		
2	The Bidder shall have to provide security service license issued by the Punjab, Home Department.		
3	The Bidder shall have to provide verifiable details of at least 50 Security Guards presently deployed in various concerns.		
4	The Bidder shall have to provide a valid registration certificate of EOBI &PESSI.		
5	The Bidder shall have to provide Income Tax, Punjab Sales Tax Registration Certificate along with Active Taxpayer list.		
6	The Bidder shall have to provide All Pakistan Security Agencies Association (APSAA) certificate for the current year.		
7	The Bidder shall have to provide ISO Certificate		
8	The Bidder shall have to provide PTA license.		
9	The Bidder shall have to provide payment certificate of professional Tax for the Financial Year 2023-24.		
10	The Bidder shall have to provide undertaking on stamp paper worth Rs. 100/- that Company/ Firm has never been blacklisted by the procuring agency as per as per PPRA Circular No.MD(PPRA)48-BOM/2023/000697 dated 07-07-2023.		
11	The Bidder shall have to provide undertaking on stamp paper worth Rs. 100/- for acceptance of Terms and Conditions of Bidding Documents.		
12	Bid Security 02% of total Estimated Cost of Rs. 3,030,823/- which comes to <b>Rs 60,616/-</b> .		
13	The bidder must have at least three years' experience as a legally approved security services provider.		
14	Form 29, in case the company is register with Securities and Exchange Commission of Pakistan (SECP).		

**NOTE:**

- 1. Documentary evidence must be attached. Otherwise it will be treated as "Non-Responsive".**
- 2. All documents should be clearly flagged / tagged with page numbers on every page.**

Stamp & Signature of Bidder

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