



No. Ad.4/Bah/2010

EMBASSY OF PAKISTAN
BAHRAIN

TENDER DOCUMENT

FOR

**HIRING OF SERVICES OF TRAINED SECURITY
GUARDS FROM LOCAL SECURITY COMPANY**

TENDER NOTICE NO. AD.4/BAH/2010

Y E A R - 2 0 2 6

Embassy of the Islamic Republic of Pakistan

Villa No. 35, Road No. 1901, Block 319

Hoor Al-Manama Area

Post Box No: 563 – Manama, Kingdom of Bahrain

Telephone No. 17244113 – Fax No. 17255960

E-MAIL: parepbahrain1@mofa.gov.pk

NOTE:

This tender document shall not be considered valid unless submitted under official seal & signature of the Vendor.



No. Ad.11/Bah/2010

EMBASSY OF PAKISTAN

BAHRAIN

<u>Subject:</u>	<u>Bidding Documents/Terms & Conditions for hiring of Security Services at Embassy of Pakistan, Bahrain.</u>
<u>1.Introduction</u>	The Embassy of the Islamic Republic of Pakistan is seeking to hire a professional and experienced security company in compliance with international standards and local laws of security services, ensuring the safety and security of personnel, visitors, buildings, and other assets within the compound located at Villa No. 35 & 33, Road No. 1901 Block 319 – Hoor Al Manama, Kingdom of Bahrain.
<u>2. Objective</u>	The objective of this contract is to hire a reputable and certified security company with proven experience in providing security services to diplomatic missions, embassies, other sensitive installations, and will be responsible for ensuring the safety and security of the Embassy. The selected security company will provide well-trained, licensed security personnel and install and maintain security systems that will prevent unauthorized access, monitor threats, and ensure a safe environment within the Embassy's complex.
<u>3. Scope of Work / Job Description</u>	The Security Company will provide the following Services: - 3.1 Manage Access Control entry and exit points; 3.2 Screening and registration of visitors, vehicle and staff; 3.3 Maintain 24/7 surveillance of the perimeter using a combination of security personnel and electronic systems; 3.4 Maintain regular contact of local police, fire department and emergency medical service provider; 3.5 Regularly patrolling both internally and externally areas of the premises; 3.6 Trained guard in proper uniform having metal detector and handheld transceiver to report incident; 3.7 Monitor already installed CCTV system covering all areas of the compound; 3.8 Immediate response to any security incidents, including but not limited to intrusion, quarrel in consular halls, fire and medical emergencies; 3.9 Assist in liaising with local authorities for additional security support, if necessary 3.10 Provide an on-call rapid response team capable of reacting swiftly to any security incident. 3.11 Assist in developing and implementing evacuation procedures in coordination with the Embassy's administration. 3.12 Security Guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week (24/7/365) at the concerned premises; 3.13 Every Security Guard will have to reach the duty place 15 minutes prior and will be bound to replace another security guard; 3.14 Backup Support means logistical and communication support available with the company to provide assistance to the security guards, when required, for ensuring security of the premises;

<u>4. Experience Requirement</u>	The Security must meet the following criteria: - 4.1 Fully trained personnel, capable of operating security systems, fire extinguisher; 4.2 Provide proof of insurance, including liability coverage for incidents involving staff or third parties; 4.3 Experience such as providing security services to other diplomatic missions, embassies, or high-security facilities; 4.4 Security Company shall notify in writing what apparatus and equipment they may be placed in the premises.
<u>5. Duration of Contract</u>	The initial contract will be for a period of one year, with an option to renew based on performance and mutual agreement.
<u>6. Evaluation Criteria</u>	6.1 Bids will be evaluated based on proven track record in providing security services to diplomatic or similar high-risk installations. Quality of the proposed security plan, including use of technology and personnel deployment. Qualification and experience of the proposed security personnel and ability to comply with local laws, regulations, and security standards. Interested companies/firms may provide detailed introduction / company profile; Overview of the company; Clients / Project in hand; Scope of security parameter. 6.2 Bid evaluation takes place after the tender submission deadline. It will be opened on 22nd October 2026 at 15:00 hours. 6.3 Rejection: The Embassy reserve the rights to accept / reject any or all bids without assigning any reason.
<u>7. General Conditions for an Agreement</u>	7.1 The Security Company shall sign a contract agreement within seven days from acceptance of bid and award of contract by the Embassy. 7.2 The agreement would be effective from the date of signing and shall continue in force for a period of one year unless it is terminated in accordance with the provision of tender documents. 7.3 The agreement can be extended on the same rates and conditions on satisfactory performance by the Embassy for another year, with the consent of the Security Company. 7.4 The Security Company would be responsible to cover all financial aspects of Security Guards. 7.5 Any taxes/duties already in place or levied by the Local Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Embassy. 7.6 The Security Company will keep the Embassy free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc. 7.7 One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment, if any, have been placed in the premises. 7.8 The Embassy will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc. 7.9 The Embassy shall in no way be responsible for any compensation or any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company.

	7.10 The Embassy shall make the payment to the Security Company on monthly basis after submission of Original Tax Invoice. 7.11 The Security Company shall be responsible to complete all documentation, if notified from time to time. 7.12 The Security Company must inform the Embassy in writing if the guard deployed at Embassy was an Ex-army personnel or not.
<u>8. Penalty</u>	8.1 In case of any damage / loss to the Embassy premises due to security lapse herewith for determination of liability, the decision of the Embassy in this regard would be binding on the security company. 8.2 In case of theft / damage at premises, the security company will be held responsible to pay the entire losses as determined by the Embassy.
<u>9. Submission of Bids</u>	9.1 Interested Security companies may submit their bids comprising two spread documents containing technical proposal and financial proposal separately. 9.2 Bid opening date and time specified in Sub-Para 6.2.
<u>10. Bid Validity</u>	10.1 Validity of Bid should be not less than 120 days. 10.2 Deadline for submission of Bid: <u>22nd October 2026 at 14:00 hours.</u> 10.3 Bids open date: <u>22nd October 2026 at 15:00 hours.</u>
<u>11. Evaluation Criteria</u>	11.1 <u>Experience and Reputation:</u> Proven track record in providing security services to diplomatic or similar high-risk installations. 11.2 <u>Technical Approach:</u> Quality of the proposed security plan, including use of technology and personnel deployment. 11.3 <u>Staff Competence:</u> Qualification and experience of the proposed security personnel. 11.4 <u>Compliance:</u> Ability to comply with local laws, regulations, and security standards.
<u>12. Payment</u>	12.1 Payment will be made by crossed-cheque within 20 days upon receipt of original invoice. 12.2 Attendance of the Guards daily and monthly duly verified by the site incharge of the Security Company may be submitted along with monthly invoice. 12.3 List of deputed Guard(s) along with their contact number, CPR or Company's ID/Batch may be submitted along with monthly invoice. 12.4 For placement of Security Guard(s), the rates per personnel, per shift shall be quoted as per Bid Form (Annexure-I).
The Embassy reserves the right to accept / reject any or all bids without assigning any reason.	



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EMBASSY OF PAKISTAN
BAHRAIN

The Embassy of the Islamic Republic of Pakistan, Kingdom of Bahrain

BID Form:

1.	Name & Address of Bidder Telephone: Office / Mobile: Fax: Email:	
2.	Required Services by the Embassy of Pakistan, Bahrain Deployment of Two Security Guard at Morning and One Security Guard at Evening at the Embassy	Price Per Month
3.	We shall abide by all the terms and conditions of the tender. Bids Security should be enclosed along with the financial proposal.	

Signature:

Name:

Designation:

Official Seal / Stamp:

On Company's Letter Pad

UNDERTAKING:

I/We hereby undertake and give assurance to the Embassy of the Islamic Republic of Pakistan in the Kingdom of Bahrain that our Company _____ is financially sound to pay the salaries of deputed security guards and other related expenses upto three months, if payment is delayed by the Embassy of Pakistan due to unavoidable circumstances or invoices are not verified by us as the case may be.

Signature:

Name:

Designation:

Official Seal / Stamp:
