TENDER DOCUMENT

Private Security Guards

For the year 2026-27

Issued by

Office of
The Postmaster General
AJK Circle,
Muzaffarabad

M-51 (b)

FINANCIAL BID

TENDER

THE PRESIDENT OF ISLAMIC REPUBLIC OF PAKISTAN THROUGH POSTMASTER GENERAL AJK CIRCLE MUZAFFARABAD

With reference to the advertisement appeared in the section of the press daily _____ dated _____ I/We hereby offer, subject to the conditions hereinafter appearing to undertake and perform for the Government of Pakistan the work of providing security guards at different GPOs of AJK Postal Circle for duties specified in the agreement as may be specially ordered from time to time for a term _____year for a fixed monthly remuneration of Rs. _____ (Rupees _____) base on lump sum.

FORMAT FOR QOUTING OF RATES (FINANCIAL BID):

a. Details of Guards:

S.No.	Description	Rate per guard inclusive of all taxes	Total Branch / Location	Total Guards	Total bid/offer
1	Muzaffarabad GPO		01	01	
2.	Rawalakot GPO		01	01	
3	Bhimber GPO		01	02	
4	Bagh GPO		01	02	
5	Kotli GPO		01	01	
6	Pallandri GPO		01	01	
G.Total			**08**	**08**	

b. Note:

1. The rate offered should be inclusive of all relevant government taxes, EOBI Social security, health insurance and life insurance etc as per Health & Guards minimum wages /rates Notifications Labor Deptt rules/law.
2. The number of security guards is not fixed, it may increase /decrease as per requirement.
3. Rates to be offered for 12 hours guarding services basis, 7 days a week per security guard per office equipped with metal detector and weapon.
4. Earnest money amounting to Rs.100,000/- in shape of Postal Draft No. _____ dated _____ issued by _____is attached.

Name of Company: _____

Name of Representative: _____

Mailing Address with phone: _____

Date: _____

Agency: _____

5. I/we shall provide security guard as a replacement in case the deployed security guard absents himself from duty.

6. I/we shall be responsible for the character of the security guard deployed in the Post Office.

7. I/we shall be responsible and bound to provide **Ex-Service Men** as Security guards.

8. If I/We fail to start the service contracted for by the ---------- 2026, My Earnest Money shall be liable to be forfeited and my/our tender and contract shall be regarded as void, and I/We will have no claim of any sort upon the Government of Pakistan.

9. I/We agree that in the event of my/our tender being accepted, I/We shall produce weapons/equipment for inspection within a week to Pakistan Post Office Department.

10. I/We agree to have this agreement registered and bear all the expenses in connection therewith covering all the charges for stamps whatever including registration with court etc.

11. In case of any successful bidder sublets its contract to any one, will be considered illegal by all means and in case of such sub-letting, the amount being paid by the department to the contractor shall be recoverable. The surety deposit will be fortified including other plenty under prevailing law.

12. I/We agree to Deposit Rs. _____ (in figures) Rupees _____ (in words) as surety money in any Post Offices through ACG-67 Unclassified Receipt duly pledged in the name of Postmaster General, AJK Postal Circle Muzaffarabad as surety money being double the amount of monthly offered rates of remuneration as contractor/Security Company if happen to win this tender within a time of 07 days and after award of tender completing all formalities before providing Security guards as agreed (pre-commencement of this contract).

13. I/We shall not claim any special facilities, such as pick & drop service, free accommodation etc.

14. I/We agree not to make any attempt at negotiation direct or indirect with the authority to whom I/We have submitted my/our tender or to make any endeavor to secure any interest for an actual prospective tendered or the influence by any means for acceptance of a particular tendered. I/We agree that if I/We make any such attempt, it will render my/our tender liable to be cancelled.

15. If my/our above tender is accepted, I/We agree to enter into a formal agreement in the standard form within one week of the acceptance of the tender followed by subsequent work order and deposit the surety money equal to two months proposed billed/invoice.

Signature _____

Address _____

_____

Dated _____ 2026

TENDER DOCUMENT

TECHNICAL BID M-51(b) Revised

THE PRESIDENT OF ISLAMIC REPUBLIC OF PAKISTAN THROUGH POSTMASTER GENERAL AJK CIRCLE MUZAFFARABAD.

In response to the tender notice uploaded on the website of Public Procurement Regulatory Authority vide Ref No. _____dated _____and advertisement appeared in the Newspapers daily _____ Islamabad regarding inviting of tender for provision of Security Guards in different GPOs of AJK Postal Circle Muzaffarabad.

Mr./Mrs./M/S_____S/O.D/O_____

Address_____

_____

is willing to sign contract with .Postmaster General, AJK Postal Circle Muzaffarabad for provision of security guards as per demand /requirement.

2. I have gone through the terms and conditions of the tender and agreed to fulfill all prerequisites before commencement of contract, in case the contract is assigned to me.

3. I have also read the instructions for tender and agree to abide by accordingly.

4. Tick mark the documents attached with the application form.

i.	Company profile.	☐
ii.	Memorandum and article of association along with company registration Certificate attached.	☐
iii.	Focal person of the company.	☐
iv.	Details of equipment / weapons of the company with copy of valid arms license.	☐
v.	Previous three years Assessment and Balance Sheet/Financial Reports.	☐
vi.	Copy of NOC issued by the Ministry of Interior (Islamabad)	☐
vii.	EOBI and Social Security Department Registration No. with documentary proof.	☐
viii.	Copy of CNIC of the representative and contractor.	☐
ix.	One year bank statement.	☐
x.	National Tax Number (NTN)	☐
xi.	Status on FBR Active Tax Payer List	☐
xii.	Revenue authority Number (Sales Tax)	☐
xiv.	Last three years experience.	☐
xv.	Affidavit on Judicial Stamp paper fulfillment of all terms &conditions mentioned in the Tender Notice uploaded on PPARA & PPO website and published in Daily ---------- dated ----------2026.	☐

xvi. **The bid may also be uploaded on PPRA website as per PPRA rules.** ☐

5. The age of Security Guard should be less than 50 years and will be bound to perform 12 hours daily duty.

Signature of Tenderer

Name of Tender: _____

Official Address: _____

Phone (office) :_____(Residence) _____

Cell No._____ (CNIC No._____

Certified that this application form has been issued to Mr/Mrs/M/S_____

On _____ production of receipt of (ACG-67) Rs. 3, 000/- (Rupees Three Thousand only) as cost (non-refundable) of tender form deposited in _____vide Receipt No._____ Book No._____

Dated_____.

Chief/Sr. Postmaster

Annex-B

(Must be printed on Rs. 100/- Stamp Paper)

AFFIDAVIT / BLACK-LISTING CERTIFICATE

CERTIFIED THAT M/S_____ HAS NOT BEEN BLACK-LISTED BY ANY FEDERAL / PROVINCIAL GOVERNMENT ORGANIZATION WHAT SOEVER IN PAKISTAN AND THE COMPANY IS NOT IN LITIGATION WITH ANY OF ITS CUSTOMER / GOVT / SEMI GOVERNMENT DEPARTMENTS.

M/S _____

Authorized Person _____

Address _____

Tel # _____ Mobile# _____

Fax# _____ E Mail _____

Signature: _____ **Dated_____**

Agency Seal

Attested by

Oath Commissioner

TENDER DOCUMENT FOR DEPLOYMENT OF PRIVATE SECURITY GUARDS

1. Tenders will be submitted in accordance with Rule 36(b) of Public Procurement Rules 2004 issued by the Finance Division, Government of Pakistan. The tender which are not in accordance with the said rule will be rejected instantly. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the **"Financial Bid"** and the **"Technical Bid"**. The envelop shall be marked as **"Financial Bid"** and "**Technical Bid"** in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
2. The following documents must be uploaded on Epads with technical bid of the tender. In case of missing of any document / incomplete bid, the firm will be technically disqualified and financial bid shall be returned un-opened to the respective bidders. All the technical documents will be uploaded on EPADS and by hand documents will not be accepted except original Bank Draft / CDR. **The detail of required documents to be uploaded on Epads along-with technical bid is as under:-**
    a. **Copy of ACG-67 of Rs. 3,000/- non-refundable (tender document fee)**
    b. **Original Bank Draft of Rs. 100,000/- (refundable). Photocopy will not be accepted (Original Bank Draft will be submitted in AJK Circle Muzaffarabad)**
    c. **Copy of NOC of Ministry of Interior**
    d. **NTN number / Certificate**
    e. **Sales Tax Registration Number / Certificate**
    f. **EOBI Registration letter and number.**
    g. **Social Security registration letter and number**
    h. **Complete Company Profile**
    i. **Financial Statement**
    j. **Registration Certificate from concerned department (SECP)**
    k. **List of Clients**
    l. **Active Tax Payer Certificate of firm.**
    m. **List and detail of 02 Directors of firms.**

3. The Security Company must have minimum 02 Directors.
4. All the firms will deposit tender documents fee of Rs. 3,000/- in any post under unclassified head of account and attached / upload the receipt of ACG-67 along with technical documents on E.Pads. In case of non-submission of ACG-67 alongwith technical bid, the firm will technically disqualified.

5. The firms will submit all the above-mentioned documents along-with technical bid on Epads (e-tendering) and the Original Bank Draft / CDR of Rs. 100,000/- along with letter head of the company will be submitted in AJK Circle Muzaffarabad (in hard form) before opening of tender. The firm who fail to submit original bank draft / CDR along with letter head in abovementioned room will be technically disqualified. No documents except Bank Draft is accepted manually / by hand.
6. The Bank Draft / CDR will be refunded / released to disqualified firms immediately.
7. After opening of Tender, no bank draft / CDR and any other documents will be accepted.
8. The firms must be registered in AGPR as all the payments will be made through AGPR after deduction of prescribed taxes as per Government rules / policies
9. The deployed security guards must be registered with EOBI. The Security Company will provide the EOBI registration certificate and number of each guard.
10. The Security Guards will be provided from the Ex-Army personnel (Preferably fighting force / Retired Police Personnel) having good health, physique, proper uniform and fully trained in security duties / handling of arms etc. to discharge their duties effectively.
11. The Security Guards will be armed with Repeater Pump Action Guns / Pistol.
12. Company will provide search devices like Metal Detectors and Vehicle Scanning Mirrors to Security Guards.
13. The monthly salaries of the deployed guards should not be less than minimum wages fixed by the Federal Government. If the deployed guards received the salary less than minimum wages fixed by the Government than the contract will be cancelled.
14. The Security Guards to be deployed for 12 hours duty daily, 07 days a week. The company will provide a weekly holiday to each guard on rotation basis.
15. All the guards deployed by the firms must be registered with Social Security Department.
16. In case of non-completion of terms and condition of tender documents the contract will be cancelled.
17. Total 08 Security Guards are required but the Postmaster General AJK Circle Muzaffarabad has the right to increase or decrease the number of security guards as per requirement.
18. It is the responsibility of the Security Company to provide accommodation to the private guards.
19. Rate offer will be firm and final inclusive of all taxes including GST etc and should be valid for one year and no increase in agreed rate will be allowed under any circumstances.

20. The contract will be extendable for further period of one or two years on same rate as well as on same terms & conditions.
21. The qualified firm will provide Postal Draft equivalent to 05% of yearly cost in favour of Postmaster General, AJK Circle Muzaffarabad which will be refunded after expiry of contract.
22. In case a Security Guard found absent from duty, penalty @ 100% per day of the rates agreed per Guard / Day will be recovered from the monthly payment to the company and also on arrival late penalty @ 50% per day of the rate agreed per Guard / Day will be recovered from the monthly payment to the company.
23. In case of any loss occurred due to the negligence, dishonesty or fraud of the Security Guard, the loss will be recovered from the Security Company.
24. The contractor shall submit separate bills (in duplicate) on 1st of each month in favour of Postmaster General, AJK Circle Muzaffarabad. On receipt of bill, the concerned authorities will issue sanction for payment of the amount according to the number of Guards deployed in offices at the prescribed rate in favor of contractor after deduction of all prescribed taxes.
25. The authorities concerned shall monitor the performance of the Security Guards from time to time who may instruct them accordingly regarding security.
26. In the event of declared or undeclared enemy action / hostiles, natural disaster, act of God or other circumstances of similar nature over which the Security firm has no control and which cause the cessation of or substantial interferences with the performances of its services, the said services shall forthwith notify the client to that effect. The period of such suspension and any sum already paid there under in respect of such period following the resumption of the said service will be refunded forthwith to Pakistan Post.
27. The Private Security Agency being an independent organization and all services rendered are to be performed as such, it being understood that the direction and manner of performance of services of Security Agency, who shall be responsible for payment of wages and salaries to all its employees.
28. In case of absence of security guard from duty, the client shall immediately intimate such absence to concerned office of the concerned Security Agency for replacement of Security Guards.
29. The Security Guard will act in accordance with lawful instructions / orders of the client.
30. The Security personnel / guards shall not be part of labor union or other employees organization and shall only perform security duties as directed / assigned.
31. The Security Guards be deployed under post offices working under AJK Circle Muzaffarabad will be changed as and when required from one place to other. In case the Postal authorities are not satisfied with the performance, the security

company will shift / transfer the concerned Security Guards on receipt of the report from the authority concerned.

32. The Pakistan Post will have the right to cancel the contract on issuance of one month notice to the concerned security company.
33. The specimen of the contract for hiring of security guards, which will be made from approved firm after finalization of tender is enclosed.