



REQUEST FOR PROPOSAL

**PROVISION OF PRIVATE ARMED SECURITY GUARDS
AT SAIDU SHARIF AIRPORT SWAT THROUGH
OUTSOURCE CONTRACT FOR PROTECTION OF PAA
MESSES, BUILDINGS, FIRE STATION , CAR PARKING
OPEN LAND ETC.**

Last Date of submission: As displayed on EPDAS

Name of Firm and Rep to whom Issued: _____

Date of Advertisement: _____

Name of Newspaper: _____

Website: PAA & PPRA Website & EPADS Platform

PAKISTAN AIRPORTS AUTHORITY
OFFICE OF THE COO / APM,
PAA BKIAP PESHAWAR

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT**1. DEFINITIONS**

- 1.1 "Conditions" means the terms and conditions of this request for proposal.
- 1.2 "Confidential Information" means all information including copies of PAA documents, ideas, computer programs, specifications, plans, drawings, pricing, marketing and customer information, and any other information marked or by implication, confidential.
- 1.3 "Contract" means an agreement enforceable by law.
- 1.4 "Document" means " any matter expressed or describe upon any substance by means of letters, figures or marks, or by more than one of those means, intended to be used, or which may be used, for the purpose of recording that matter;
- 1.5 "Insolvency Event" means a person (a) entering into voluntary/compulsory liquidation, (b) having a receiver or administrative receiver appointed over any of its assets or being the subject of an application for administration, (c) entering into an arrangement or composition with its creditors or (d) becoming bankrupt.
- 1.6 "Losses" means any direct or indirect losses, damages, claims, demands, liabilities, costs (including legal costs) fines, penalties (including third party penalties), expenses, or claims (including but not limited to workmen's compensation claims or grievances) and lost revenue suffered or incurred by PAA.
- 1.7 "Bidder" means firm, company sole proprietor or an organization who submits instant bid.
- 1.8 "Service Provider" means a firm, company or an organization who undertakes to provide security services.
- 1.9 "RFP" means Request for Proposal.
- 1.10 "Similar Services" means the work/service for which RFP is published.

2. INTRODUCTION

Pakistan Airports Authority (PAA) invites proposals from well reputed firm/company or an organization having experience of providing Security services in large organization and who fulfil other parameters given in this **RFP**, for a period of two (02) years (extendable for another six months only) adhering to Government prevailing minimum wage policy, EOBI, Social Security and all other applicable taxes / duties / regulatory payments etc.

- 2.1 Areas to be secured are defined in Annex-"A" (scope of work) so as to give a picture of the nature of service required.
- 2.2 The bidders may visit the location to ascertain the service to be provided before submission of Bids. However, to have an idea, a description of the services required is given in the RFP.

3. PURPOSE OF RFP.

The purpose of this RFP is to select service provider for providing armed security Guards and related security services on 24-hour basis at sensitive areas Saidu Sharif Airport Swat, officers and staff Mess, PAA land and Car Parking, Fire Station etc. Technical Proposals submitted by the bidders will be evaluated as per technical evaluation criteria whereas financial bids of only the technically qualified bidders will be opened, however, PAA reserves the right to cancel the contract with the successful bidder on poor performance, provision of inaccurate or false information or violation of clause(s) of contract.

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4. SCOPE OF WORK

The scope of service is defined and given in Annexure – “A” of this RFP.

5. INSTRUCTIONS TO BIDDERS

- 5.1 The bidder shall study the bidding documents and the instructions mentioned therein.
- 5.2 The bids will be evaluated on the technical and financial proposals submitted by the bidders. Financial bids of only those will be opened, who technically qualify as per the evaluation criteria.
- 5.3 The method for Hiring of Security Guards will be the “Quality & Cost Based Method” under “Single Stage Two Envelope bidding procedure” of selection of the bidder as mentioned in Rule-36(b) of the Public Procurement Rules, 2004. Marks will be allocated based on the evidence available in the proposal only. The Contract will be awarded **to the bidder who offer unconditional bid and obtained highest marks in Quality & Cost Based Selection Method**
- 5.4 The proposals shall be uploaded on EPADS portal before due date i.e. on or before _____ not later than 1130 AM. Documents submitted after due date and time will not be entertained. Bid Security instrument in the form of Pay Order must reach to this office (in original) before opening of technical bid. The Technical Bids will be opened on the same day by the tender opening committee at 1200 hrs.
- 5.5 The technical proposal in PDF file shall include relevant documentary proof/ certificates as mentioned in “Bid Evaluation Checklist” and “Evaluation Criteria” alongwith all other required information/details/documents of this RFP with seal and signature on each and every page by the bidder. The PDF file should be titled as “Technical Bid - Provision of Private Security Guards at Saidu Sharif Airport Swat”.
- 5.6 The financial proposal in PDF file shall include financial bid (as per Annexure-B), breakdown of costs showing manpower category-wise per person wages, all regulatory payments including taxes (except Provincial Sales Tax on Services), EOBI, Social Security, Uniform, Conveyance, Service Charges etc. The PDF file should be titled as “Financial Bid - Provision of Private Security Guards at Saidu Sharif Airport Swat”.
- 5.7 The details of bid security (amounting **Rs. 452,787/-**) in the shape of **Pay Order** shall be entered in EPADS and also attach scan copy of bid security while original bid security must reach in the office of COO / APM PAA BKIAP, Peshawar before the opening of bid. Additionally, bid documents may be submitted in hard form to the office of COO / APM PAA BKIAP, Peshawar.
- 5.8 The bidders are required to provide trained manpower for performing duties of Private Security Guards.
- 5.9 PAA reserves the right to reject the bid of any bidder or cancel the process of bidding in accordance with Public Procurement Rules-2004.
- 5.10 PAA reserves the right to invite the next bidder in case where the first bidder is unable to provide requisite manpower, weapons and other security equipment's as per pre-decided scheduled, inclusive of all the formalities.
- 5.11 The bidder shall strictly follow the labour laws and minimum wages prescribed by the Government. In case of revision of minimum Wage policy by the Government during service tenure or after signing of contract, the difference shall be borne by PAA (if salary is less than minimum wage).
- 5.12 In preparing the technical proposal, the bidders shall examine all terms and instructions included in this document and their bids will be evaluated on the basis of information provided by them. During preparation of technical proposal, bidders must give special attention to the following:
 - a. Only the Service Providers who have all the expertise for the assignment may submit their proposals.
 - b. All the information shall be filled-in/submitted strictly as per enclosed forms. If required, photocopies of the forms may be made.

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- 5.13 All attachments/documentary evidences should be enclosed in order of 'Bid Evaluation Checklist (Clause - 8).
- 5.14 The bidder shall submit breakup of his financial bid mentioning all mandatory cost/tax (except Provincial Sales Tax on Services)/charges/duties/regulatory payments etc.
- 5.15 The bidder shall submit payment slips of EOBI/Social security mentioning staff names employed by the bidder for subject services on monthly basis to Officer In-charge, PAA Saidu Sharif Airport Swat or his authorized officer after award of contract. In case of failure the payment shall not be made.

6. PRE-REQUISITES FOR TECHNICAL QUALIFICATION OF BIDDER

Following are the pre-requisites for bidders intending to submit their proposals. Absence of any of the following shall disqualify the proposal for consideration.

- 6.1 The bidder must have minimum three (03) years work experience of similar services for which the bid is being sought.
- 6.2 Minimum number of clients for providing similar services shall be three (03) to whom the bidder must have provided 30 security guards to each client. Only trained security guards shall be considered and less than 10 guards to any client shall not be considered as client for the purpose of considering experience.
- 6.3 The bidder has valid NTN Certificate.
- 6.4 The bidder shall be registered with Social Security and EOBI. The bidder must attach the copy of EOBI cards issued to its permanent employees along with verifiable proof of payment paid to EOBI of each permanent as well as all employees engaged with security company / bidder.
- 6.5 The bidder shall provide last 06 months Bank Account Statement from a scheduled Bank with at least average monthly credit balance of 2 million.
- 6.6 The bidder shall furnish undertaking on non-judicial stamp paper of value Rs. 100/- to the effect that it has not been blacklisted by any Government, Semi Government and Autonomous Body.
- 6.7 The bidder shall provide undertaking that they can provide to PAA all such information, data documentation, accounting records etc. pertaining to their operations etc. within Seven (07) days of request for the same.
- 6.8 The bidder shall give an undertaking on non-judicial stamp paper of value Rs. 100/- that it will pay all the regulatory dues, taxes etc. and will abide by the minimum wage rate determined by the Government, which may increase in annual budget.
- 6.9 The bidder should disclose details of its litigation subjudice before any Court of Law by or against any of its clients including PAA, if any.

7. TECHNICAL QUALIFICATION CRITERIA

The bidder shall provide the following details/documents as essential part of Technical Proposal in this order:

- 7.1 Signed copy of the RFP document along with Proposal Submission Form (Form-A)
- 7.2 Name, address, phone, fax, website and e-mail address along with postal and telephonic Address of head office and branch offices (Form-B).
- 7.3 List of Similar assignments completed and in hand along with number of resources deployed, contact person of each facility separately (Form-C).
- 7.4 A brief description of the Firm's Key personnel (Professional, Management & Clerical) qualification & experience (Form-D).

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8. BID EVALUATION CHECK LIST

S. No.	Bid Evaluation Parameters:	Yes/ No	Remarks
1	Legal Status:		In case the bidder company registered with SECP: Attach certificate of incorporation / registration and Memorandum & Articles of Association. OR In case of partnership firm: certificate of registration along with Partnership Deed etc OR In case of sole proprietorship. NTN certificate (Appendix - A)
2	Work experience for providing Security Services shall be minimum three (03) years or more with at least three (03) Clients to whom bidder must have provided at least 30 guards to each client.		Attach Service Agreements showing provision of Security Services for minimum three (03) years or more for at least three (03) clients. This agreement must contain verifiable following information along with others: (i) Execution date of the agreement. (ii) Duration of the agreement. (iii) Number of security guards. (iv) Clients address and contact numbers. (Appendix - B)
3	No. of trained persons employed shall be 10 or more.		Attach List showing total number of security resources with their names, address, CNIC, active cell numbers, copy of service book in case of ex-serviceman. (Appendix -C)
4	NOC for a) Running Security Company, b) Use of Arms & Ammunitions c) VHF communication license.		Copies of NOC from the Ministry of Interior, Govt. Of Pakistan or from the Home Department of Provincial Government, NOC from PTA and copies of Arms' Licenses must be attached. (Appendix - D)
5	Last Three (03) years audited financial statements.		Attach audited Annual Accounts of last 3 years. (Appendix - E)
6	NTN Registration		Attach attested copy of NTN Registration Certificate (Appendix - F)
7	EOBI Registration of the bidder along with copies of EOBI cards issued to the employees of the bidder and verifiable proof payment paid to the EOBI.		Attach attested copy of EOBI Registration Certificate and attested copies of EOBI cards and payments slips. (Appendix - G)
8	Registration with concerned Social Security Institution.		Attach attested copy of Social Security Registration Certificate (Appendix - H)
9	Period of average monthly Credit Balance of at least Rs. 02 million in Bank Account for last 06 months		Last 06 months Statement of Bank Accounts or Banker's Certificate (Appendix - I)
10	Data Provision Undertaking		Attach an undertaking on company letter head (Appendix - J)
11	Black List Undertaking		Attach an undertaking on non-judicial stamp paper of value Rs. 100/- (Appendix - K)
12	Regulatory Payment Undertaking / Payment of Minimum Wages Undertaking		The firm must give an undertaking on non-judicial stamp paper of value Rs. 100/- that it will pay all the regulatory dues, taxes etc. and would abide by the minimum wage rate determined by the Government, difference will be paid by PAA subject to the provision of documentary evidences of payment by the contractor in case the wages obtaining are less than prevailing minimum wages.

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		(Appendix - L)
13.	Bid Security Instrument	Attached original bid security instrument , in the form of pay order, of amount mentioned in clause 5.7 and Clause 17 alongwith technical proposal, from a scheduled bank as listed at Annex-C (Appendix-M)

*Note: The bidders who respond 'Yes' in all the above requirements and provide documentary evidences in support of their 'Yes' shall be analysed through **Evaluation Criteria** for provision of Security Guards at PAA Saidu Sharif Airport Swat. Any 'No' in the bid evaluation checklist or non-submission of supporting documents or furnishing of forged documents or concealment of facts or submission of false information shall lead to disqualification of a company.*

9. EVALUATION CRITERIA:

9.1 Detailed Technical Evaluation Methodology

Technical Evaluation would be conducted on following parameters as shown in the table below: -

S.No	Description	MAX MARKS	MARKS OBTAINED
i.	Audit Financial Statement will be obtained from bidders of last three (03) financial years. Annual average minimum turnover mentioned in Audited Account Statements. equivalent to five (05) (M) = 05 Marks and on every one (01) (M) above (05) (M), 01 mark shall be granted.	10	
ii.	Details of Arms & Ammunitions used by the company, up to 50 Arms base marks 05, on every 05 Arms above 50 one (01) mark shall be granted.	10	
iii.	Details with documentary evidence of Security Services provided to at least 03 clients to whom at least 30 guards have been provided to each client for which 15 base marks will be awarded. For each such additional client, with not less than 10 guards, the bidder will be awarded 01 mark.	20	
iv.	Number of resources of appropriate skills and experience of Security Guards engaged by the bidder must be 30 for which 15 base marks will be awarded. For each additional resource of 10 guards above 30, the bidder will be awarded 01 mark.	20	
v.	Resources / Guards Experience of armed forces. For 15 ex servicemen guards base marks will be 05 and for each 05 guards (ex-servicemen) above 15 one (01) mark shall be granted.	10	
vi.	Firm / Company has an institution, firing range or premises for imparting Security trainings.	10	
vii.	Documentary evidence for awarding diploma/certificate by an institute recognized by Ministry of interior	10	
viii.	Record of refresher training / courses imparted by guards	05	
ix.	An established and functional office set up in Swat will attract 05 Marks or in Peshawar/Islamabad will attract 03	05	

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	Marks		
TOTAL		100	

Note:

- The minimum qualifying score required by the bidder for being eligible for financial bid is 70 marks in Technical Evaluation Criteria (TS) and financial bids of only technically qualified bidders will be opened
- All data relating to Evaluation Criteria shall be provided in verifiable documentary evidence.

9.2 Detailed Financial Evaluation Methodology

The lowest financial bid among all the bids shall be given Financial Score (FS) of 100 points. The Financial scores of the other bids shall be computed as follows:

$$FS = \frac{100 * LB}{X}$$

FS= Financial Score

LB=Lowest Financial Bid

X=Amount of Specific Financial Bid

9.3 Selection of Most Advantageous Bid

The bid shall finally be ranked according to combined technical score and financial score using the following weightages:

T=The weightage given to the Technical Bid= 70% (0.70)

P=The weightage given to the Financial Bid= 30%(0.30)

Combined Score = TS*T + FS*P

Note:

The highest ranked bid having combined score will then be declared as Most Advantageous Bid.

10. SERVICE PROVIDERS WARRANTIES AND OBLIGATIONS:

Service provider undertakes, warrants and represents that at all times:

- It has the requisite manpower and authority to enter into and perform this contract.
- It shall provide the services with reasonable care and skill.
- It holds valid license and authority (as required) to provide the Services.
- It shall hire competent, young medically fit and security cleared resources as instructed by Ministry of Interior to provide the services.
- All persons engaged by the Service Provider to perform the Services are its employees and have no criminal record.
- It shall provide services by using all reasonable skill, care and diligence in accordance with good industry practices and shall ensure that its employees have skills and expertise to provide the Services to the standards and timings required by PAA.
- The Service Provider or its employees will manage the transportation to and from the premises and will be of no obligation to PAA.
- The Service Provider shall not act in a way, which is prejudicial to PAA's interests or business.
- The Service Provider and its employees shall obey all lawful and reasonable directions of PAA's representatives.

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10.10 Any breach by Service Provider of this clause (Service provider's Warranties) constitutes a material breach of the contract. In addition to PAA's rights, PAA shall be entitled to require Service Provider to;

- 10.10.1 Remedy the breach at its costs;
- 10.10.2 Pay for it to be remedied; or
- 10.10.3 Repay all amounts already paid for the defective services.

11. TERMINATION

11.1 PAA shall be entitled to terminate/suspend the contract if Service Provider suffers (or is likely to suffer) an insolvency event or, undergoes a material change in its management, ownership or control subject to at least 30-days prior notice. OR

11.2 Upon unsatisfactory performance of the guards as determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the security company. Unsatisfactory performance includes:

- i. Absence of a Guard from duty.
- ii. Non-Attendance of office in time
- iii. Casual performance, misconduct, misbehavior, negligence in duty by a guard
- iv. During the period of contract, the responsibility of any loss, theft and damage due to such and unsatisfactory performance will be on the security company.

12. LIABILITY

Service Provider shall be responsible for and shall indemnify and hold harmless PAA, its agents and employees from:-

- 12.2 All losses arising out from Service Provider's negligence or breach of contract;
- 12.2 Any claim or compensation arising against PAA by an employee of the Service Provider.

13. CONFIDENTIALITY

Service Provider shall keep the information strictly confidential which shall be provided by PAA except with the consent of PAA in writing, other than to perform this contract, and shall impose the same obligations on its employees.

14. INDEPENDENT CONTRACTOR

The Service Provider shall be considered as independent, neither the contractor nor its personnel shall have the right to represent or bind to/by PAA.

15. TAXES & DUTIES

The Contractor shall be directly responsible for all his liabilities or obligations for any taxes, duties (including stamp duty), charges, regulatory payments levied by the Government or any other authority on his Services and the documentation related thereto. The tendered rates or amount shall be inclusive of all taxes (except Provincial Sales Tax on services), duties etc. as applicable.

BID VALIDITY

The Bid shall be valid for a period of One Hundred and Twenty (120) days. In special circumstances, PAA may request the bidders to extend the period prior to expiry of bid validity, which shall not be more than the validity period of original bid.

17. BID SECURITY

The intending firm has to furnish a bid security of **Rs. 452,787/-** (Account title: **PAA Disbursement Account**) in the form of pay order at the time of submission of bids. The Security fee will be returned to technically unsuccessful bidder alongwith its financial proposal. However, Security deposits of the technically successful bidders and unsuccessful in Financial bid will be returned upon award of contract to the successful bidder or on expiry of bid validity. However, security deposits of financially successful bidder will be returned on furnishing "Performance Bond" (5% of the total contract value). The bid security may be forfeited if:-

- 17.1 A bidder withdraws his bid during the bid validity period; or
- 17.2 A bidder does not accept the correction of his bid price; or
- 17.3 The successful bidder fails to furnish the required performance bond within the stipulated period.

18. PERFORMANCE BOND:

The successful bidder will furnish a Performance Bond (in the form of Pay Order, CDR or Bank Guarantee) of an amount equal to 5% of the total Contract value from a scheduled bank .

Note: List of Authorized Bank Pakistan Airports Authority is attached as Annexure-C

19. OTHER TERMS AND CONDITIONS

- 19.1 By responding to this RFP, the Service Provider agrees to the Terms and Conditions given below in this RFP as a whole.
- 19.2 At any time prior to the deadline for submission of proposal PAA may, for any reason, whether at its own or in response to a clarification requested by a prospective firm, modify/improve the content of RFP, which will be placed either on PAA's website, e-mailed or dispatched to all prospective bidders.
- 19.3 All such amendments shall become part of the RFP after they have been notified to all bidders.
- 19.4 PAA reserves the right to extend the dates for submission of responses to this RFP.
- 19.5 All security guards deployed at the premises should not be over fifty-five (55) years of age.
- 19.6 The security guards should have matric or above educational qualification and should be able to understand, read and write.
- 19.7 The security guards should be medically fit. PAA may ask for submission of Medical Fitness Certificate for any guard / guards as and when required from the registered medical services provider at the cost of the service provider.
- 19.8 Uniforms, weapons and other equipment's should be timely provided to the security guards.
- 19.9 All the weapons and ammunition provided to the security guards should be in serviceable condition.
- 19.10 The security guards should be trained on the weapon(s) sanctioned to them.
- 19.11 Fresh background clearances of each guard (name-wise) should be obtained before awarding the company a contract and any changes in the guards enrolment be shared with Officer In-charge PAA Saidu Sharif Airport Swat
- 19.12 Any technical or financial bid, submitted cannot be withdrawn / modified after last date for submission of the bids.
- 19.13 PAA reserves the right to call for any additional information. PAA reserves the right to reject the proposal of any bidder if in the opinion of PAA, the information furnished is incomplete or the Service Provider does not qualify for the contract.
- 19.14 The bidders are requested to quote in Pakistani Rupees ('PKR'). Bids in currencies other than PKR will not be considered.

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- 19.15 PAA will make payments against the monthly invoices raised by the service provider based on actual deployment of resources, duly verified by the concerned PAA official.
- 19.16 Failure of PAA to select a Service Provider shall not result in any claim whatsoever against PAA and PAA reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.
- 19.17 By submitting a proposal, the Bidder agrees to promptly enter into a contract with PAA for any service awarded to the service provider. Failure on the part of the successful bidder to execute a valid contract with PAA will relieve PAA of any obligation to the service provider, and second lowest bidder may be selected.
- 19.18 Cost of execution of the Contract Agreement is to be borne by the successful bidder.
- 19.19 Any additional or different terms and conditions proposed by the bidder would be rejected unless expressly assented to in writing by PAA.
- 19.20 All responses received after the due date / time would be considered late and shall not be accepted or opened.
- 19.21 PAA shall not assume any expense incurred by the bidder in preparation of the response to this RFP and the bidding documents shall not be returned to the bidder.
- 19.22 The bidders shall have the opportunity to clarify doubts pertaining to the RFP prior to finalizing their bids/responses.
- 19.23 PAA shall scrutinize the technical and financial proposal submitted by the bidders as per the criterion mentioned in this RFP.
- 19.24 PAA may waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all competitors and PAA reserves the right for such waivers.
- 19.25 PAA may ask some or all bidders for clarification of their bids. The request for such clarification and the response thereto shall be in writing. PAA has the right to disqualify the bidder who shall not provide the requisite clarification within the stipulated time.
- 19.26 The bidders are required to be prepared to demonstrate, through presentations and / or site visits, as part of the final evaluation in accordance with the responses given for the identified requirements, any time after the last date of the submission of proposal. Accordingly, PAA may communicate a date and time to all bidders. The bidders will arrange such demonstrations, presentations or site visits.
- 19.27 PAA may exclude or reject any proposal that in the reasonable opinion of PAA contains any false or misleading claims or statements. PAA has no liability to any person/company for excluding or rejecting any such proposal.
- 19.28 The service provider shall promptly notify PAA of any change in partnership, directorship or other managerial orders of the company or address of the firm.
- 19.29 Service Provider shall indemnify, protect and save PAA against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting directly or indirectly from an act or omission of the Service Provider, its employees, its agents, in the performance of the services provided by contract, infringement of any patent, trademarks, copyrights etc. or such other statutory requirement.
- 19.30 The Service Provider shall provide all trained, fit and healthy security guards.

20. PAYMENTS

- 20.1 The Service Provider shall ensure payment to its personnel / guards employed for services to be rendered in PAA before 05th of each month.
- 20.2 The Service Provider shall submit the monthly bill before 5th of each month which will be duly verified by Officer Incharge PAA Saidu Sharif Airport, Swat. PAA will make payment of each month after deduction of withholding and other taxes / duties as per Income Tax Ordinance / other applicable laws within thirty days after tendering the bill.

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- 20.3 The Service Provider shall be responsible for payment of its entire employee's wages, insurance premiums, salaries, allowances and all pay roll taxes / duties as per Income tax Ordinance / other applicable laws.
- 20.4 Salary each security guard shall be credited in his bank account and the proof of such transaction shall be produced as evidence by the Service Provider.
- 20.5 The Service Provider shall ensure the monthly wages of the guards that shall not be less than the minimum wages fixed by the Government. Any violation at any stage in this regard may lead for the termination of the contract with the Service Provider. Any increase during the contract period by the Government in minimum wages, difference will be borne by PAA subject to approval by the Competent Authority.
- 20.6 The Service Provider shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers/guards who shall be deputed for the Services or may be specified from time to time.
- 20.7 In case of any theft / damaged at premises, the Service Provider will be responsible to pay entire losses to PAA as determined by the committee constituted by the Competent Authority.

21. ARBITRATION

In case of any difference or dispute arising between the parties in respect of the interpretation, conduct or performance of any terms or condition of this contract, the same shall be referred to the DGPAA or his authorized/nominated officer not below Director who after receiving reply from the OIC or the concerned officer of PAA will give his decision within 30 days which shall be final and binding upon the parties.

22. GOVERNING LAW AND JURISDICTION OF COURTS

This contract shall be governed and constructed in accordance with the laws of Pakistan. In case of litigation by any party to this contract in relation to terms & conditions hereinto existing or otherwise, the courts of local jurisdiction only shall have jurisdiction to entertain and adjudicate upon situation.

23. PENALTY

23.1 Without prejudice to any other right and remedy available to PAA, the Service Provider shall be liable to the penalties mentioned in para 23.2 including but not limited to the following cases:

- i. Delay beyond the timeline given by the PAA in taking over the security posts.
- ii. Absence of guard from the security post.
- iii. Performing duty without uniform, weapon, equipment etc.
- iv. Dirty / un-presentable uniform.
- v. Smoking / chewing pan /gutka/naswar during duty hours.
- vi. Found sleeping, misbehaving, misconduct, unauthorized/illegal activities etc.
- vii. Any other violation of the contract as determined by PAA.

23.2 In cases mentioned in para-supra, the Service Provider shall be liable to pay a penalty of Rs. 2,000/- per violation.

23.3 PAA shall be entitled to recover the amount (penalty whether imposed under this article or any other provision of the contract) from any amount payable by PAA to the Service Provider or from the Security Deposit.

23.4 The security company shall agree that the decision of PAA in respect of any of the aforesaid penalties or recoveries shall be final and binding upon the Service Provider and shall not be called into question in any manner whatsoever.

ANNEXURE – ‘A’**SCOPE OF WORK**

1. The Service Provider shall provide 12 armed Security Guards to Officer Incharge, PAA Saidu Sharif Airport, Swat on 24-hours basis for following but not limited to duties:-
 - Safety and security at Fire Stations, Buildings Parking area, Open land, Messes Saidu Sharif Airport Swat.
 - Watch & ward duties at PAA above mentioned locations or as asked by OIC on 24-hours basis at the said location.
 - Prevention of entry of unauthorized personnel in PAA Messes and on PAA Land.
 - Patrolling and surveillance of PAA Saidu Sharif Airport where ASF is not available / not mandated for perform duty to deter and detect any unauthorized activity.
 - Prevent pilferage of items /equipment's/property belonging to PAA from the premises placed under the security of the company as per written instructions issued by the authorized officer of PAA.
 - Inform concerned authorized officer of PAA promptly and accurately of any occurrence detrimental to the security of the premises and property of PAA placed under security of the company.
2. The Service Provider shall provide 12 armed Security Guards to In-Charge Saidu Sharif Airport on 24/7 basis for following duties:-
 - Prevention of entry of unauthorized personnel
 - Ensuring foolproof security of PAA assets.
 - Patrolling and surveillance of adjoining areas to deter and detect any unauthorized activity.
 - Deployment of guards at barrier, proposed watchtower and main building.
 - To deter potential security breaches and enhance overall security at the location.
3. The deployment of security guards at all designated areas will be as per deployment plan of O/IC PAA Saidu Sharif Airport .
4. The Security Firm is responsible to take proper action in case of emergencies like:
 - Fire, raising of alarm and proper communication to fire brigade and OIC PAA and arrange rescue activities.
 - Forced entry will be promptly reported to the local police station, OIC PAA and Security Company's head office for appropriate action.
 - Unauthorized activity on PAA land will be reported to local police station, O/IC PAA and Security Company's head office for appropriate action.
 - Law and order situation will be promptly reported to the local police station, OIC PAA and the security company's head office for appropriate action. All entry points shall be closed under such situation.
 - To carry out daily checking of all lights, entry points and locked premises for their effectiveness.
 - To properly brief the relieving guard about any situation concerning the security.
5. The company shall be responsible to provide satisfactory services at the premises with the following conditions:
 - a) The company shall ensure extra guards to be readily available company as the substitute of the guards who become absent /short / sick at the company's own enrollment for which PAA Management will not make any extra payment.
 - b) A patrolling Motorcycle(s) should be provided by the firm for patrolling and surveillance of areas to deter any detect any unauthorized activity or responding to any security situation.
 - c) The company shall deploy trained, energetic, smart and healthy security personnel with perfect turnout in proper uniform, properly equipped and fully competent to meet security requirements /demands of PAA.

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- d) Upon unsatisfactory performance of the guards as determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the security company. Unsatisfactory performance includes:
 - i. Absence of a Guard from duty.
 - ii. Non-Attendance of office in time
 - iii. Casual performance, misconduct, misbehavior, negligence in duty by a guard.
 - iv. During the period of contract, the responsibility of any loss, theft and damage due to such and unsatisfactory performance will be on the security company.
 - e) Daily attendance shall be marked in the register at the security points by the designated supervisor as well as by the security company head office. Month wise bill shall be submitted to OIC PAA Saidu Sharif Airport before 5th of every month regularly. Payment will be made against the services rendered satisfactorily by 10th of every month.
 - f) The company shall maintain a supervisory network at its own expense to ensure its presence for active performance of duties by the security guards.
 - g) A responsible and responsive officer should be nominated as Focal Person for all communication with PAA.
6. The Security Company shall provide and ensure that guards on duty has received and understood written instruction of basic duties and has the following in their possession;
 - a) Company Card and valid CNIC
 - b) A Torch for guards on evening and night duty
 - c) Proper and clean uniform
 - d) A working weapon of agreed kind and quality with appropriate quantity of ammunition
 - e) Enhanced security communication equipment for effective and timely communication
 - f) Hand Metal Detector
 - g) Bottom view Mirror
 - h) Whistle etc.
 - i) Security communication for Security Guards
 7. The armed guards will remain alert and vigilant throughout their duty hours and any mishap will be the responsibility of security company under all circumstances.
 8. The company shall provide service books / discharge certificates of all supervisors & armed security guards, evidence of ex-services of armed forces along with list showing their CNIC numbers, permanent /present addresses and telephone numbers.
 9. Security company shall be responsible for pick and drop of its staff to/from the premises without any additional cost to PCAA.
 10. Security company shall submit details of weapons with type and licenses held by the company, which have been issued to the guards deployed at PAA premises.
 11. Security guards must have undergone necessary security training regarding watch and ward and elimination of subversive activities.
 12. The Security guards employed must go through suitable live fire practice at least once in calendar year.
 13. The Security Company shall be responsible to submit fresh back ground clearances before award of contract and any changes in the guards' enrollment be shared with respective OIC of PAA.
 14. During the validity of the contract, in case damage, theft or loss occurs to the personnel, his property or property or installations of the PAA due to any eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying the losses occurred to the personnel or PAA under all circumstances as a result of their negligence, to be decided by a committee consisting of representatives, in equal number, of both the parties which will decide the matter after considering the following:-

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT

- a) Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
- b) Negligence of guards in case of the fire, or other disaster, which caused by any act omission and commission of security guard.
- c) Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.
- d) The company shall notify its representatives who will be contacted for immediate replacement in the event of unsatisfactory performance of deputed personnel.
- e) Charter of Guards Duties: -
 - i) No unauthorized entry be permitted under all circumstances.
 - ii) To ensure body, baggage and vehicle's complete search and screening.
 - iii) Watch and ward duty.
 - iv) Vigilance against intruders / miscreants.
 - v) Reporting against suspicious activity and immediately notifying to supervisor and law enforcement agencies.
 - vi) Any grey area on existing structural security arrangements be intimated to next higher command.
 - vii) All weapons should be in good working condition with sufficient ammunition.

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COO / APM PAA
BKIAP, Peshawar

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT

ANNEXURE – ‘B’**PART-1**
FINANCIAL BID**Manpower Pricing**

S.No.	Deployment	Nos.	Rate per person per month	Total amount per person including all expenses, duties, tax and service charges	Total bid
1.	Private Armed Security Guards	12			
	Total Bid for One Month				
	Total Bid for Two Years (in figure)				
	Total Bid value for Two Years (in words)				

PART-2**BREAKUP OF THE FINANCIAL BID**

Note: Please provide breakup of the financial bid mentioning all mandatory cost / tax (except Provincial Sale Tax on Services) / charges / duties / regulatory payments etc on company letter head attached with financial bid.

(Authorized Signature)
With Company Stamp

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT

ANNEXURE-C

S.NO	NAME OF BANK
Public Sector Banks	
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank of Punjab
Private Sector Banks	
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al Habib
7	Habib Metropolitan Bank Limited
8	JS Bank Limited
9	MCB Bank Limited
10	Samba Bank Limited
11	Soneri Bank Limited
12	Standard Chartered Bank Limited
13	United Bank Limited
14	Industrial & Commercial Bank of China Limited
15	Faysal Bank Limited
16	Habib Bank Limited
Islamic Banks	
17	Al Baraka Bank Pakistan Limited
18	Bank Islami Pakistan Limited
19	Dubai Islamic Bank Pakistan Limited
20	Meezan Bank Limited

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT

FORM-A

Proposal Submission Form (on Firm's letter-head)

_____,

Pakistan Airports Authority,

Dear Sir,

**PROVISION OF 12 PRIVATE SECURITY GUARDS FOR PROTECTION OF PREEMSES AT
PAA SAIDU SHARIF AIRPORT SWAT**

In response to your advertisement dated _____, 2026 for provision of above quoted services, we
M/s_____ having Office(s) at_____ submit our Proposal for
provision of these services at PAA Saidu Sharif Airport Swat:

We enclose all documents as required in RFPD including ANNEXURES, FORMS ETC.

We understand that PAA is not bound to accept our proposal has the right to reject our proposal without
assigning any reason or delist us at any stage subsequently due to the reasons mentioned in RFPD.

We further understand that submission of this proposal for providing the above quoted services does not entitle
us award of any Contract by PAA.

Date:

Signature_____

Name _____

Name of Firm_____

GENERAL INFORMATION (on Firm's letter-head)**COMPANY PROFILE**

ITEM	
COMPANY PROFILE:	
NAME OF FIRM	
ADDRESS	
KEY PERSON	
CONTACT NO.	
MOBILE NO.	
FAX	
EMAIL	
Any other Information	

[illegible]

[illegible]

HIRING OF PRIVATE SECURITY GUARDS THROUGH OUTSOURCE CONTRACT AT SAIDU SHARIF AIRPORT SWAT