

TERMS & CONDITIONS **BIDDING INSTRUCTIONS**

PROVISION OF SECURITY GUARDS, DRIVERS, ATTENDANTS AND ALLIED OFFICE STAFF

Scope of Services

The contractor will provide efficient, proactive manpower at under mentioned rates against each category. The agreement will remain in full force for a period of one year with effect from _____, which is extendable for further period on mutual consent: -

D E S C R I P T I O N	NET WAGE RATE (PER MONTH)	CONTRACTOR'S RATE (PER MONTH)
Supply of manpower for the following categories		
a) Unskilled manpower such as Security Guards, Attendants & Malis etc.	Rs.37,000/- per person Around 5-10 persons	Inclusive of all taxes & Agency Commission
b) Skilled/Semi-skilled manpower such as Computer Operator, Office Assistants, Clerks, Electricians, Drivers etc.	Rs.43,000/- per person Around 5-10 persons	Inclusive of all taxes & Agency Commission

As per terms and conditions set out hereunder: -

- Agreement shall be categorized as “**Open Framework Agreement**”
- The applicant should not be black listed from government/semi-government departments. An affidavit on Stamp Paper (Rs.100/-) will be required for the purpose.
- Agency should bound to provide efficient, proactive security staff for 24 hours seven days a week including public or any holidays and in case of office staff i.e. Computer Operator, Office Assistants, Clerks, Drivers, Attendants, Sweepers & Gardeners etc. for five days a week from Monday to Friday 8.30 am to 4.30 pm during the life of the contract.
- The functions of Security & Services include security of specified premises and other infrastructure etc.
- Along with the quotation following documents must be attached: -
 1. Company profile containing documentary proof regarding supply of manpower to the government/semi-government departments.
 2. Registered with SECP.
 3. Approval of Ministry of Interior, Government of Pakistan
 4. Registered with Employees Old Age Benefits Institution (EOBI) and the Provincial Employees Social Security Institutions (PESSU).
 5. Valid license issued by Home Department, Government of Punjab under the Punjab Private Security Company Regulation and Control Ordinance, 2003.
 6. Valid NTN number, register with PRA

7. In case of Partnership, partnership deed on Stamp Paper (Rs.100) will be required.

- NFC will reimburse Agency Charges on monthly basis at the agreed rates inclusive of all taxes.
- NFC will not pay to Agency or its staff any additional amount i.e. overtime, Workmen's Compensation, EOBI contribution or any other expenses, whatsoever for any other head or account since the service charges cover the total expense per person per month in favour of Agency.
- NFC shall be a liberty to ask for replacement of any member of Agency staff at any time who is not considered upto the standard or who does not accept the terms of services or does not cooperate with the Administration of NFC.
- Salaries of staff shall be inclusive of all taxes as well as Agency commission.
- The sealed quotation should be accompanied by pay order in favour of NFC for an amount of equal to 1% of the total bid value as bid money alongwith attested copies of CNIC and NTN certificates. The bid money will be refunded to unsuccessful bidders within seven working days from the date of opening the bids.
- During the pendency of the agreement any increase allowed by the Federal Government in the minimum wages of the workers, the same shall be allowed, accordingly.
- NFC, management reserves the right to reject or accept any or all quotations by assigning reason, if any, Further, incomplete quotations will be rejected.

NFC MANAGEMENT

FORM

TENDER APPLICATION DATA SHEET

The following specific data shall supplement the provisions in the instructions to prospective bidders.

1.	Project Name	NFC Head Office Hiring the Service of Third Party (Manpower Contractor)
2.	Name of Contracting Authority	National Fertilizer Corporation of Pakistan (Pvt.) Ltd.
3.	Address of Contracting Authority	National Fertilizer Corporation General Manager (P&A) 1ST Floor Alfallah Building, Shahrah-e-Quaid-e-Azam, Lahore Contact No.+92-42-99205283-88
4.	Address for Submission of Tender Documents.	National Fertilizer Corporation General Manager (P&A) 1ST Floor Alfallah Building, Shahra-e-Quaid-e-Azam, Lahore
5.	Tender Application Submission Deadline	16-01-2026
6.	Tender Opening Date/Time	02-02-2026 12.00 noon
7.	Language of Tender Application	English
8.	Duration of Project	Twelve months from signing of contract

FORM

APPLICATION SUBMISSION FORM

(The covering letter is to be submitted by the interested company/firm, on appropriate company letterhead)

To : General Manager (P&A), NFC Head Office, Lahore

Subject: HIRING THE SERVICES OF THIRD-PARTY (MANPOWER CONTRACTOR) FOR PROVISION OF SECURITY GUARDS, DRIVERS, ATTENDANTS AND ALLIED OFFICE STAFF

Dear Sir,

Ithe undersigned, being duly authorized to represent and act on behalf ofapplies for tender application and accepts the exclusive application of the federal laws of Pakistan and provincial laws of Pakistan and established principles/rules of NFC with respect to these tender procedures and enclose the tender documents and declare the following:

- (a) I have examined and have no reservations to the Tender Document.
- (b) I understand that NFC may cancel the Tendering process at any time without incurring any liability to the Applicants.
- (c) Bids by applicants will be subject to verification of all information submitted for bidding;
- (d) NFC reserves the right to amend the scope and value of any contract under this Tender;
- (e) That all the information provided/submitted is under Oath i.e. complete, true and correct in every detail and no information adversely affecting tender application is withheld.

2. NFC and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted: _____

Telephone: _____

Signed: _____

Name: _____

CNIC: _____

Address: _____

Date: _____

Place: _____

FORM

POWER OF ATTORNEY

(On a Stamp Paper of appropriate value **DULY REGISTERED**)

Know all, by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____

R/o _____ having CNIC _____ who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for Tender application and including signing and submission of all documents and providing information/responses to NFC, representing us in all matters before Government of Pakistan, and generally dealing with NFC in all matters in connection with our request for Tender application

Signed: _____

Name: _____

CNIC: _____

Address: _____

Date: _____

Place: _____

STAMP OF COMPANY

The mode of execution of the power of Attorney should be in accordance with the procedure, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

FORM

(AFFIDAVIT FOR NOT HAVING BEEN BLACKLISTED/BARRED/DEFAULTED)

1. The candidate firm/company/proprietor hereby declares that it has not been ever barred/backlisted from participating in any project by any federal, provincial or local government or any government instrumentality in Pakistan.
2. The candidate firm/company/proprietor further declares that since the 5 (five) year preceding the Tender Application advertisement date in newspaper it has NOT:
 - i. Failed to perform any contract, as evidenced by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Prospective Bidder as the case may be; or
 - ii. has been expelled from any project or contract by any public entity or authority; or
 - iii. had any contract terminated by any government or government instrumentality for breach by such Prospective Bidder.
 - iv. Defaulted on any account on any previous or current contract with NFC
3. That any concealment or later discovery of any default, concealment or misrepresentation by any means at any later stage would automatically lead to cancellation Cartage Contract with appropriate ancillary damages as determined by NFC.

Signed: _____

Name: _____

CNIC: _____

Address: _____

Date: _____

Place: _____

FORM

INTEGRITY PACT/DISCLOSURE CLAUSE

(ON JUDICIAL STAMP PAPER DULY NOTARIZED)

The candidate firm/company/proprietor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the candidate firm has not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliation, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The candidate firm accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured through any of the aforesaid corrupt business practices shall with prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

Signed: _____

Name: _____

CNIC: _____

Address: _____

Date: _____

Place: _____

The 10% refundable Performance Guarantee for One(1) Year shall have to be also deposited by the successful bidder in form of Demand Draft/Pay Order, in the name of NFC Head Office before signing of agreement.