

**OFFICE OF THE POSTMASTER GENERAL SOUTHERN PUNJAB CIRCLE MULTAN**

No Mails-A/S. Guard/Tender-2026

Dated at Multan the 31-03-2026

Sub:- CONSTITUTION OF TENDER COMMITTEE FOR DEPLOYMENT OF PRIVATE SECURITY GUARD.

The Postmaster General Southern Punjab Circle Multan has been pleased to constitute the tender committee comprising following officers to open and process the tender for deployment of private Security Guard in Southern Punjab Circle Multan on 22-04-2026.

- 1 Mrs. Asma Hafeez,
Asstt. Postmaster General (Admn), C. O Multan
(Chairperson)
- 2 Mr. Sohail Anwar
Asstt. Postmaster General (O&FS), C. O Multan
(Member)
- 3 Mr. Kashif Javed
Asstt. Accounts Officer (Audit), C. O Multan.
(Member)
- 4 Mr. Shahid Malik
Asstt. Supdt. (Admn), C.O Multan
(Coordinator)

The tender will be opened in the presence of participants and the procurement committee will furnish its recommendations within three days positively after opening the tender.


Postmaster General
Circle Office Multan

Copy is forwarded for information & necessary action to-

1. The Dy. Postmaster General (Admn) Circle Office Multan.
2. The Members of Committee.
3. Office Copy.


Dy. Postmaster General (Admn)
Circle Office Multan

**OFFICE OF THE POSTMASTER GENERAL SOUTHERN PUNJAB CIRCLE MULTAN**

No Mails-A/S. Guard/Tender-2026


Dated at Multan the 31 -03-2026

Sub, GRIEVANCE REDRESSAL COMMITTEE

The Postmaster General Southern Punjab Circle Multan has been pleased to constitute a committee comprising the following officers to participate the tender process on 22-04-2026 at 11:00 AM in office the Postmaster General Southern Punjab Circle Multan for tender of deployment of private Security Guard in Southern Punjab Circle Multan.

- 1 Dr. Maraim Naveen Afzal
Divil. Supdt. (PS) Multan Division. (Chairperson)
- 2 Mr. Muhammad Iqbal
Asstt. Director (Inv), Circle Office Multan (Member)
- 3 Mr. Muhammad Aaqib
Junior Accountant (Audit), Circle Office Multan (Member)

The grievance redressal committee will settle the grievances of the bidders if any during tendering process.


Postmaster General
Circle Office Multan

Copy is forwarded for information & necessary action to-

1. The Divil. Supdt. (PS) Multan Division.
2. Members of Committee.
3. Office Copy.


Dy. Postmaster General (Admn)
Circle Office Multan

بانی و قائم: ضیاء پبلشرز



305 شمارہ 34 جلد 18 مارچ 2026ء 25 جون 2082ء بمطابق 08 جون 2026ء 1447ھ و 17 اپریل 2026ء
 جیٹ ایڈیشن: افتتاحی شمارہ

PAKISTAN POST INVITATION TO E-BID

E-BIDDING FOR DEPLOYMENT OF PRIVATE SECURITY GUARDS


Postmaster General Southern Punjab Circle Multan, invites electronic bids from financially sound and eligible & reputable security Service Providers for deployment of Private Security Guards at GPOs, Head and Sub Post offices in Southern Punjab Circle Multan for the period of one year w.e.f 01-05-2026 to 30-04-2027 further extendable on satisfactory performance.

1. The bidding process will be conducted through the electronics procurement system (E-PADS) at www.eprocure.gov.pk in accordance with the Rule-36 (b) of PPRA Rules, 2004.
2. The interested service provider can get download tender application form along with terms and conditions, specifications and requirements etc at www.eprocure.gov.pk.
3. Interested bidders must be registered with Income Tax and Sales Tax Department and comply with all statutory requirements.
4. SDR amounting to **Rs.100,000/-** (Refundable) as bid security must be submitted with financial bid along with depositing **Rs.5,000/-** (Nonrefundable) through ACG-67 in any Post office.
5. The electronic bids, must be submitted by using EPADS on or before **22-04-2026** at **11:00 AM**. Hence Manual bids, shall not be accepted. Electronic Bids will be opened on **22-04-2026** at **11:30 AM** in office of the Postmaster General 4-Mall Road Multan Cantt.
6. Postmaster General, reserves the right to accept or reject any one or all of the bids/offers wholly or partially the one which shall not be questioned in any manner. Tenders received through any other mode/addressed to any other person will not be entertained.

NOTE: Notification of the Grievance Redressal Committee (GRC) constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk and on PA's website.

(ASMA HAFEEZI)
 Deputy Postmaster General (Admin)
 Southern Punjab Circle, Multan, Phone # 061-9200373

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PIDU/12708/25

(ASMA HAFEEZ)
Deputy Postmaster General (Admn)
Southern Punjab Circle, Multan, Phone # 061-9200373



OFFICE OF THE POSTMASTER GENERAL SOUTHERN PUNJAB CIRCELE MULTAN

TENDER APPLICATION FORM FOR DEPLOYMENT OF SECURITY GUARDS-2026-2027

1. NAME OF THE FIRM:- _____

2. ADDRESS:- _____

3. PHONE / FAX NO:- _____

4. N.T.N NO. _____

5. BANK DRAFT NO. (Rs.100,000/-(Bank Draft No.) _____

Per Month Rate of Security Guard with metal detector/view mirror etc (Inclusive all Taxes)	Rs.
--	-----

6. Tender Form Fee viz Rs.5000/- (Five thousand only) (non refundable) vide ACG-67/PO _____

7. DECLARATION.

i. I have read out all instruction given on the back side of tender application form carefully and documents for technical as well as financial bids have been prepared as per given instructions and term & condition of tender advertisement as well.

ii. It is solemnly affirmed that the information provided by my company / firm is correct in all respect. In case of any concealment or disclosure of any negative information at any stage, my company / firm will be responsible for step taken by department.

NOTE: Financial Bid must be supplied in separate envelop, which is properly stamped and sealed.

Signature of owner _____

Name of owner _____

Cell No. _____

Stamp _____

Dated;-

Note:- Financial Bid and Technical Bid be Supplied in separate envelop, must be proper stamped and sealed.

**TERMS & CONDITIONS FOR HIRING OF SECURITY COMPANIES FOR
PROVISION OF SECURITY SERVICES AT POST OFFICES**

1. INTRODUCTION

Pakistan Post is one of the oldest Federal Government Department, under administrative control of Ministry of Communications, as an attached department with a long history of Mail and money transmission services. After independence in 1947, Pakistan Post started its operations under a modified Post Office Act No.VI of 1898 as a combined Posts and Telegraphs Department to provide domestic as well as international postal and allied services at an affordable cost on equitable basis and at standards capable of meeting needs and requirements of the postal clientele.

2. INVITATION FOR BIDS

Postmaster General, Southern Punjab Circle, Multan herein after referred as 'the Authority' invites sealed bids from financially sound Security Services Company/ Organization/ Firm (to be called as service providers hereinafter) for provision of Security Services for its GPOs, Head and Sub Post Offices in Southern Punjab Circle Multan consists of Districts Bahawal Nagar, Bahawalpur, Lodhran, D. G. Khan, Rajanpur, Khanewal, Layyah, Muzaffargarh, Multan, R. Y. Khan, Sahiwal, Pakpattan, Vehari observing timing of Post Offices and Night Post Offices as prescribed by Government.

Security services are required for a period of **one (01) year**, further extendable on satisfactory performance of service provider. The companies must be on Active Taxpayers List of FBR and fulfill the prescribed eligibility criteria/ terms and conditions. Interested Companies fulfilling the eligibility parameters may submit their bids in sealed envelopes using single stage two envelop bidding procedure under Rule 36(b) of Public Procurement Rules, 2004. The bids must be uploaded on EPADS by the closing date & time as mentioned in tender notice, which will be opened on the same day in presence of representatives of the bidders, who choose to be present.

3. TERMS & CONDITIONS

- i. The Contractor shall provide all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, prior/after placement of Guard to the place of posting.
- ii. The Contractor will ensure that the Security Guard is active, healthy and within the age bracket.
- iii. The Contractor will ensure that one guard does not perform continuous duty in two shifts.
- iv. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Dy. Postmaster General (Admn) Southern Punjab Circle, Multan.
- v. During leave of Guard, the Contractor will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates. On absence of any guard for any day, Penalty viz Rs.1000/- (Absent day) per guard will also be deducted in addition to actual rates.
- vi. The Contractor will ensure that the Security Guard is well trained in security duties and firefighting equipment. The guards must have at least one-year experience of any Security Company and atleast fifteen bullets/cartridges shall be available with each armed guard.
- vii. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum contract period should not be less than six months.
- viii. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the Assistant Director (PS-Mail), Southern Punjab Circle, Multan for record. Without such intimation the guard will not be accepted for duty and emoluments claim for such Guard will not be entertained.

- ix. The Contractor shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.
4. The Contractor will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places: -
 - i. Every Guard should have a whistle and metal detector along with torch at night.
 - ii. The Contractor will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.
 - iii. The Contractor shall provide other security gadgets as per requirement.
 - iv. The Contractor shall be responsible for provision of food, residence, pick & drop services to the guards at their own expense and Pakistan Post shall not be responsible for it.
 - v. The Contractor shall provide extra security services to guard any events of Department.
5. The Authority at its discretion can increase/ decrease the number of security personnel, on already approved tender rate and on the same terms & conditions. Verbal intimation would be followed by immediate written request mentioning therein the circumstances / reasons for increase of workers. In case number of security personnel is increased/ decreased upon directives of the Authority, the payment shall be made/ adjusted on the already approved tender rates.
6. The Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender and shall submit with the invoice/ bill the monthly attendance report of staff duly verified by the Department.
7. The Contractor will provide physically fit guard(s) of sound health within the prescribed age limit and ensure that each guard must have following documents while on duty: -
 - i. Original NADRA Computerized Card.
 - ii. Original Service Card issued by the Security Company.
 - iii. Photocopy of license/ certificate of weapon held by the guard.
 - iv. Copy of Certified discharge book in respect of ex-servicemen by Armed Forces or training certificate for civilian guards.
8. The Contractors shall be required to strictly comply with the labor laws including payment of at least minimum wage as per Government Policy to the security staff which is generally fixed during budgetary session of each financial year or revised by the Government time to time and subscriptions of EOBI and Social Security Institutions. In case of any violation in payment of minimum wages, a complaint will be lodged with the Public Procurement Regulatory Authority (PPRA), as the contractor may be in breach of public procurement compliance and procuring agencies will proceed against the contracting party as per provision made in the agreement and in rule-18 & 19 of Public Procurement Rules, 2004.
9. The contracting party will make payment to all the security guards through verifiable mechanism i.e. through cheques and complete details of salary paid i.e. number of cheque, date, period of salary, name of security guard will be submitted to each unit (GPO/DSPS/ Circle Office) by the 10th of each month.
10. The contracting party will authenticate the payment of salary from the actual security guard by taking his signature on the above detail and would forward to the concerned Unit of PPOD.
11. The Contractor firm shall be responsible to cover all financial costs of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services and the Department shall have no responsibility other than contract price to be paid to the contractor.
12. Any increase or decrease in any levies or rates imposed by the Government, change in minimum wage / salary, fluctuation in market rates of equipment, materials etc shall be on the Contractor Firm's account and no claims for such increase shall be entertained by the Authority.
13. The Security Company shall possess minimum 05 years' relevant experience of providing Security Services to reputed organization including atleast three clients of Public Sector Organizations and/ or private sector registered Companies.

14. The Contractor Firm must have demonstrated financial soundness and human resource capacity to execute the assignment without any dependence on external sources i.e. capability to pay atleast Four-months' salary of the deputed staff from its own resources.
15. *The service provider shall have offices / sub-offices in District Bahawal Nagar, Bahawalpur, Lodhran, D. G. Khan, Rajanpur, Khanewal, Layyah, Muzaffargarh, Multan, R. Y. Khan, Sahiwal, Vehari.*
16. Each financial bid should accompany with the amount of earnest money (refundable) equal to Rs.100,000/- in the form of SDR from any scheduled bank in favor of Postmaster General, Southern Punjab Circle, Multan.
17. **Successful bidder will have to deposit 5% of the total compensation as security bank guarantee, as per the agreed terms.**
18. The *Service provider* must clearly attach the following documents as checklist with the technical bid and non-submission of any document will result into rejection of technical bid of the firm:
- i. Income Tax/ General Sales Tax Registration Certificate.
 - ii. Income Tax Returns of the firm for last three years.
 - iii. List of Permanent Technical and Managerial Staff of the firm/ company.
 - iv. Proof of experience of the firm with previous clients i.e. experience letters or copies of work orders or contract agreement.
 - v. An affidavit on stamp paper in favor of the Authority to the effect that the bidder firm has never been blacklisted by any Government Department/ Autonomous Body/ Corporation and it is not involved in litigation with any Department/ Autonomous Body/ Corporation etc.
 - vi. An affidavit on stamp paper to the effect that the bidder firm have sound financial capacity to pay at least Four-month salary timely to the deputed workers and bear all other expenses of services as per contract, to be signed.
 - vii. A signed copy of tender document ascertaining that the bidder has read and agreed to all terms and conditions of the tender.
17. *Rates quoted should be in Pakistani Rupees inclusive of all applicable taxes.*
18. *Services provider will be bound to provide the Security service within 07 days after award of contract.*
19. *Service provider should have valid registration with Home Department Government of the Punjab.*
20. *Security services are based on 7 working days a week and 24 hours a day where needed.*
21. *Service provider is to provide background checks/ verifications of the deployed employee by the prescribed Government agency.*
22. *Guards provided should be 70% of Ex-army and 30% Trained Civilian and preferably middle pass with the ability to read and write.*
23. *Service provider will be fully responsible in case of misconduct caused by the security personal.*
24. *The Guards should be in proper uniform i.e. boots, caps, belt, red sash, etc. The detail of the weapons should be provided to this Office. All weapons should have valid arms licenses. The weapons must be tested & operative and can be check/ tested by test fire at any time.*
25. *The Service Provider should have approval regarding having rights of guards to fire in emergency.*
26. *The security company will be responsible for security of all tangible assets of Pakistan Post.*
27. *In case any loss incurred due to negligence, dishonesty or fraud of the security guards then the security company shall indemnify the loss of Pakistan Post.*
28. *In case of GPOs security agency should elaborate the means of communication the company would use in emergency.*
29. *The duty of an individual guard should not be more than 08 hours per day and must be given one day off in a week. At any given time, one guard per location should be present.*

30. *In case, security guard arrives late, penalty @ Rs. 200/- per hour will be deducted from the immediate bills pending for sanction of the security company. In case, security guard found absent from duty, penalty @ Rs. 1000/- besides pone-day salary per guard will be deducted from the immediate monthly bill of the security company and claim any other damages.*
31. *The security company will provide Metal Detectors to each security guard/ Vehicle Scanning Mirrors to security guards at all locations without extra payment. In case of non provision of Metal Detectors/Vehicle Scanning Mirrors to concerned GPO/PO/other location, penalty @ Rs. 1000/- per metal detector/vehicle scanning mirror per month will be deducted from the bills of the security company.*
32. *The age of Ex-army security guard shall not be more than 55 years and the age of trained civilian security guard shall not be more than 45 years. In case deployment of overage security guard, then Rs. 1000/- penalty will be imposed upon the salary of each overage security guard.*
33. *The vacancies of security guards will be 68 in numbers. However, the ratio of vacancies can be increased / decreased as per requirements which will be privilege of the department.*
34. *Postmaster General, Southern Punjab Mullan reserves the right to accept, reject or amend any or all tenders without assigning any reason.*

LIST OF LOCATIONS WHERE EX. SERVICE MAN SECURITY GUARDS REQUIRED

S.#	NAME OF UNIT	CIRCLE OFFICE	NO. OF SECURITY GUARDS
01		MULTAN	02
01	Circle Office Multan		
02		MULTAN GPO	
02	Multan GPO		07
03	Gulgashat HPO		01
04	New Multan PO		02
05	Timber Market PO		01
06	Mumtazabad PO		01
07	City Post Office		01
08	Gulgashat/Kachairy Post Office		01
03		MULTAN DIVISION	
01	Mailsi HSG		01
02	Mian Channu HPO		01
03	Shujabad PO		01
04	J.P. Pirwala PO		01
05	Kabirwala PO		01
06	Jahania PO		01
07	Abdul Hakim PO		01
08	Pir Asghar Ali Shah PO		01
09	Burewala HSG		01
04	Khanewal GPO		01
05	Vehari GPO		02
06		BAHAWAL PUR DIVISION	
01	B. Pur GPO		04
02	Ahmed Pur East HSG		02
03	Kehror Pakka PO		01
04	Lodhran PO		01
05	Hasil Pur HSG		01
06	Dunya Pur PO		01
07		RAHIM YAR KHAN DIVISION	
01	R.Y. Khan GPO		04
02	Sadiqabad HPO		01
03	Khan Pur PO		01
04	Liaqat Pur PO		01
08		SAHIWAL DIVISION	
01	Sahiwal GPO		04
02	Chichawatni PO		02
09		BAHAWAL NAGAR DIVISION	
01	B. Nagar GPO		02
02	Haroonabad PO		01
03	Chistain PO		01
10		DERA GHAZI KHAN DIVISION	
01	Dera Ghazi Khan GPO		02
02	Rajan Pur HPO		01
03	Jam Pur PO		02
04	Tounsa Sharif HSG		02
11		MUZAFFAR GARH DIVISION	
01	Layyah GPO		01
02	Muzaffargarh GPO		02
03	Kot Adu PO		01
04	Ali Pur PO		01
05	M. Garh City PO		01
	TOTAL GPO/Division		68

Documents Required for Technical Bid (Check List)

	Criteria	Standard
1	Name of Company/Owner/Copy of CNIC/Telephone No/ Office Address	
2	Complete tender notice including complete Technical bids	
3	In case of representative, authority letter issued by company.	
4	Copy of Memorandum and Articles of Association with incorporation	
5	List of Security Equipment and No. of weapons	
6	Copy of NOC/License issued by interior Ministry	
7	Last Three years financial statement/Audit balance sheet	
8	National Tax No / GST/PST Registration Certificate.	
9	Last three year income Tax Returns of the firm	
10	Affidavit regarding non-Litigation in any Court	
11	Affidavit regarding non-black list & non-defaulter	
12	Copy of EOIB & Registration of Social Security Department	
13	SDR (Security Deposit Receipt) amounting to Rs.100,000/- (Refundable)	
14	Tender Fee (Rs.5000/- to be deposited through ACG-67 in any PO)	
15	List of major clients	
16	Insurance certificate	
17	Proof of experience of the firm with previous clients i.e experience letters or copies of work orders or contract agreement.	
18	A signed copy of tender document ascertaining that the bidder has read and agreed to all terms and conditions of the tender.	
19	Declaration for payment of the salaries to their security guards.	

Name of Company/Firm

Financial Bid

1. Name of Company / Firm

2. Amount quoted per security guard per month inclusive all Govt. Taxes.

In figures _____

In words _____

3. Whether bank draft Rs.100,000/- is attached or not.

Name of Company/Firm

ON STAMP PAPER**UNDERTAKING**

I/ We hereby undertake on behalf of M/S _____ (the bidder company) and give firm assurance to Postmaster General, Southern Punjab Circle, Multan that M/S _____ (the bidder company) is financially sound to pay the salaries of deputed security guard and other related expenses for at least four month on prescribed date/ day, if payment is delayed by the Authority/ department i.e. Pakistan Post due to any unavoidable circumstances i.e non availability of funds or bills not verified by the Service provider in due time as the case may be.

Sign & Seal of CEO/ Director

Name: _____

CNIC# _____

Technical Bid Security Services

Sr. No.	Descriptions	Total Points	Points Obtained	Remarks (Attachment of relevant evidence in each case is mandatory to case of non-compliance no mark will be awarded) If fulfils the complete description
1	Offices in all Provinces including Capital territory and AJ&K	10		If only in four Provinces
2	Availability of Ratio of ex-serviceman viz-a-viz civilian trained guards	7		If only in three Provinces
3	Banks on Cliental List	3		If less than Three Provinces
4	Number of Cities where agency offices are held	0		If 80:20
5	Percentage of Training Certificate held currently with the Agency form Elite Training Force & APSA	10		If 70:30
6	Packages being offered by the Agency for the welfare of their Security Guards for their own funds	7		If 50:50
7	Availability of Security Company License from Authorities of all provinces including Capital territory and AJ&K (License from Punjab Govt. is mandatory)	3		If 40:60
8	Total number of Guards held with the company in total	10		If 10 and above
9	Security plan document pertaining to GPOs and Post Offices.	7		If 7 and above
	Total Point Awarded=	0		If 3 and above
		70		If less than three
				20 and above
				15 and above
				10 and above
				Less than 10
				If up to 60
				If up to 40
				If up to 30
				If less than 20
				If three packages
				If two packages
				If one packages
				No packages
				If fulfils the complete description
				If only in four province
				If only in three province
				If less than three province
				Above 2000
				Above 1500
				Above 1000
				Up to 500
				If any
				If not

Note: Please supply all supporting document.

Acquiring of 70% marks of the total score will make the Bidder qualify for participating into ultimate phase of Financial Bid opening.