

Tender Document

“Hiring of 03 Armed Security Guards”
TENDERENQUIRYNO:PCSIR/PSTC-001/2026



Single Stage – Single Envelop

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TENDER DOCUMENT / TERMS & CONDITIONS FOR HIRING OF SECURITY SERVICES

1. INTRODUCTION

PSTC Peshawar has started regular activities by launching 03 & 04 year DAE programme along with different short courses since Sept. 2008.

Diploma in information Technology (DIT) 01year programme has been started in the Centre since, Sept. 2015 (Evening).

2. INVITATION FOR BIDS

PCSIR Head Office, Islamabad (PCSIR) invites electronic bids for **"Hiring of 03 Armed Security Guards"** for "Precision Systems Training Centre (PSTC), Peshawar, through e-Pak Acquisition & Disposal System (**EPADS**) <https://eprocure.gov.pk> for a period of one year, further extendable for another year on satisfactory performance.

3. DEFINITIONS

3.1. **Armed Guard** means, a person in proper uniform having experience of Armed Forces, who is on the payroll of Security Company and trained to provide the Security Services and equipped with useful arm & ammunition like Pistol, 9 mm and Repeater, along with valid license and other essentially required support for effective monitoring & communication which is required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel.

3.2. **Place of Posting.**

Precision Systems Training Centre (PSTC), Peshawar, **Shift &** duty will be assigned as per requirement by the Director.

3.3. **Backup Support** means the logistic and communication support available with the company to provide assistance to the security guards, when required, for ensuring security of the premises.

3.4. Any other terms used in this tender shall be treated as its original and understandable meaning in respect of provision of Security Services smoothly.

3.5. Lethargic, inefficient, over and below age guards will not be accepted. One guard cannot perform continuous duty in two shifts. In case of such arrangements, the wage of such guards for the number of days shall be deducted from the monthly bill of the company.

4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards shall be provided without gap for twenty-four hours(24) per day and seven(7) days per week(24/7/365)at the concerned premises. For this purpose, duty rosters of the guards must be provided to PSTC(Admin).The PSTC, Peshawar has right to check the performance of the Security Guards and if the security guard performance is not well the company bond to replace the security guard. Physical fit and mentally strictly manner to deal with employees and public.

4.2 The Security Company / Firm is responsible to provide the Armed Guards as per following minimum requirement/ standards: -

4.1.1 ARMED GUARD

Age: Range 30-50 years.

Education: Minimum Middle **Experience:** Must be retired from Armed Forces and retired personnel from armed forces.

Discipline: No major disciplinary entry in the record of service

Retirement: Normal

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.1. DRESS CODE

Minimum two (02) pairs of uniforms and shoes per years must be provided by the Security Company to each individual.

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform)

Summer:

T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (Ranger Type Uniform)

4.2.2. Security Company / Firm shall provide to the employer 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 retired Armed personnel), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.

4.2.3. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 30-50 years.

4.2.4. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Director PCSIR Laboratories Complex, Peshawar.

4.2.5. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.

4.2.6. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard.

4.2.7. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.

4.2.8. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the PLC record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

4.2.9. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.

4.2.10. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places: -

4.2.10.1. Every Guard should have torch, scanner at night.

4.2.10.2. The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.

4.2.10.3. The Company / Firm must provide urgently Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand.

4.2.10.4. The Company / Firm shall provide other security gadgets as per requirement.

4.2.10.5. The Company / Firm shall have the facility to provide food, own guard residence, pick & drop services on their official company vehicle.

5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained. A register for entry/ exit of visitors shall be separately maintained.

5.2. The Security Company shall be responsible to ensure the safety and security of PSTC employee assets (moveable and immovable) including official vehicles parked in premises.

5.3. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

5.4. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the PSTC Peshawar on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill. Every Security Guard reached their duty 15 minutes prior and they are bond to replace the Security Guard.

6. GENERAL CONDITIONS

6.1. The PSTC Peshawar at its discretion can increase/ decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant In charge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

- 6.2. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise The PSTC reserves the right to impose the penalty as per agreement/ tender document.
- 6.3. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -
- 6.3.1. Attested photocopy of NADRA Computerized Card.
 - 6.3.2. Original Service Card issued by the Security Company.
 - 6.3.3. Photocopy of license/ certificate of weapon held by the guard.
 - 6.3.4. Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.
- 6.4. The agreement would effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by The PSTC for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.
- 6.5. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 6.6. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.
- 6.7. The PSTC Peshawar, will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 6.8. The Security Company / Firm will keep the PSTC Peshwar. free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.
- 6.9. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company the PSTC Peshwar, shall in no way be responsible for any compensation in this connection.
- 6.10. One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
- 6.11. PSTC Peshwar, shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name duly verified by Security In charge.

6.12. The payment of Security Company shall be released Quarterly basis after the completion of all codal formalities as herein prescribed.

6.13. In case of any dispute or difference arising between the parties concerning the interpretation or effect of any clause of this Agreement, the matter shall be referred to the Grievance Committee of PCSIR. This Redressal committee (PCSIR), consisting of three members, will be entrusted with seeking out and resolving the issue. The decision rendered by the Grievance Committee shall be final and binding upon both parties.

6.14. The Security Company shall be responsible to complete all documentation, if notified from time to time.

6.15. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with Ministry of Science & Technology and its allied departments and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

6.16. The Security Company will ensure that they have enough financial capacity to pay at least three-months salary timely to the deputed Security Guards and Security Company should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/- (**copy enclosed**).

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL

7.1. The Security Company shall commence security services at each location immediately after signing of mutual agreement transpiring all terms & conditions.

<u>DAYSHIFT(8:00AMto8:00PM)12hrs</u>	
Location	ArmedGuards
Precision Systems Training Centre (PSTC), Peshawar	03
<u>NIGHTSHIFT(8:00PMto8:00AM)12hrs</u>	
Precision Systems Training Centre (PSTC), Peshawar	03
GRANDTOTAL	03.

8. PENALTY

8.1. In case of non-placement of required number of Guards, PSTC Peshawar, has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.

8.2. In case of any damage/loss to PSTC Peshawar, due to Security lapse herewith for determination of liability a three-member committee headed by Director PSTC Peshawar, has to give initial findings to be considered by the PSTC Peshawar, to take appropriate measures. The decision the PSTC Peshawar, in this regard would be binding on the Security Company.

8.3. Besides penalty, the PSTC Peshawar, can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the PSTC Peshawar, as determined by the above Committee.

8.5. In case of absence of duty/lapse any guard from his place of duty more than three shifts in a month, the PSTC Peshawar, preserves the right to deduct the whole or partial salary in respect of such guard/ shift

in addition to other penalty as deemed appropriate.

8.6. In case of placement of Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the PSTC Peshawar reserves the right to deduct the whole or partial salary for such guard in addition to other penalty as deem appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

9. PAYMENT

9.1. 100% payment will be made after completion of each quarter.

9.2. The Security Company is required to submit the following documents along with bill: -

9.2.1. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.

9.2.2. Attendance sheet of the Guards daily and monthly duly verified by the site in charge and (Admin)/ Admin Officer, the PSTC Peshawar.

9.2.3. Copy of any/all correspondence made with the PSTC Peshawar, or any other agency/ person/ organization during that month regarding this contract.

9.2.4. Any other details/documents, if required by the PSTC Peshawar,

9.2.5. Evidence / support of all claims in bills.

9.2.6. List of deputed guards along with their cell numbers/ CNIC number and present address.

9.3. Payment shall be made through crossed cheque, approx. within 15 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due for the said month may also be accordingly delayed, the PSTC Peshawar, requires at least 15 days for processing of payment.

9.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Grievance Committee, the PSTC Peshawar, and its decision shall be final and binding on both the parties.

10.2. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Director PSTC Peshawar, in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate the PSTC Peshawar, Redressal Committee (PCSIR) of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per

personnel, per shift as per Bid Form (**Annexure-I**).

11.2. For placement of allied services, the rates shall be quoted in Pak Rupees, category wise per service, per month basis as detailed above.

12. 12 PRE-QUALIFICATION CRITERIA FOR BIDDERS

12.1. The Firms/ companies scoring minimum 70 Marks along with fulfillment of Mandatory Provisions will be considered to be financially evaluated (**Annexure-II**). However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer may not be considered.

12.2. Incomplete/conditional bids shall be rejected.

13. VALIDITY OF BIDS

13.1. The bids shall remain valid for a period of one-year w.e.f. the date of opening of bids.

13.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

14. 14 BID SECURITY/PERFORMANCE GUARANTEE

14.1. Bid shall be accompanied by original **Bid Security of Rs. 25,000/-** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of the Director PSTC, Peshawar, the bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of **performance guarantee @ 10%** of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft

14.2. The bank guarantee must be valid for at least 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.

14.3. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.

14.4. Bids security of the Successful Bidder(s), will be released after submission of 10% performance guarantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.

14.5. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

15. SUBMISSION OF BIDS: -

15.1. Interested Security Company may submit their bids on E-Pak Acquisition and Disposal System (**EPADS**) of Public Procurement Regulatory Authority (**PPRA**), Islamabad. Bids will be opened in the committee room of PCSIR Head Office Islamabad after deadline of submission of bids in the presences of bidders or their representatives who may wish to be presents. After evaluation and approval, the contract will be awarded to the successful bidder.

17. INELIGIBILITY

- 17.1. If the Security Company / Firm is declared as Blacklisted by any Government organization.
- 17.2. If the Security Company / Firm declared as defaulter by any Government / Public Sector Organization.
- 17.3. If the Security Company / Firm involving in litigation with any Government/Public Sector Organization.
- 17.4. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
- 17.5. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.
- 17.6. Non-submission of prescribed Bid Security.

18. DOCUMENTS CONSTITUTING CONTRACT

- 18.1. The Security Company / Firm shall sign a contract agreement (**Annexure-IV**) with “PSTC Peshawar”, within 15 days from acceptance of the bid by the PCSIR (through EPAD).
- 18.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

19. CANCELLATION OF CONTRACT

- 19.1. The Contract may be terminated earlier at any time by “PSTC Peshawar, for breach of any provision(s) of the agreement by the Security Company.
- 19.2. This agreement may be terminated by either party by giving to the other side one month’s prior notice in writing. Discontinuation of service without notice would amount to misconduct and “PSTC Peshawar, reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.
- 19.3. Upon the termination of this agreement the Security Company /Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the Director PSTC Peshawar.
- 19.4. In case of any serious violation made by the Security Company / Firm, PSTC Peshawar, can terminate the agreement without giving one-month notice.

Required Service	Placement at Precision Systems Training Centre (PSTC), Peshawar
Deploy Armed Guard (<i>Per person per month</i>)	

Annexure-I

BID FORM

1. Name & Address of Bidder: _____
Telephone: Office/Cell _____
Fax: _____
Email: _____
Sales Tax Number: _____
National Tax Number: _____

2. Placement of security services at PSTC Peshawar, at following rates:

3. **We shall abide by all the terms and conditions of the tender.**
4. **We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**
5. **Bids Security should be enclosed.**

Signature: _____

Name: _____

Designation: _____

CNIC No. _____ (copy enclosed)

Date: _____

Official Seal/ Stamp: _____

EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF PRIVATE SECURITY COMPANIES

A)	Company Profile	
	Satisfactory service performed by Security Company / Firm	15 Marks
	Up to 05 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of Ex-Armed Personnel/ Armed Guard along with weapons and ammunition held by the Company with license.	40 Marks
	Ex-Armed Personnel (<i>Minimum 20</i>), list to be attached along with complete particulars (i.e name, NIC, address, mobile number)	10
	Civilian Guards with Security Training Certificates (<i>Minimum 20</i>) list to be attached along with complete particulars (i.e name, NIC, address, mobile number)	10
	Repeater 12 bore (Nos.15 with Company License)	10
	Pistol 9mm (Nos.15 with copies of Company License)	10
F)	Wage Certificate showing the expected salary of Security Guard	20 Marks
G)	Financial Soundness/ Status	25 Marks
	Bank statement for latest one year	10
	Credit worthiness undertaking showing the capacity of bidder as Annexure-III.	15
	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
	Undertaking that company has never been involved in litigation with the M/o S&T/ Government of Pakistan.	Mandatory
H)	Bid Security Amounting to Rs.25,000/-	Mandatory
	Total Marks	100
	Required Passing Marks for consideration of Bid	70

Note:

- i) The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) Minimum requirement to compete with other bidders is 70 marks. All the bidders having 70 marks or more will be treated equal and will be financially evaluated.*

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to PSTC, Peshawar, that our Security Company -----
----- is financially sound to pay the salaries of deputed security guards and other related expenses for
three months, if payment is delayed by the PSTC, Peshawar, due to unavoidable circumstances or bills are
not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20_____ between PSTC, Peshawar , (hereinafter referred to as the Employer) of one part, and "M/S (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Employer is desirous of availing the security services/ trained security personnel/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide security services in conformity in all respects with the provision of the Contract.
5. The Employer hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Employer Name:

Name: _____

Designation: _____

Designation: _____

Date _____

Date _____

NOTE:

- The tender will be processed as per clause 36 (b) of PPRA rules (in the light of PPRA's S.R.O. 296(I)/2023 dated 27th February 2023).
- All the bidders have to registered themselves on EPAD (PPRA), and submit electronic bids on www.eprocure.gov.pk.
- Electronic bids are mandatory, however the same bids in hard form may also be submitted before the deadline (mentioned on EPAD), for convenience.
- Submission of CDR/Earnest Money in hard form is mandatory, and process could not be initiated if missing.
- In case of any query/ guidance, please contact on the number (in office time)

