

**OFFICE OF THE POSTMASTER GENERAL CENTRAL PUNJAB LAHORE**

**TENDER NOTICE FOR HIRING SERVICES OF SECURITY COMPANY**

**Address and Phone/Cell Number-----**



**OFFICE OF THE POSTMASTER GENERAL CENTRAL PUNJAB CIRCLE LAHORE**  
**No. PS/Tender-S.Guards/2026**

**Check List/ Index of Tender Documents.**

<b>Sr.#</b>	<b>Document</b>
1	Tender Advertisement
2	Terms & Conditions
3	Declaration for payment of the salaries to their security guards.
4	Declaration of non-blacklisting/non-litigation.
5	Tender Fees (Rs. 5000/- to be deposited through ACG-67 in any PO).
6	Technical Bid.
7	Financial Bid.
8	Income Tax/ General Sales Tax Registration Certificate.
9	Income Tax Returns of the firm for last three years.
10	List of Permanent Technical and Managerial Staff of the firm/ company.
11	Proof of experience of the firm with previous clients i.e. experience letters or copies of work orders or contract agreement.
12	A signed copy of tender document ascertaining that the bidder has read and agreed to all terms and conditions of the tender.
13	SDR (Security Deposit Receipt) amounting to Rs.100,000/- (re-fundable) in favor of Postmaster General, Central Punjab Circle, Lahore.
14	Draft Agreement (will be submitted after award of work order).

**TENDER DOCUMENT / 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, Central Punjab Circle, Lahore 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 Central Punjab Circle Lahore consists of Districts Lahore, Kasur, Okara, Sialkot, Gujranwala, Hafizabad, Narowal, Faisalabad, Jhang, Chiniot, T.T.Singh, Sheikhpura & Nankana 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 (OP) Central Punjab Circle, Lahore.
- 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 one month, Penalty viz Rs.1000/- 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), Central Punjab Circle, Lahore 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 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/DSMST/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 Lahore, Kasur, Okara, Sialkot, Gujranwala, Hafizabad, Narowal, Faisalabad, Jhang, Chiniot, T.T.Singh, Sheikhpura & Nankana.
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, Central Punjab Circle, Lahore.
17. 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:
  - ii. Income Tax/ General Sales Tax Registration Certificate
  - iii. Income Tax Returns of the firm for last three years
  - iv. List of Permanent Technical and Managerial Staff of the firm/ company.
  - v. Proof of experience of the firm with previous clients i.e. experience letters or copies of work orders or contract agreement.
  - vi. 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.
  - vii. 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.
  - viii. 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 15 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/- per month besides one 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 134 in numbers. However, the ratio of vacancies can be increased / decreased as per requirements which will be privilege of the department.
34. Postmaster General, Central Punjab Lahore reserves the right to accept, reject or amend any or all tenders without assigning any reason.

## ON STAMP PAPER

### UNDERTAKING

I/ We hereby undertake on behalf of M/S \_\_\_\_\_(the bidder company) and give firm assurance to Postmaster General, Central Punjab Circle, Lahore 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#** \_\_\_\_\_

**ON STAMP PAPER**

**UNDERTAKING**

I/ We hereby undertake on behalf of M/S \_\_\_\_\_(the bidder company) and give firm assurance to Postmaster General, Central Punjab Circle, Lahore that M/S \_\_\_\_\_(the bidder company) 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.

\_\_\_\_\_  
**Sign & Seal of CEO/ Director**

**Name:** \_\_\_\_\_

**CNIC#** \_\_\_\_\_

**PAKISTAN POST**

**TENDER APPLICATION FORM FOR TECHNICAL BID**

**NAME OF THE FIRM:-** \_\_\_\_\_

**ADDRESS:-** \_\_\_\_\_

\_\_\_\_\_

**PHONE / CELL / FAX NO:** \_\_\_\_\_

(Detail of information also be supplied as mentioned in “Annexure A”)

**SIGNATURE:** -----

**STAMP:** -----

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

**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.

**PAKISTAN POST**  
**TENDER APPLICATION FORM FOR FINANCIAL BID**

NAME OF THE FIRM:- \_\_\_\_\_

ADDRESS:- \_\_\_\_\_

PHONE/CELL/FAX NO: \_\_\_\_\_

NTN No: \_\_\_\_\_

DEPOSITED AMOUNT (Rs.100,000/-): \_\_\_\_\_

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

SIGNATURE (Bidder): -----

STAMP:-----

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

Certified that this application form has been purchased/ downloaded by M/S \_\_\_\_\_ on submission of tender fee vide (ACG-67/PO) viz Rs.5000/- (Rupees Five thousand only) (Non refundable) as price of tender form deposited in Post Office \_\_\_\_\_ receipt No. \_\_\_\_\_ Book No. \_\_\_\_\_ Dated \_\_\_\_\_

SIGNATURE (Bidder): -----

STAMP:-----

## AGREEMENT

This agreement is made at Lahore on \_\_\_\_\_.

### Between

President Islamic Republic of Pakistan acting through Postmaster General Central Punjab, Lower Mall, Lahore (hereinafter referred to as "Pakistan Post Office" which expression shall where the context to admits include its administrator, successor-in-office permitted assignees) of "First Party".

### And

M/S \_\_\_\_\_ (hereinafter referred to as "Second Party" which shall where the context to admits, include its interest assigns) as the "Second Party".  
(Pakistan Post Offices and second Party M/S \_\_\_\_\_ shall individually be referred to as the "Party" and collectively as the "Parties".)

## AGREEMENT

NOW THEREFORE, THIS AGREEMENT WITNESS AS UNDER:-

1. The SECOND PARTY on and from \_\_\_\_\_ shall provide and maintain a security system in respect of the First party working places:-

Sr. No.	Name of Unit	No. of Guards
1	Lahore GPO	10
2	Lahore Cantt GPO	7
3	South Division	12
4	West Division	16
5	East Division	7
6	North Division	4
7	Lahore Division	19
8	Kasur GPO	3
9	Okara GPO	3
10	PPMGH School	2
11	PSD Mughalpura	2
12	Circle Office Lahore	3
13	Postal Officers Colony, Lahore	1
14	Sialkot GPO	2
15	Sialkot Division	6
16	Gujranwala GPO	4
17	Gujranwala Division	3
18	Narowal GPO	1
19	Faisalabad GPO	8
20	Faisalabad Division	7
21	Jhang GPO	2
22	Jhang Division	7
23	Sheikhupura GPO	1
24	Sheikhupura Division	2
25	T.T.Singh GPO	2
<b>TOTAL</b>		<b>134</b>

2. However, 1<sup>st</sup> Party reserve the right to increase or decrease the number of security guards required at an office and or to include or exclude names of offices for deployment of Private Security Guards.

## PERIOD OF AGREEMENT

3. This agreement shall take effect from \_\_\_\_\_ and shall remain in force till \_\_\_\_\_. This agreement will be initially for a period of one year and may be extended on its expiry for such periods as mutually agreed between the parties.

## RATES

4. The second party shall provide Security Guards to be deployed at GPO / Post Offices as per list provided for 08 hours duty per day for which the First Party will pay consolidated emoluments of Rs.\_\_\_\_\_/ - for Ex-Servicemen and trained civilian should not be less than the minimum wages fixed by the Government per Security Guard per month and the Postmaster will be authorized to utilize the services of Security Guard for security of cash and postal property.

#### **MINIMUM WAGE ASSURANCE**

5. The Second Party will be bound to pay minimum wages to each security guard as fixed from time to time by the Federal Government during the period of Agreement.
6. The Second 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.
7. The Second 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 First Party.

#### **DEPLOYMENT (obligation of the company)**

8. The Security Guard(s) shall be employees of the Second Party which shall be responsible for the hiring, supervision, scheduling, compensation and weekly off to the Guard (s). The Guard(s) shall not for any purpose be deemed to be employees of the First Party.
9. The Second Party shall ensure that the guards provided shall have good health, physique and the required training to discharge their duties effectively.
10. The Second Party shall ensure that the guards will be deployed on permanent basis as per the list provided by the First Party and the security guards will have to observe 08 hours duty per day.
11. Guards will carry search mirror or scanner or metal detectors and will be armed with repeater pump actions or guns provided by the Second Party.
12. Guards deployed in Post office are changed on quarterly basis from one office to another.
13. In case the administration of Pakistan Post is not satisfied with the performance of any guard, the Second Party will shift/ transfer the security guard and provide substitute on receipt of the report from the Unit officer concerned.
14. Duty schedule and supervision of security Guards will rest with officer of Second Party.
15. In case of any incident resulting in injuries or death of security guard, medical treatment and payment of compensation etc., shall be the responsibility of the Second Party.
16. Guards will act in accordance with lawful instruction of the First Party.
17. The Second Party shall ensure that the security guard provided to the First Party should be preferably ex-serviceman from Army, Police or Ranger, equipped with security equipment i.e. Gun, Metal Detector and Scanner etc.
18. In case non-Ex-serviceman is deployed must be trained and bear good physical health and should be agile, active and equipped with security equipment i.e., Gun, Metal detector and scanner etc.
19. The Second Party shall provide antecedents of each security guard appointed duly verified by the police to the First Party.
20. The Second Party shall provide the guard, at each location mentioned in the enclosed list. Services of Security Guard might be utilized for safety of cash on the manner as deem appropriate by the Post office in charge.
21. If performance of the security guard is not up to the mark as determined by the First Party, the Second Party will be bound to replace the guard immediately.

22. The Second Party will be bound to provide complete details of guards deployed under this Agreement to local unit officers along with police verification, antecedents and army discharge certificates at the time of their deployment.

### **PERFORMANCE SUPERVISION**

23. The Unit Officer concerned of Pakistan Post Office shall monitor the performance of Security Guards to be provided by the Second Party from time to time and liable to instruct him/ them accordingly. The Unit Officer shall have a regular check on the performance of the Security Guards and report to concerned Circle Office, if not found up to mark, alongwith absentee statement.
24. The Second Party is an independent organization and all services rendered under this Agreement shall be performed as such. It is being understood that direction and manner of performance of services of Second Party employee shall be solely in the control of the Second Party.
25. In case of absence of any guard, the First Party shall immediately intimate such absence to the concerned office of the Second Party for replacement of guard. If any guard intends to proceed on leave, he will inform the management of Second Party well in time and which will arrange alternate arrangement by deploying substitute on that location before leaving the concerned security guard.

### **PERFORMANCE GUARANTY**

26. The Second Party shall furnish a performance guaranty/security money 5% of the contract amount in shape of Bank draft as per provision made in Rule-39 of Public Procurement Rules, 2004 and pledged in the name of the Postmaster General for due fulfillment of the terms of the Agreement. The same can be released after expiry of Agreement.

### **INDEMNITY**

27. In case any loss incurred due to negligence, dishonesty or fraud of the security Guards then M/S Safety and Security Service (Pvt.) Ltd. shall indemnify the loss to Pakistan Post after observance of the procedure.

### **BILLING AND PAYMENTS**

28. The Second Party shall submit bills (in triplicate) by the 5th of each month to the concerned Unit Officers. The unit officers of 1<sup>st</sup> Party shall submit the bill (in duplicate) to Postmaster General Central Punjab Circle, Lahore after verification alongwith absentee statement.
29. On receipt of bill the Postmaster General Central Punjab Circle, Lahore will issue the amount within 15 days of receipt of bill provided that no deficiency is found therein. The Bills can be kept pending temporarily if the funds are not available for the time being, but shall not exceed 90 days.

### **PENALTIES**

30. In case, security guard arrives late, penalty@ Rs.200/- per hour will be deducted from the immediate bills pending for sanction of **2<sup>nd</sup> Party**. In case, security guard found absent from duty for the whole month without information then Rs.1000/- per month besides salary of the Guard in addition to the loss sustained by **1<sup>st</sup> Party** due to the guard's late arrival/absence. The concerned unit officer of **1<sup>st</sup> Party** will report late coming and absence of each security guard to **1<sup>st</sup> & 2<sup>nd</sup> Party** and deduct penalty from the bills of **2<sup>nd</sup> Party** and claim any other damages. In this regard the Unit Officer of Pakistan Post will provide the particulars of the said Security Guard to M/s Safety and Security Services (Pvt.) Ltd Company for initiating disciplinary action against him.
31. **2<sup>nd</sup> Party** is bound to provide 30% Ex-army Security Guards and 70% Trained Civilian Security Guards to GPOs/POs/other locations of **1<sup>st</sup> Party**.

32. The Guards will be provided from the Ex-Army personnel (preferably fighting force) and Trained Civilian having good health, physique and the required training to discharge their duties effectively. 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 overage security guard will be deployed, then Rs.1000/- penalty will be imposed upon the salary of each overage security guard. Guards shall be dressed in uniforms. **2<sup>nd</sup> Party** shall provide them weapons and make all the necessary arrangements for performing their duties at GPOs/POs/other locations of **1<sup>st</sup> Party**. **2<sup>nd</sup> Party** shall provide Police Verification duly countersigned by them alongwith attested copies of CNIC, Pension Books, training certificate (in case of civil security guard) and two latest snaps of each Security Guard who are deputed for the security at GPOs/POs/other location of **1<sup>st</sup> Party**.
33. **2<sup>nd</sup> Party** will provide Metal Detectors and Vehicle Scanning Mirrors to all security guards without extra payment. In case of non provision of Metal Detector/Vehicle Scanning Mirror to concerned GPO/PO/other location, penalty @Rs.1000/- per metal detector/vehicle scanning mirror per month will be deducted from the bills of **2<sup>nd</sup> Party**.

#### **FORCE MAJEURE**

34. In the event of the declared and un-declared enemy actions/ hostilities act of God or other circumstances of similar nature over which Second Party has no control and which causes the cessation of all substation interference with the performance of services. The said services shall forthwith be suspended until such circumstances have eased. The Second Party will forthwith notify the First Party of all such affect.

#### **LABOR UNIONS**

35. Security personnel/ Guard shall not be part of any labor or other employee of the organization and shall only perform security duties as directed/ assigned by the Incharge of Post Office.

#### **TERMINATION OF AGREEMENT**

36. The Agreement may be terminated and passed to an end to by the either of the parties giving at least three calendar months notice in writing to the other of its intention to terminate this Agreement. However, the Second Party will continue provision its services till the finalization of next tendering process and taking over of security charge by the next company.
37. The Postmaster General shall have full power to forfeit all or a part of performance guaranty/security money pledged, in case the Second Party exhibits performance contrary to the breach of any terms of this Agreement besides termination of Agreement as per provision made in para-36 of the Agreement.
38. If the Second Party persistently fails to perform as per agreed terms and conditions of the Agreement, it shall be proceeded against in accordance with rule 19 of Public Procurement Rules 2004.

#### **REGISTRATION OF AGREEMENT**

39. The Second Party having signed this Agreement will get it registered in the Court of Law \_\_\_\_\_ (Name of District) in a prescribed manner before submission of monthly subsidy bill of services.

#### **CONFIDENTIALLY**

40. The information brought to the knowledge of either party during the course of their service hereunder are and will be confidential, and the employees of either party shall not disclose and / or divulge the same to any third party.

#### **AMENDMENT**

41. This Agreement may be altered, amended or superseded in writing by the Parties hereto.

42. The Parties may by mutual consent in writing renew this Agreement, from time to time, on same terms and conditions, and as case may be.

43. The illegality or non-validity of any paragraph, clause or provision contained in the Agreement shall not affect or invalidate the remainder of this Agreement.

**TAXES**

44. Federal, Provincial and local taxes, where applicable, shall be applicable and payable by the Second Party

**REGISTRATION WITH EOBI AND SOCIAL SECURITY**

45. The Second Party shall maintain its Guards registration with "Employees Old-Age Benefit Institution (EOBI)" and "Social Security". Prior to the performance of services pursuant to this Agreement, the Second Party shall provide the First Party with a Certificate of Registration of the guards showing that such coverages are in place. The Second Party shall ensure payment of contribution to the EOBI regularly.

**ARBITRATION**

46. All questions controversies and claims arising directly or indirectly out of consequences of this Agreement shall be settled by mutual negotiation, if such negotiation fail, the matter shall be referred to arbitrator. Director General, Pakistan Post will be the arbitrator in accordance with Pakistan Arbitration Act 1940. The decision of the arbitrator shall be final and the venue of the arbitration shall be at Islamabad.

47. This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in duplicated. Each party to keep one copy.

For and on behalf of Security Company  
Signed by \_\_\_\_\_

For and on behalf of PPO  
Signed by \_\_\_\_\_

Witness:

Witness:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_


# HBL

HABIB BANK  
حبیب بینک

Please use separate Deposit Slips for deposits through Cash & Cheque

Deposit Slip  
Customer Copy

کیش اور چیک کے ذریعے ڈپازٹ کے لیے الگ الگ سلیپ استعمال کریں۔

Branch: <u>برانچ</u>	Date: <u>تاریخ</u>	D	D	M	M	Y	Y
Account Title <u>اکاؤنٹ ہولڈر</u>		1	6	0	0	2	0
<input type="checkbox"/> RAAST ID/Account <u>آئی ڈی/اکاؤنٹ RAAST</u>							
IBAN: <u>آئی بی این</u>	P	K	H	A	B	B	0
Currency: <u>کرنسی</u>	<input type="checkbox"/> PKR	<input type="checkbox"/> USD	<input type="checkbox"/> EURO	<input type="checkbox"/> GBP	<input type="checkbox"/> JPY	<input type="checkbox"/> Others	<input type="checkbox"/> Intercity
Credit Card No. <u>کریڈٹ کارڈ نمبر</u>							
<input type="checkbox"/> Self (HBL A/c Holder) <u>ذات خود (حساب اکاؤنٹ ہولڈر)</u>							
<input type="checkbox"/> Cash <u>کیش</u>							
<input type="checkbox"/> Walk-in Customer <u>واک ان کسٹمر</u>							
(Enter Notes Denominations on Reverse) <u>نوٹس کی تفصیل پچھلی طرف</u>							AMOUNT
BANK/BRANCH <u>بنک/برانچ</u>	CHEQUE/INSTRUMENT NO. <u>چیک انشٹرومنٹ نمبر</u>						
	A 03341169						
	TOTAL AMOUNT <u>کل رقم</u>						
Total Amount in Words: <u>کل رقم لفظوں میں</u>	Pay been in hand only - <u>پے بین ہاں</u>						
Commission (if any): <u>کمیژن (اگر کوئی ہو)</u>	Purpose of Transaction: <u>ٹرانزیکشن کا مقصد</u>						
Depositor's Name: <u>دفع کنندہ کا نام</u>	U.S. Manan Ali <u>USMAN</u>						
Depositor's CNIC No. <u>دفع کنندہ کا کنیشن نمبر</u>	35202-6268050-9 <u>35202-6268050-9</u>						
Depositor's Account No. <u>دفع کنندہ کا اکاؤنٹ نمبر</u>	Contact No. <u>فون نمبر</u>						
	0310-4626169 <u>0310-4626169</u>						
(For non-HBL/Walk-in Customers. Also attach ID Document Copy) (For HBL Customers/Account Holders)							
(ہماری گاہکوں/اکاؤنٹ ہولڈرز کے لیے)							
Received By: <u>دفع کنندہ</u>	Depositor's Signature <u>دفع کنندہ کی دستخط</u>						
60647110							

60647110