

**National Book Foundation
Ministry of Federal Education and
Professional Training
Islamabad**

Tender Documents for Security Service Contract

The National Book Foundation (NBF) intends to hire armed Security Guards equipped with metal detectors and under vehicle detector for the year 2026-27 and 2027-28 for security of its Head Office, Paper Godown at Islamabad and Regional Offices at Peshawar, Lahore, Quetta, Multan and Karachi, on need basis, from Government Authorized License holder firms having their own setup all over Pakistan with phone number, fax number, e-mail and registered with tax authorities.

S.#	Description of Job	Closing date & time for submission of tender	Date & Time opening of tender
01	Provision of Security Services		

Terms and conditions for provision of security:

1. Tender will be opened at NBF Head Office Building in the presence of Bidders or their representatives.
2. The rates shall be valid for a period of one year which will be increased as per Government policy.
3. The security guards should be medically fit and ex-army persons will be given preference and they have to perform duties from 12 hour's shift 8:00 am to 8:00 pm with armed metal detector and vehicles scanning mirror. The upper age limit of the security guard is 55 years and having "A" medical category.
4. The submission of Professional Tax Certificate shall be mandatory for bidder.
5. All rates should be mentioned inclusive of all taxes as per prevailing Government current wages notification.
6. The number of Security Guards can be increased/decreased as per requirement. Urgently need for Islamabad, Karachi, Lahore and Peshawar.
7. The Company will replace/rotate their Security Guards as per instruction issued from NBF on regular basis

8. The contract will be given initially for two years w.e.f. execution of agreement. The contract can be renewed/ extended for further one year on same terms & conditions, if mutually agreed upon.
9. The Bidder will submit undertaking on Rs.100/- stamp paper/ legal paper that it has not ever been black listed from Government department and no legal proceeding has been initiated against them for involving in any unlawful activities/ business.
10. In case any dispute arises between the party and the NBF, the Managing Director, National Book Foundation, will act as arbitrator and his decision will be considered final.
11. If NBF, at any stage will not be satisfied from the work of successful bidders/ company it will be black listed under PPRA Rules 18 & 19 and the earnest money will be forfeited.
12. NBF will not be responsible for any increase in Government taxes during the contract period.
13. The bidders will be responsible for any unlawful act or loss due to the negligence of their security Guards and accordingly deduction will be made.
14. Proper agreement will be signed with the successful bidder.
15. Initially agreement will be executed for a period of two years which will be extended if deemed necessary.

Evaluation Criteria

The bids will be evaluated on the following criteria:-

- (i) Bids received after the due date & time will not be entertained.
- (ii) The bids will be evaluated on lowest cost basis.
- (iii) The rates should be inclusive of all taxes including transportation/ medical, residence and food charges etc.
- (iv) The bid security of unsuccessful bidders will be returned upon award of contract.
- (v) Earnest money in shape of pay order/ demand draft @ 2% shall be attached with bid. The pay order/ demand draft shall be in favour of National Book Foundation, Islamabad which will be refunded after satisfactory completion of the term of contract in case of successful bidder.
- (vi) No cross cheque will be accepted.
- (vii) Receipt of Rs.3,000/- tender fee must be enclosed with the bid/tender.

- (viii) The admissible taxes shall be deducted at source.
- (ix) The quality of work will be made strictly in accordance with PPRA Rules- 2004.
- (x) The bid will be evaluated on technical and later on lowest cost basis (if deemed necessary) as per rules 36(b) of PPRA.
- (xi) If at any stage, it comes to the notice of authorities of NBF that any bidder has submitted the false bogus documents, NBF will forfeit the security and start legal proceeding under rules 18 & 19 of PPRA Rules 2004.
- (xii) The Agency must have sufficient weapons registered in the name of agency with valid Licenses.
- (xiii) The agency must have registered NTN Certificate, GST Certificate, EOBI, Social Security and evidence of their monthly contribution (if desired by NBF).
- (xiv) The agency must be member of the All Pakistan Security Agencies Association (APSAA).
- (xv) The agency must be registered with Security Exchange Commission of Pakistan (SECP).
- (xvi) Those who may not participated in this tender through EPADs by any reason, their tender documents will not be accepted at any cost.

Name of Firm: _____

Office Address: _____

Contact No: _____

Signature & Stamps: _____

MONTHLY RATE PER SECURITY GUARD WITH ALL APPLICABLE TAXES

S. No	Name of Location	Monthly rate per Security Guard (with all applicable taxes & as per schedule of requirements)	Remarks
01	Islamabad		
02	Lahore		
03	Karachi		
04	Peshawar		
05	Multan		
06	Quetta		
07	Other Station		