

Security Guard Services, PSH Balochistan

OTHERS TERMS & CONDITIONS:

1. INVITATION FOR BIDS

Pakistan Bait ul Mal (PBM) invites bids from renowned Security Service Providers (Limited Companies) for hiring of Security Services, including placement of Armed Guards and other Security Services at PSH Quetta, Zhob, Turbat and Kharan for a period of one year initially as stipulated in this tender document.

2. DEFINITIONS.

Ex-Army Guard having experience of serving in Pakistan Army or Armed Forces.

Armed Guard means, a person in proper uniform who is on the payroll of Security Company and trained to provide the Security Services and equipped with useful arm & ammunition like Pistol, 8 mm and Repeater, along with valid license and other essentially required logistics supports for effective monitoring & communication which could require 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.

Guard means, a person in proper uniform who is on the payroll of Security Company and trained to provide the Security Services and well equipped with essentially required logistics supports for effective monitoring & communication, which shall be 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.

Place of Posting The area, where the specific Guard has been posted to provide the Security Services, in writing by the appropriate authority.

Shift, the uninterrupted duration of twelve hours beginning from 0800 hours to 1700 hours and 1700 hours to 0800 hours for day and night shifts, respectively.

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

Lethargic, inefficient over weight, over and below or above age guards will not be accepted

5. GENERAL CONDITIONS

1. PBM at its discretion can reduce/increase the number of guards, on agreed rate of payment and on the same terms & conditions, on the PBM of relevant in-charges in case of emergencies. However, the in-charge have to immediately inform the Management of PBM. The verbal intimation would be duly followed by written PBM mentioning therein the circumstances / reasons on next day.
2. Security Company shall ensure the availability of adequate reserve guards. In case of absence casual or other leave by any Security Guard, the Security Company shall provide the alternate guard from the reserve guards.
3. Security Company shall ensure the placement of Guards, strictly in accordance with agreement, Terms and Conditions.
4. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise PBM reserve the right to imposed the penalty as per agreement.
5. PBM can increase/decrease the number of guards. In this situation, the Security Company will be informed in writing accordingly. In case of number of guards increased/decreased upon directives of PBM, the payment shall be made/adjusted on the agreed rates.
6. The contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:-
 - a. Attested photocopy of NADRA Computerized Card.
 - b. Original Service Card issued by the Security Company.
 - c. Photocopy of license/ certificate of weapon held by the guard.
 - d. Copy of Certified discharge book issued by Ex-Armed Forces (if retired form armed force)

Note: Without uniform, Lethargic, over weight inefficient, over and below age guards will not be accepted

7. This agreement would effect from the date of signing of this agreement and shall continue in force unless and until it is determined in accordance with the provisions regarding termination of agreement.
8. 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 Levis whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
9. Any increase or decrease in any levies or rates imposed by the Government / wages and/or salaries fluctuation in market rates of equipment, materials, etc. during

the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the PBM.

10. 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 PBM. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services that are subject of this agreement, by the Federal, Provincial or Local Government. Such excess, tax charges or surcharge, as the case may be, payable by the Security Company.

11. PBM 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.

12. The Security Company will keep the PBM free of any liability for the clause of compensation, if any to any employee of the Security Company in case of their injury, death etc.

13. 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. PBM shall in no way be responsible for any compensation in this connection.

14. One-month prior notice in writing shall be served by either party for termination of contract.

15. 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

16. PBM shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Un-Armed Guards/Armed Guards duly verified by site Incharge through, main campus.

17. The payment of Security Company shall be released within the 15 working days after the completion of all codal formalities as per clause (20).

18. Copy of register, indicating entry and exit of vehicles.

19. Details showing arrival/dispatches of cargo from ECL.

20. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to Director Pakistan Bait ul Mal or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

21. The terms and conditions of the tender for hiring security services for Pakistan Sweet Home Quetta, Zhob, Turbat & Kharan and letter of acceptance shall be treated as an integral part of this agreement
22. The Security Company shall be responsible to complete all documentation, if notified from time to time.
23. The Security Company shall be responsible to maintain all the record along with details of Guards for onward submission to Pakistan Sweet Home Incharge as and when required.
24. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with minimum placement of Ex-Army Guards, Armed Guards round the clock.
25. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with PBM and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.
26. The Security Company will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed Security Guards in Pakistan Sweet Home Quetta Zhob, Turbat and Kharan and Security Company should submit such undertaking signed by CEO/ Managing Partner on attested stamp paper of value Rs.100/- (Annex-II).
27. The Security Services providing company will ensure to provide or maintain new shoes of guards with net & Clean Dress / uniform in case of failure and reported by the concerned Pakistan Sweet Homes official the agreement can be terminated and company may be blacked or as deem fit by the PBM Authorities.

Core Responsibilities & Duties of Security Guards:

- i. The Security Guard shall maintain the proper record at main gate during the **IN & OUT** of vehicle/visitors at site.
- ii. Verify credentials, inspect badges, register visitors, search incoming vehicles / persons, and issue visitor passes to prevent unauthorized entry.
- iii. **Surveillance & Patrols:** Conduct routine foot patrols across PSH premises to check doors, locks, boundary walls, and hazardous areas.
- iv. Act as first responder in cases of fire, medical emergencies, trespassing, theft, or security breaches. Coordinate evacuation procedures and contact emergency services (police, fire, ambulance).
- v. Maintain accurate daily visitor logs, material movement registers (Gate Passes), and record all unusual occurrences or safety hazards in the Duty Logbook.
- vi. Use security tools such as handheld metal detectors, walkie-talkies, and torch light effectively and report any technical faults.
- vii. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges & extra magazine.
- viii. Ensure employees and visitors comply with facility rules regarding smoking zones, parking allocations, restricted areas, and safety protocols.
- ix. The Security Guard shall be responsible to ensure the safety and security of Students and moveable and immovable property of the Pakistan Sweet Home.
- x. Arrive 15 minutes early in full uniform; review previous logbook notes, key registers, and pass-on equipment (radios/keys etc).
- xi. Remain alert on assigned post, avoid distractions (personal phones, sleeping), and enforce security procedures strictly.