

# Standard Bidding Document

## Security Guards Tender (Non-Consultancy Services)

National

Single Stage-One Envelope



*October 02, 2026*

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# Table of Contents

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|                                         |    |
|-----------------------------------------|----|
| <b>PROCUREMENT NOTICE</b>               | 1  |
| <b>Instructions to Bidders</b>          | 3  |
| <b>Bid Data Sheet</b>                   | 24 |
| Bids Data Sheet (BDS)                   | 25 |
| Eligibility Criteria                    | 29 |
| Evaluation Criteria                     | 30 |
| Required Services                       | 31 |
| Related Services :                      | 32 |
| Services Specifications                 | 33 |
| Scope of Work                           | 34 |
| Price Schedule                          | 35 |
| <b>General Conditions of Contract</b>   | 37 |
| <b>Special Conditions of Contract</b>   | 47 |
| <b>Bid Securing Declaration</b>         | 53 |
| <b>Contract Form</b>                    | 55 |
| <b>Integrity Pact</b>                   | 58 |
| <b>Performance Guarantee Form</b>       | 60 |
| <b>Annexure</b>                         | 63 |
| Bid Documents                           | 64 |
| <b>Procurement Forms</b>                | 65 |
| Past Experience and Completed Contracts | 1  |



# PROCUREMENT NOTICE

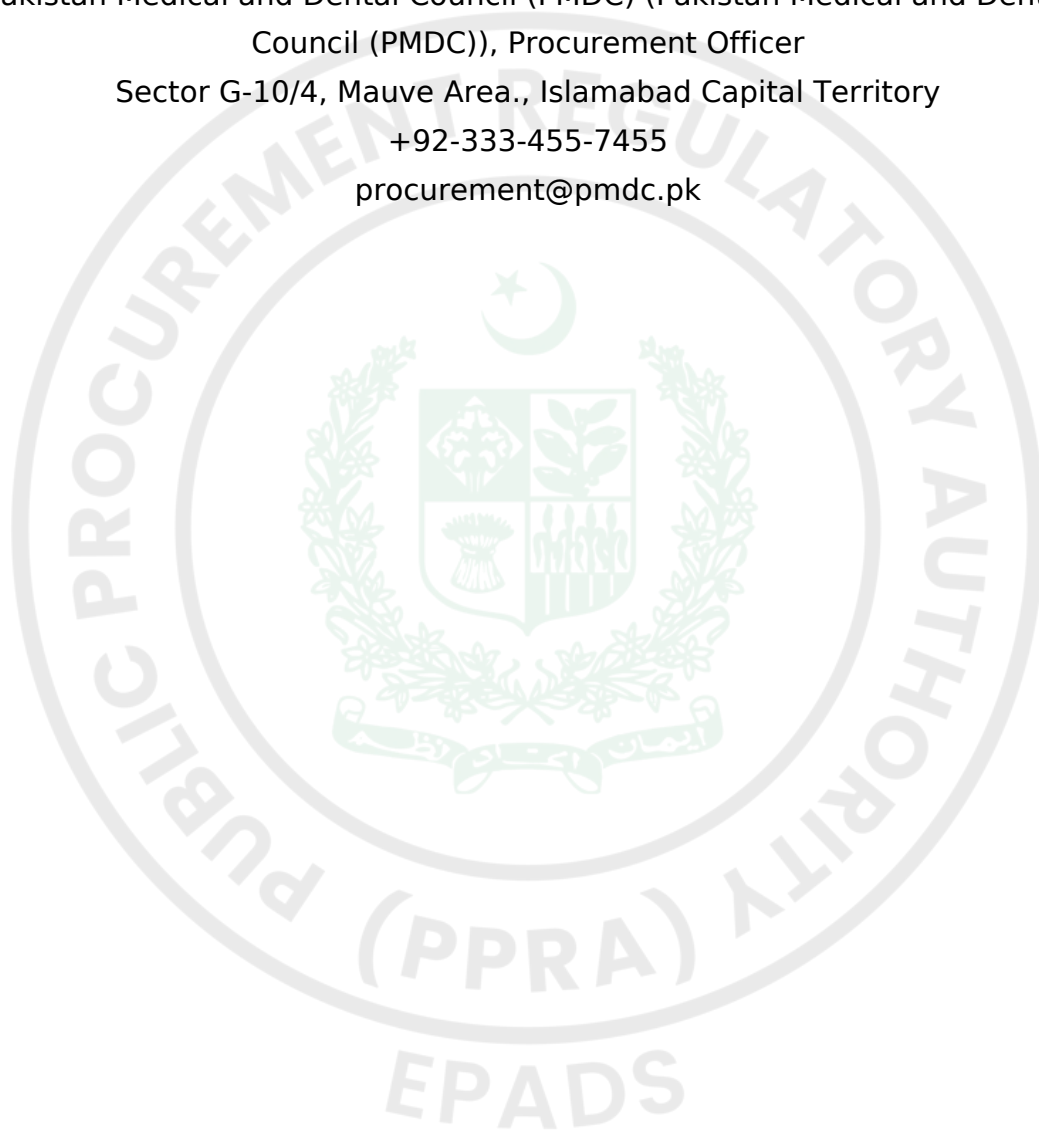
## PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC))** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **"Security Guards Tender"** with the reference of **"P144204"**
2. The **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/144204>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Tuesday, October 20, 2026 10:30 AM**. E-bids will be opened on the same day at **Tuesday, October 20, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **<https://vendors.epads.gov.pk/>**.

A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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## Instructions to Bidders

## A. Introduction

### 1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

### 2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

### 3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

### 4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

## **5. Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

## **B. Bidding Documents**

## 6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

**Section I** -Invitation to Bid

**Section II** Instructions to Bidders (ITB)

**Section III** Bid Data Sheet (BDS)

**Section IV** Eligible Countries

**Section V** Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

**Section VI** Bidding Forms

**Section VII** Fraudulent & Corrupt Practices

**Section VIII - Material & Non-material deviation**

**Section IX** General Conditions of Contract (GCC)

**Section X** Special Conditions of Contract (SCC)

**Section XI** Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

## 7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

## **8. Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

## C. Preparation of Bids

### 9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

### 10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

## **11. Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

## **12. Form of Bid**

**12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

## **13. Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

#### **14. Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

**14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

#### **15. Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

#### **16. Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

#### **17. Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

**17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

## **18. Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

## **19. Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

## **20. Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

## D. Submission of Bids

### 21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

## E. Opening and Evaluation of Bids

### 22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

### 23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

## **24. Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

## **25. Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

## **26. Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS, it shall reject the bids.

## **27. Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

## **28. Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

## **29. Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

### **30. Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

### **31. Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

## **32. Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

## **33. Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

## **34. Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

# **F. Award of Contract**

## **43. Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

#### **44. Procuring Agency's Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

#### **45. Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

#### **46. Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

#### **47. Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

**and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

#### **48. Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

### **G. Grievance Redressal & Complaint Review Mechanism**

#### **53. Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

#### **54. GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

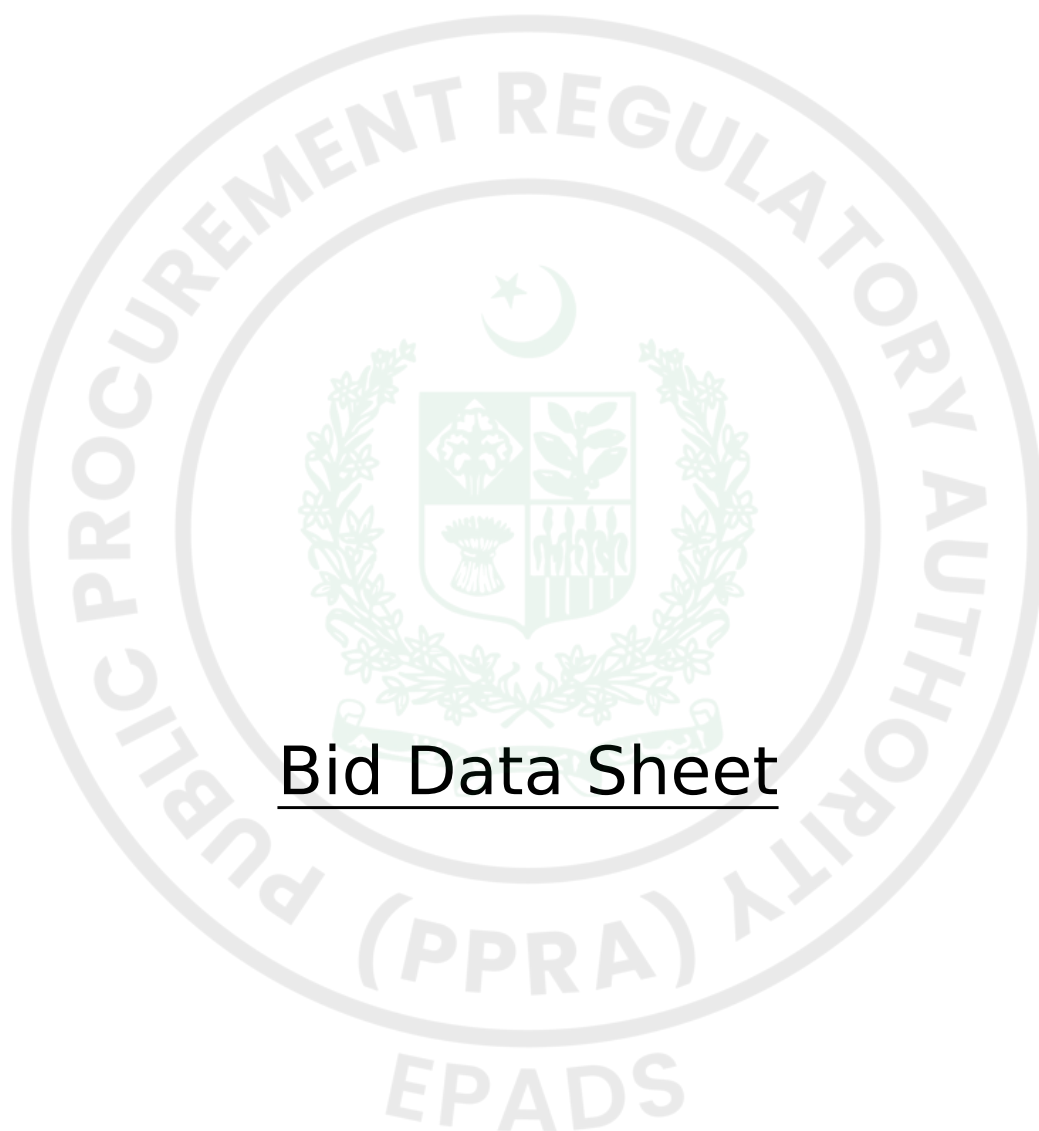
### **H. Blacklisting/ Debarment**

#### **55. Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





## Bid Data Sheet

# Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

## **BDS Clause Number**

### **ITB Number**

## **Amendments of, and Supplements to, Clauses in the Instruction to Bidders**

### **A. Introduction**

#### **BDS Clause Number 1**

Name of Procuring Agency: **Pakistan Medical and Dental Council (PMDC)**  
**(Pakistan Medical and Dental Council (PMDC))**

The subject of procurement is: **Security Guards Tender**

Expected commencement date: **Monday, November 23, 2026**

#### **BDS Clause Number 2**

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P144204**

#### **BDS Clause Number 3**

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

### **B. Bidding Documents**

#### **BDS Clause Number 4**

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:  
Saturday, October 17, 2026

Pre-Bid Meeting: Friday, October 9, 2026 11:00 AM

Venue: Sector G-10/4, Mauve Area.

### **BDS Clause Number 5**

Any addendum, in case issued, shall be published on **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC))** website and on **EPADS v2.0**.

### **BDS Clause Number 6**

List of documents required along with the bid:

1. a. Copy of NTN certificate b. Copy of GST certificate. c. SECP Registration certificate. d. Minimum 05 years of experience doing business in Major City. e. Affidavit on legal paper that the firm has not been black listed by any Government / Semi /Autonomous Government organization.

### **BDS Clause Number 7**

The qualification criteria to establish the supply / production capability of the bidder.

*see Eligibility Criteria*

### **BDS Clause Number 8**

#### **Services and Their related documents:**

*See section Required Services and Scope of Work*

### **BDS Clause Number 9**

Price schedule will be provided according to the format defined and acquired.  
*see section price schedule.*

### **BDS Clause Number 10**

#### **Specifications:**

*see section of specifications.*

## C. Preparation of Bids

### **BDS Clause Number 11**

The price shall be **Fixed**.

### **BDS Clause Number 12**

Currency of the Bids shall be : **PKR**

### **BDS Clause Number 13**

The Bids/Bid Validity period shall be: **90 Days**

### **BDS Clause Number 14**

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Demand Draft**

### **BDS Clause Number 15**

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for  $90+28 = 118$  days.

### **BDS Clause Number 16**

Alternative Bids to the requirements of the bidding documents will not be permitted.

## D. Submission of Bids

### **BDS Clause Number 17**

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

## **Sector G-10/4, Mauve Area., Islamabad Capital Territory**

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Tuesday, October 20, 2026 10:30 AM**

## **E. Opening and Evaluation of Bids**

### **BDS Clause Number 18**

The Bids opening shall take place on **EPADS v2.0**.

Day : **Tuesday**

Date: **Tuesday, October 20, 2026**

Time : **11:00 AM**

### **BDS Clause Number 19**

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**  
see *Evaluation Criteria*

## **F. Award of Contract**

### **BDS Clause Number 20**

The Performance guarantee shall: **0%**.

The Performance Guarantee shall be acceptable in the form of: **Nil**

**21.**

**51.1**

Arbitrator shall be appointed by mutual consent of the both parties.

## **G. Review of Procurement Decisions**

### **BDS Clause Number 22**

Grievance against this procurement shall be submitted online on EPADS v2.0.

## Eligibility Criteria

| Bidder's Type                      | Required Registration |
|------------------------------------|-----------------------|
| Individual / Individual Consultant | FBR (NTN)             |
| Sole Proprietorship                | FBR (GSTN)            |
| Partnership Firm                   | SECP                  |
| Company (Private Limited)          |                       |
| Company (Public Limited)           |                       |

| Eligibility Criteria                                                                                                                                                                                                                                                                       | Document |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| a. Copy of NTN certificate b. Copy of GST certificate. c. SECP Registration certificate. d. Minimum 05 years of experience doing business in Major City. e. Affidavit on legal paper that the firm has not been black listed by any Government / Semi /Autonomous Government organization. | Yes      |

# Evaluation Criteria

## Least Cost Based Selection (LCBS)

### Weightage

| Technical Evaluation %                                                                                                                                                |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 100                                                                                                                                                                   |     |
| Technical Marks                                                                                                                                                       | 100 |
| Passing Marks                                                                                                                                                         | 60  |
| Technical Evaluation Criteria                                                                                                                                         |     |
| Year of Establishment 5 + years = 20 marks 5 years = 10 marks Less than 5 year = 0 (Qualitative)(Doc Required)                                                        | 20  |
| Financial statement of company for the last 2 years Attach copy of financial statement/sales/tax/income tax return filed in FBR (Qualitative)(Doc Required)           | 20  |
| Relevant Work Order/Agreement by the Government /Semi-Government offices (same nature) 5 or above =20 3 to 4 = 10 Less than 3 = 05 (Qualitative)(Doc Required)        | 20  |
| Relevant Work Order/Agreement by the Private/Multinational Organization offices (same nature) 5 or above =20 3 to 4 = 10 Less than 3 = 05 (Qualitative)(Doc Required) | 20  |
| Valid Licenses and registration of Weapons (Qualitative)(Doc Required)                                                                                                | 20  |

## Required Services

### Positions Without Lots :

| Position                                      | Delivery Schedule                                                                                                          | Quantity | Bid Security  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------|---------------|
| Required Guards with Weapon and Walkie-Talkie | <b>Address:</b> Sector G-10/4, Mauve Area., Islamabad Capital Territory<br><b>Schedule:</b> 5 Days <b>Quantity:</b> 10/Qty | 10/Qty   | 100000<br>PKR |

## Related Services :

No



# Services Specifications

## Positions Without Lots :

**Position:** Required Guards with Weapon and Walkie-Talkie

### Specifications / Requirements:

1. Total 10 Security Guards including 07 Security Guards in morning and 03 Guards in evening 12 hrs shift with (08) Walkie-Talkie , each trained with weapons ( 08 MP5 and 02 9mm pistol), must be medically fit and age 25 to 40 years with minimum height 5.5 to 6 feet. 2. Weapon should be licensed & Company owns them

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## Scope of Work

Total 10 Security Guards including 07 Security Guards in morning and 03 Guards in evening 12 hrs shift with (08) Walkie-Talkie , each trained with weapons ( 08 MP5 and 02 9mm pistol), must be medically fit and age 25 to 40 years with minimum height 5.5 to 6 feet.

Maintain discipline in Office Premises

Weapon should be licensed & Company owns them

Food and accommodation to be provided by the company with pick & drop

Alternative Security Guard to be provided for ever shortage of security personnel especially on Eid and Official Holidays

Minimum Wage approved by the Government shall apply.

# Price Schedule

## For Individual Positions

| # | Position Title | Quantity | Unit Price (PKR) | Total Price (PKR) | Delivery Location | Delivery Period / Year | Country of Origin |
|---|----------------|----------|------------------|-------------------|-------------------|------------------------|-------------------|
| 1 |                |          |                  |                   |                   |                        |                   |
| 2 |                |          |                  |                   |                   |                        |                   |

## For Lots

| # | Lot Title     | Total Lot Price (PKR) | Country of Origin |
|---|---------------|-----------------------|-------------------|
| 1 | [Lot 1 Title] |                       |                   |





## General Conditions of Contract

## A. General

### 1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

## **2. Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

## **3. Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

## **4. Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

## **5. Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

## **6. Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

# **B. Commencement, Completion, Modification, and Termination of Contract**

## **7. Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

## 8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

## 9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

## 10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

## 11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

## 12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

## 13. Force Majeure

### 13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### 13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **13.3. Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **13.4. Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **14. Termination**

### **14.1. By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

### **14.2. By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

## C. Obligations of the Contractor

### 15. General

#### 15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

#### 15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

### 16. Conflict of Interests

#### 16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### 16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### 16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC**.

## **17. Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

## **18. Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the **SCC**.

## **19. Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

## **20. Liquidated Damages**

### **20.1. Payments of Liquidated Damages**

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

### **20.2. Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC**.

### 20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

## 21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

## 22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## D. Contractor's Personnel

### 23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

### 24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## E. Obligations of the Procuring Agency

### 25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

### 26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

## F. Payments to the Contractor

### 27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

### 28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

### 29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

### 30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

### **31. Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **32. Dispute Settlement**

#### **32.1. Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



## Special Conditions of Contract

## SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### Number of GC Clause

### Amendments of, and Supplements to, Clauses in the General Conditions of Contract

### Definitions

**The Procuring Agency is:** Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC)), Procurement Officer Sector G-10/4, Mauve Area., Islamabad Capital Territory

**The Supplier is:**

**The title of the subject procurement is:** Security Guards Tender

### Number of GC Clause 2

### Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

### Number of GC Clause 3

### Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

### Number of GC Clause 4

### Notices:

**The addresses for the notices are:**

Procuring Agency:

Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC)), Procurement Officer

Sector G-10/4, Mauve Area., Islamabad Capital Territory

+92-333-455-7455

procurement@pmdc.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

## Number of GC Clause 6.1

### The Authorized Representatives are:

#### For the Procuring Agency:

Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC)), Procurement Officer  
Sector G-10/4, Mauve Area., Islamabad Capital Territory  
+92-333-455-7455  
procurement@pmdc.pk

#### For the Bidder:

**Name:** .....

**Designation:** .....

**Address:** .....

## Number of GC Clause 7

### Effectiveness of the contract

The Contractor/Bidder shall be effective within ..... days from the date of signature of the Contract by both parties

## Number of GC Clause 8

### Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

## Number of GC Clause 10.2

### Expiration of Contract:

The time period shall be .....

## Number of GC Clause 14

### Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

## Number of GC Clause 16

### Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

## Number of GC Clause 20

## **Liquidated Damages**

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00% to 10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

## **Number of GC Clause 21**

### **Performance Guarantee:**

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

## **Number of GC Clause 27**

### **Currency of Payment:**

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

## **Number of GC Clause F**

### **Payment terms:**

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

## **Number of GC Clause F**

### **Identifying Defects:**

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

## **Inspections & Tests Requirements**

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

## **Delivery & Documents**

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

### **Number of GC Clause F 5 & 6**

#### **Following is the guidance for Dispute Resolution**

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

#### **Arbitrator's fee:**

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

**Appointing Authority for Arbitrator:**

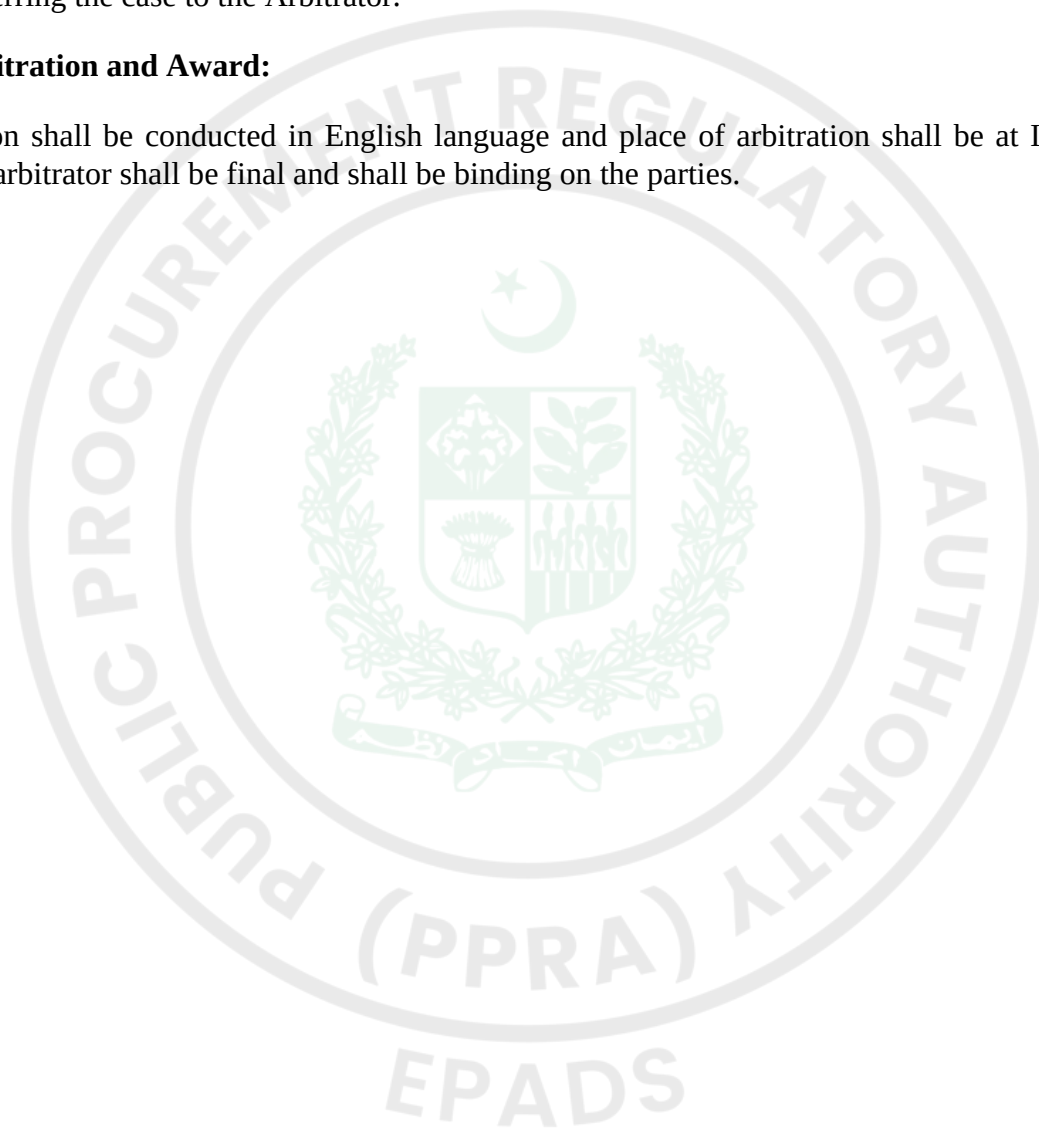
By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

**Rules of procedure for arbitration proceedings:**

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

**Place of Arbitration and Award:**

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.





## Bid Securing Declaration

## Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P144204**

To: **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC)), Procurement Officer Sector G-10/4, Mauve Area., Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



## Contract Form

## SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC))**, Procurement Officer Sector G-10/4, Mauve Area., Islamabad Capital Territory

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Security Guards Tender (P144204)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

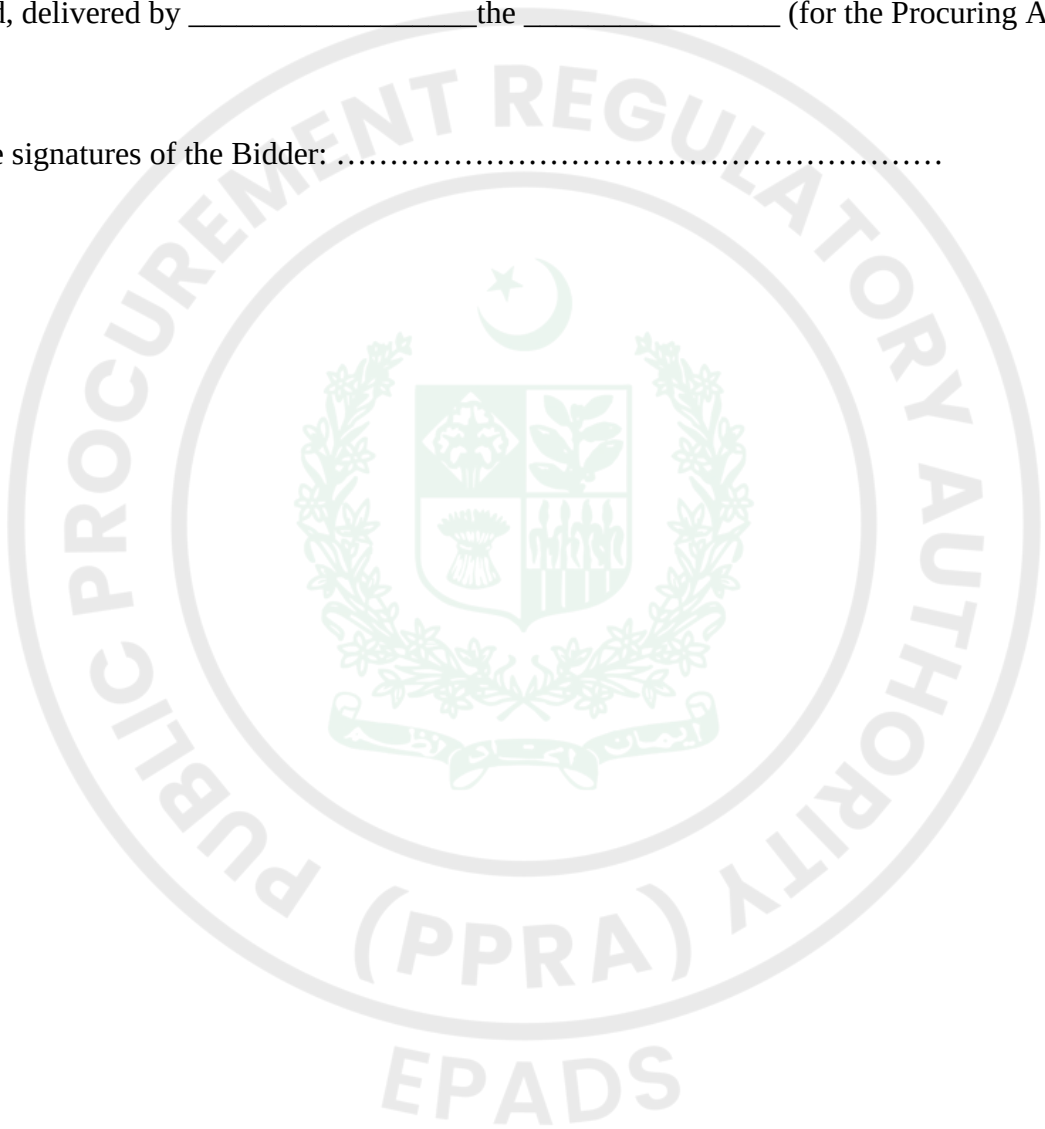
Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Bidder: .....





## Integrity Pact

## Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

**Contract**

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



## Performance Guarantee Form

## Performance Guarantee Form

To: **Pakistan Medical and Dental Council (PMDC) (Pakistan Medical and Dental Council (PMDC)), Procurement Officer Sector G-10/4, Mauve Area., Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

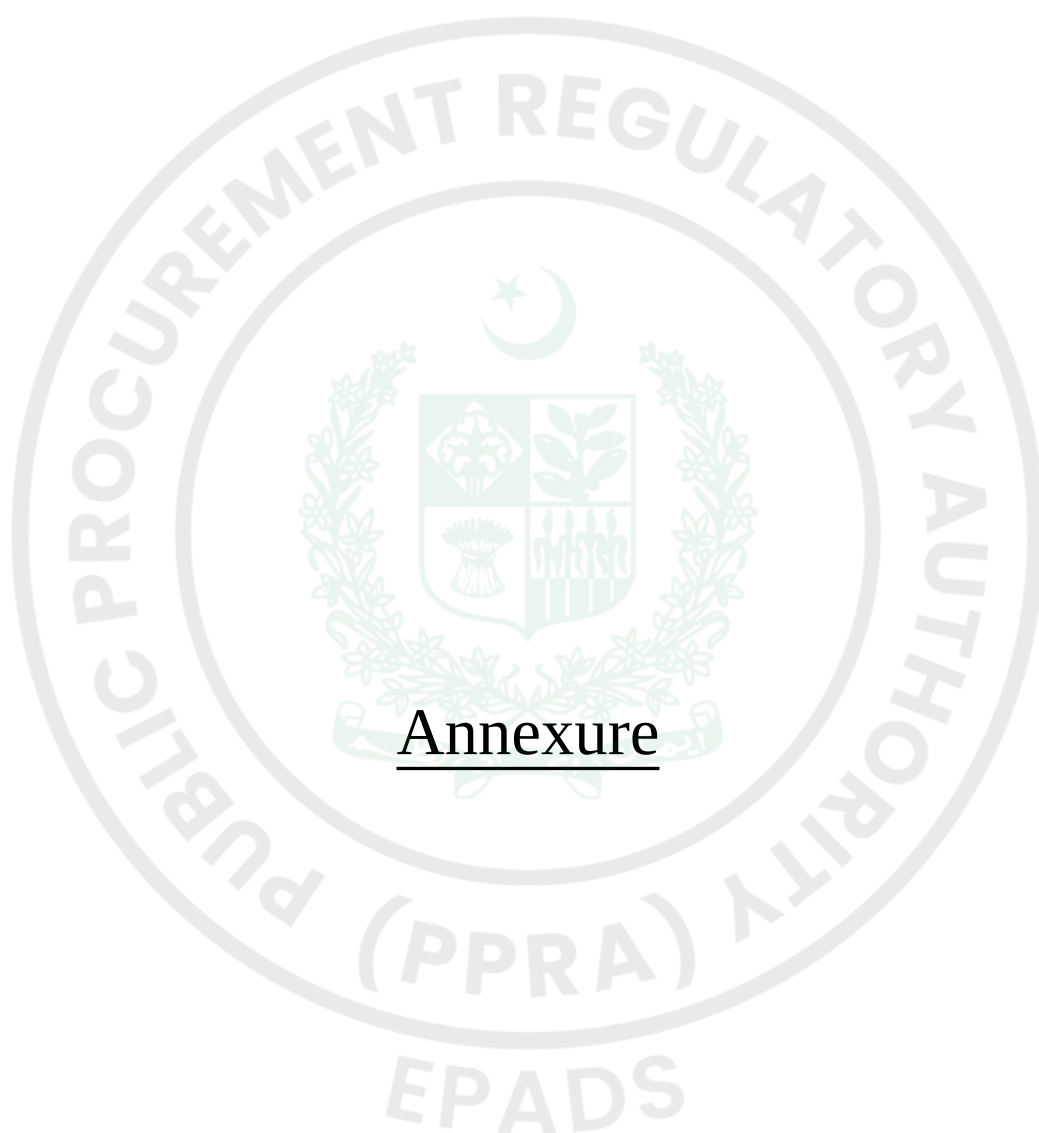
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[address]

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[date]





## Annexure

## Bid Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Bid Documents** (page number: 69)





## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 111)







## Additional Forms and Documents

**PAKISTAN MEDICAL & DENTAL COUNCIL  
ISLAMABAD**



**REQUEST FOR PROPOSAL  
OF**

**HIRING OF SECURITY GUARD SERVICES  
AT PM&DC SECRETARIAT**



**PM&DC SECRETARIAT BUILDING, MAUVE AREA,  
SECTOR G-10/4 ISLAMABAD**

## TABLE OF CONTENTS

|             |                                       |         |
|-------------|---------------------------------------|---------|
| Section-I   | Invitation for Bids (IFB)             | 4       |
| Section-II  | Instructions to Bidders (ITBs)        | 5 - 13  |
| Section-III | General Conditions for Contract (GCC) | 14 - 20 |
| Section-IV  | Bid Data Sheet (BDS)                  | 21 - 24 |
| Section-V   | Special Conditions of Contract (SCC)  | 25 - 27 |
| Section-VI  | Schedule of Requirements              | 28 - 29 |
| Section-VII | Sample Forms                          | 30 - 42 |

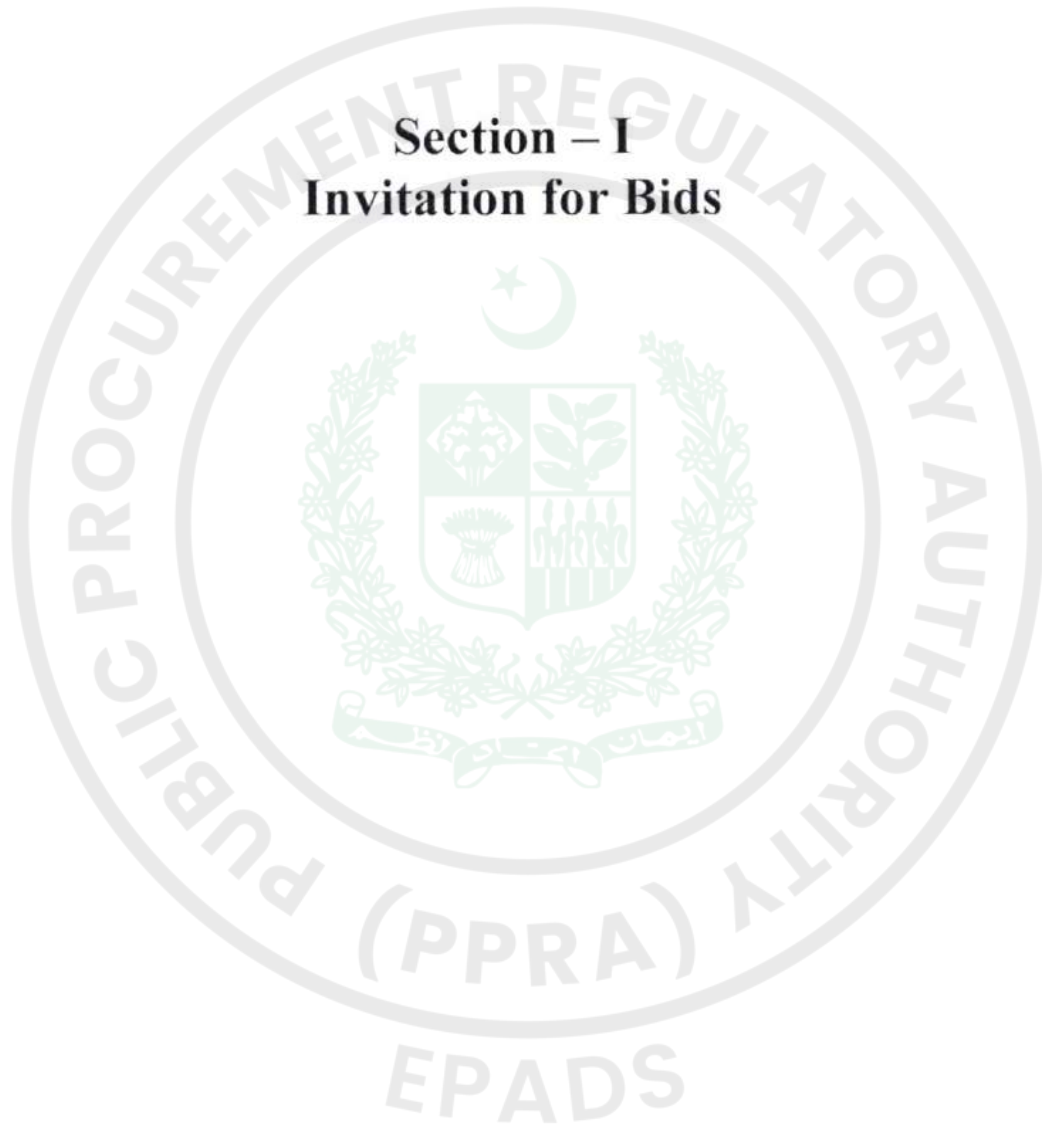


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2

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## Section – I Invitation for Bids



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3

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**Pakistan Medical & Dental Council**  
**Islamabad**

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**Invitation for Bids (IFBs)**

The Pakistan Medical and Dental Council (PM&DC) invites eligible bidders registered with Income Tax and Sales Tax Departments and who are on active Taxpayers list of Federal Board of Revenue and registered with SECP for **Hiring Security Guard Services at PM&DC Islamabad Head Office**, through Single Stage – Single Envelops procedure one Year and can be extended for further two years. Bids must be accompanied by a Bid Security of **Rs.100,000/-** in the shape of pay order/demand draft/call deposit/banker's cheque in favour of Pakistan Medical and Dental Council.

The complete set of bidding documents containing complete information and detailed terms & conditions are available on the E-PADS([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) & PPRA( [www.ppra.org.pk](http://www.ppra.org.pk)).

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through E-PADS not later than **10:30 am** on the last date of submission of bids i.e. **20<sup>th</sup> October, 2026**, Manual Submission of bids will not be accepted.

Bids must be accompanied by a Bid Security of **Rs.100,000/-** in the shape of pay order/demand draft/call deposit/banker's cheque in favour of Pakistan Medical and Dental Council. Original bid security must reach at PM&DC G-10/4, Islamabad on/or before **10:30 am** of bid closing date i.e **20<sup>th</sup> October, 2026**.

**Pre-bid meeting: 9<sup>th</sup> October, 2026** at Pakistan Medical & DENTAL COUNCIL (PM&DC) located at Mauve Area, G-10/4, Islamabad, Land Line # 0519190000 Ext # 706

Electronic bids will be opened on the same date in the office of Pakistan Medical & DENTAL COUNCIL (PM&DC) located at **Mauve Area, G-10/4, Islamabad, at 11:00 am** on [www.eprocure.gov.pk](http://www.eprocure.gov.pk)

2. PM&DC reserved the right to accept or reject any or all bids under the PPRA-Rules

The Primary contact for further information during office hours:

Name: Imran Zafar  
Verification Officer

PM&DC ,0519190000 Ext # 706



PM&DC

## **Section-II**

### **Instructions to Bidders (ITBs)**



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5

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## **A-Introduction**

- 1. Source of Funds**
  - 1.1 PM&DC has allocated budget in accordance with regular budgetary allocation for current expenditure. The PM&DC intends to spend thereof towards the instant procurement.
- 2. Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all firms/companies associated with carrying out similar assignments/works and preferably enlisted with any Government/Semi Government/Autonomous Body for execution of such works/services.
  - 2.2 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial laws
  - 2.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by any authority/or legal entity.
- 3. Cost of Bidding**
  - 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the PM&DC named in the Bid Data Sheet, hereinafter referred to as "the Employer's," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **B. The Bidding Documents**

- 4. Content of Bidding Documents**
  - 4.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
    - (a) Instructions to Bidders (ITB)
    - (b) Bid Data Sheet
    - (c) General Conditions of Contract (GCC)
    - (d) Special Conditions of Contract (SCC)
    - (e) Schedule of Requirements
    - (g) Bid Form and Price Schedules
    - (h) Contract Form
  - 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a



bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

**5. Clarification of Bidding Documents**

- 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the PM&DC at the address indicated in Bid Data Sheet (BDS).

**C. Preparation of Bids**

**6. Language of Bid**

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer's shall be written in the language specified in the Bid Data Sheet.

**7. Documents Comprising the Bid**

- 7.1 The bid prepared by the Bidder shall comprise the following components:
- (a) A Bid Form and a Price Schedule duly completed
  - (b) Documentary evidence established in accordance with ITB Clause 11 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) Bid security furnished in accordance with ITB Clause 12.

**8. Bid Form**

- 8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be performed, a brief description of the services, quantity, and prices etc.

**9. Bid Prices**

- 9.1 The Bidder shall indicate on the appropriate Price Schedule indicating the unit prices (where applicable) and total bid price of the services it proposes to provide under the contract.
- 9.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices at PMDC HQ Islamabad. All taxes, duties, adjustments shall be included in the quoted prices.
- 9.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to ITB Clause 18.5. Prices quoted conditionally shall make the bid liable to rejection.



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7

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- 10. Bid Currencies** 10.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 11. Documents Establishing Bidder's Eligibility and Qualification** 11.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 11.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Employer's satisfaction:
- (a) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 12. Bid Security** 12.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 12.2 The bid security is required to protect the Employer's against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 12.7.
- 12.3 The bid security shall be in Pak. Rupees and shall be in forms of an irrevocable in cashable on-demand Bank call-deposit or as may be specified in the Bid Data Sheet.
- 12.4 Any bid not secured in accordance with ITB Clauses 12.1 and 12.3 will be rejected by the Employer's as nonresponsive, pursuant to ITB Clause 18.5.
- 12.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (07) days after the expiration of the period of bid validity prescribed by the Employer's pursuant to ITB Clause 13.
- 12.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 26 and furnishing the performance security, pursuant to ITB Clause 27.
- 12.7 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid



validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

- (i) to sign the contract in accordance with ITB Clause;  
**or**
- (ii) to furnish performance security in accordance with ITB Clause.

**13. Period of  
Validity of Bids**

13.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Employer's. A bid valid for a shorter period shall be rejected by the Employer's as nonresponsive.

**14. Format and Signing  
of Bid**

14.1 The Bidder shall prepare the bid by incorporating such information/forms/formats as may be required duly typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

14.2 Any interlineations, erasers, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**D. Submission of Bids**

15.1 The Bidder shall submit their bids on EPADS. Manual submission of bids will not be accepted.

**15. Deadline for  
Submission of Bids**

15.2 The Employer's may, at its discretion, extend this deadline for the submission of bids in which case all rights and obligations of the Employer's and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



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9

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## **E. Opening and Evaluation of Bids**

### **16. Opening of Bids by the Employer's**

- 16.1 The Employer's will open all bids through EPADS in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 16.2 In case any holiday is announced by the Govt. or any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day or PM&DC will notify the date of opening on its website. Time and place will remain as initially mentioned in the tender notice.
- 16.3 The bidders' names, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Employer's, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids and bids with bid security less than the prescribed amount.
- 16.4 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 16.5 The Employer's will prepare minutes of the bid opening.

### **17. Clarification of Bids**

- 17.1 During evaluation of the bids, the Employer's may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **18. Preliminary Examination**

- 18.1 The Employer's will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.



18.3 The Employer's may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

18.4 Prior to the detailed evaluation, pursuant to ITB Clause 21 the Employer's will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.

18.5 If a bid is not substantially responsive, it will be rejected by the Employer's and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

#### **19. Evaluation and Comparison of Bids**

19.1 The Employer's will evaluate and compare the bids which have been determined to be substantially responsive.

19.2 The Employer's evaluation of a bid will be based on delivered duty paid (DDP) price inclusive of all duties and taxes and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid. Prices for various categories of service shall be weighted as per scores mentioned in Bid Data Sheet.

#### **20. Contacting the Employer's**

20.1 Subject to ITB Clause, no Bidder shall contact the Employer's on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer's, it should do so in writing.

20.2 Any effort by a Bidder to influence the Employer's in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

#### **F. Award of Contract**

#### **21. Post-qualification**

21.1 In the absence of prequalification, the Employer's will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to



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11

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perform the contract satisfactorily, in accordance with the criteria listed in Bid Data Sheet

21.2 The determination will take into account the Bidder's financial, technical, and working capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause, as well as such other information as the Employer's deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Employer's will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## **22. Award Criteria**

22.1 The Employer's will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

22.2 If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.

22.3 After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS.

## **23. Employer's Right to Accept any Bid and to Reject any or All Bids**

23.1 The Employer's reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

## **24. Notification of Award**

24.1 Prior to the expiration of the period of bid validity, the Employer's will notify the successful Bidder in writing by letter that its bid has been accepted.

24.2 The notification of award will constitute the formation of the Contract.



## 26 Signing of Contract

26.1 At the same time as the Employer's notifies the successful Bidder that its bid has been accepted, the Employer's will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

26.2 Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Employer's.

## 27 Performance Security

27.1 Within fifteen (15) days of the receipt of notification of award from the Employer's, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Employer's.

27.2 Failure of the successful Bidder to comply with the requirement of ITB Clause shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Employer's may make the award to the next lowest evaluated Bidder or call for new bids.



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13

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### **Section III**

## **General Conditions of Contract**



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14

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## General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Employer's and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Services" means all services which the Supplier is required to provide to the Employer's under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Employer's" means the organization purchasing the services, as named in SCC.
- (h) "The Employer's country" is the country named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (j) "The Project Site," where applicable, means the place or places named in SCC.
- (k) "Day" means calendar day.

### 2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

### 3. Country of Origin

3.1 Pakistan

### 4. Standards

4.1 The Services provided under this Contract shall conform to the standards mentioned in the Specifications Details.



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15

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**5. Use of Contract Documents and Information; Inspection and Audit by the Bank**

5.1 The Supplier shall not, without the Employer's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Employer's in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Employer's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Employer's and shall be returned (all copies) to the Employer's on completion of the Supplier's performance under the Contract if so required by the Employer's.

**6. Patent Rights**

6.1 The Supplier shall indemnify the Employer's against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods/Services or any part thereof in the Employer's country.

**7. Performance Security**

7.1 Within fifteen (15) days of receipt of the notification of Contract award, the successful Supplier shall furnish to the Employer's the performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Employer's as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Employer's and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Employer's country, in the form provided in the bidding documents or another form acceptable to the Employer's; or
- (b) a cashier's or certified check, DDR/CDR valid for term of contract.



7.4 The performance security will be discharged by the Employer's

and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## 8. Payment

8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

8.2 The Supplier's request(s) for payment shall be made to the Employer's in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

8.3 Payments shall be made promptly by the Employer's.

8.4 The currency of payment is Pak. Rupees.

## 9 Prices

9.1 Prices charged by the Supplier for Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

## 10 Change Orders

10.1 The Employer's may at any time, by a written order given to the Supplier pursuant to GCC Clause, make changes within the general scope of the Contract in the Services to be provided by the Supplier.

10.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Employer's change order.

## 11 Contract Amendments

11.2 Subject to GCC Clause, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## 12. Delays in the Supplier's Performance

12.1 Performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Employer's in the Schedule of Requirements.



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17

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12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Supplier shall promptly notify the Employer's in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Employer's shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

12.3 Except as provided under GCC Clause , a delay by the Supplier in the performance of its service obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause , unless an extension of time is agreed upon pursuant to GCC Clause without the application of liquidated damages.

### **13. Liquidated Damages**

13.1 Subject to GCC Clause , if the Supplier fails to perform the Services within the period(s) specified in the Contract, the Employer's shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services. Once the maximum is reached, the Employer's may consider termination of the Contract pursuant to GCC Clause .

### **14. Termination for Default**

14.1 The Employer's, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to perform any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Employer's pursuant to GCC Clause; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Employer's has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or



soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution. "fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

14.2 In the event the Employer's terminates the Contract in whole or in part, pursuant to GCC Clause , the Employer's may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Supplier shall be liable to the Employer's for any excess costs for such similar Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**15. Force Majeure** 15.1 Notwithstanding the provisions of GCC Clauses, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

15.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Employer's in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

15.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Employer's in writing of such condition and the cause thereof. Unless otherwise directed by the Employer's in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**16 Termination for Insolvency**

16.2 The Employer's may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Employer's.



PM&DC

19

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**17 Terminationfor  
Convenience**

17.2 The Employer's, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

**18 Resolution of  
Disputes**

18.2 The Employer's and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

18.3 If, after thirty (30) days from the commencement of such informal negotiations, the Employer's and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

**19 Governing  
Language**

19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause , the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**20 ApplicableLaw**

20.1 The Contract shall be interpreted in accordance with the laws of the Employer's country, unless otherwise specified in SCC.

**21 Notices**

21.1 Any notice given by one party to the other pursuant to thisContract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

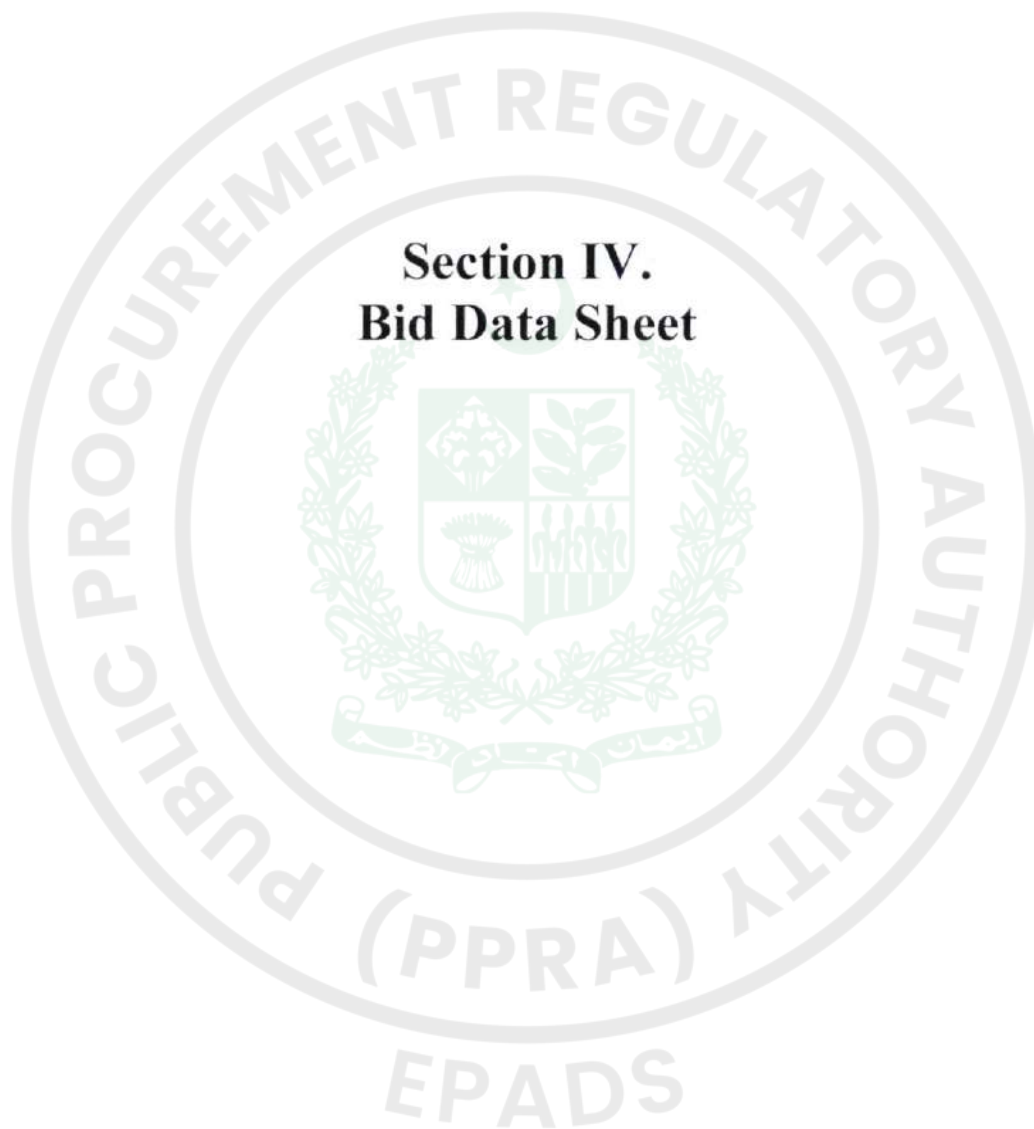
21.2 A notice shall be effective when delivered or on the notice'seffective date, whichever is later.

**22 Taxes and  
Duties**

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc.



**Section IV.**  
**Bid Data Sheet**



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21

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## Bid Data Sheet

The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes italics mentioned for the relevant ITB Clauses.]*

| Introduction |                                       |                                                                                      |                                        |                                  |
|--------------|---------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------|----------------------------------|
| ITB 1.1      |                                       | Name of contract: <b>Security Guard Services At PM&amp;DC Islamabad Head Office.</b> |                                        |                                  |
| S.No         | Description                           | Qty (No)                                                                             | Delivery location (PM&DC HQ Islamabad) | Bid Security (Pak Rs 100,000/-.) |
| 1.           | As mentioned in Specification Details | As per Specification Details                                                         | As per above                           | Rs. 100,000                      |

|         |                                                                                                                                                                                                    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITB 5.1 | The Employer's address is:<br><b>The Chairman,<br/>Purchase Committee/Tender Opening &amp; Evaluation Committee (TO&amp;EC)<br/>PM&amp;DC, Mauve Area, G-10/4 Islamabad<br/>Tel #. 051-9190000</b> |
| ITB 6.1 | Language of the bid. English                                                                                                                                                                       |

| Bid Price and Currency |                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------|
| ITB 9.2                | The price quoted shall be<br>(a). In Pak Rupees.                                                     |
| ITB 9.3                | The price shall be valid for 1 year , extendable upto further two years on satisfactory performance. |



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22

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## Preparation and Submission of Bids

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITB 11.2</b> | <p><b>Mandatory Requirements:</b> Company must furnish following information / documents along-with Technical Proposal failing which the bid shall be rejected without further evaluation: -</p> <ol style="list-style-type: none"> <li>a. Copy of NTN certificate</li> <li>b. Copy of GST certificate.</li> <li>c. SECP Registration certificate.</li> <li>d. Minimum 05 years of experience doing business in Major City.</li> <li>e. Affidavit on legal paper that the firm has not been black listed by any Government / Semi /Autonomous Government organization.</li> </ol> |
| <b>ITB 12.1</b> | Amount of bid security is <b>Rs. 100,000/-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ITB 12.3</b> | Bid Security shall be in form of Pay Order/Demand Draft/CDR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ITB 13.1</b> | Bid validity period:<br>Ninety (90) days after the Bid Opening.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ITB 16.1</b> | Deadline for bid submission is <b>10:30 am on 20<sup>th</sup> October, 2026 at 10:30 AM Hours.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ITB 18.1</b> | Time, date, & place for bid opening. <b>11:00 am</b> on Same day at <b>PM&amp;DC, Mauve Area, Sector G-10/4, Islamabad.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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23

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### Bid Evaluation

|                      |                              |
|----------------------|------------------------------|
| ITB 21.2<br>ITB 23.1 | Criteria for Bid evaluation: |
|----------------------|------------------------------|

| Description                                                                                                                                        | Maximum Marks | Criteria                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|
| Year of Establishment                                                                                                                              | 20            | 5 + years = 20 marks<br>5 years = 10 marks<br>Less than 5 year = 0          |
| Financial statement of company for the last 2 years                                                                                                | 20            | Attach copy of financial statement/sales/tax/income tax return filed in FBR |
| Relevant Work Order/Agreement by the Government /Semi-Government offices (same nature)<br>5 or above =20<br>3 to 4 = 10<br>Less than 3 = 05        | 20            | Attach copy of Work orders                                                  |
| Relevant Work Order/Agreement by the Private/Multinational Organization offices (same nature)<br>5 or above =20<br>3 to 4 = 10<br>Less than 3 = 05 | 20            | Attach copy of Work orders                                                  |
| Valid Licenses and registration of Weapons                                                                                                         | 20            | Attach copy of letters                                                      |
| <b>Total</b>                                                                                                                                       | <b>100</b>    |                                                                             |

- Supporting documents must be attached with Technical Proposal for each evaluation parameter.
- Qualification marks for Technical bid opening are 60% out of 100.



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24

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## Section V Special Conditions of Contract



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25

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## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Employer's is: PM&DC, Islamabad. GCC 1.1 (h)—The Employer's country is: Islamic Republic of Pakistan GCC 1.1 (k)—The Project Site is: Islamabad

### 2. Country of Origin (GCC Clause 3)

NA

### 3. Performance Security (GCC Clause 7)

GCC 7.1— The supplier shall be required to provide performance security at the rate of 10% of the bid amount. This performance security remains valid till twelve months from the date of contract and shall be renewed on yearly basis as an when the contracts are renewed. The standard form of performance security acceptable to the Employer shall be in the form of an unconditional bank guarantee from a scheduled bank, or otheren cashable banking instrument including DDR/CDR valid for the period of the contract.

### 4. Delivery and Documents.

Delivery Duty Paid (DDP) terms.

Upon performance of service, the supplier shall notify the Employer's the full details of the service, including Contract number, description of services, quantity etc. The Supplier shall provide the following documents to the Employer's:-

- Copies of Supplier's invoices showing service description, quantity, unit price and total amount.
- Delivery Reports of correspondence made during the period which for invoice has been generated.

### 5. Insurance

NA



## 6. Payment (GCC Clause 8)

GCC 8.1—Method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**On Acceptance:** 100 percent of the invoice value shall be paid within thirty (30) days of receipt of the documents mentioned in SCC Clause 5. Invoices may be generated on monthly basis.

## 7. Prices (GCC Clause 9)

GCC 9.1— Prices shall be fixed for the period of one (01) year, extendable for further 02 years with mutual agreement.

## 8. Resolution of Disputes (GCC Clause 18)

GCC 18.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 18.3 shall be as follows:

In the case of a dispute between the Employer's and the supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Employer's country.

## 9. Governing Language (GCC Clause 29)

GCC 30.1—The Governing Language shall be: English

## 10. Applicable Law (GCC Clause 20)

GCC 20.1—The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

## 11. Notices (GCC Clause 21)

GCC 21.1.2—Employer's address for notice purposes: Registrar, PM&DC, Islamabad.

## 12. Delivery Timeline

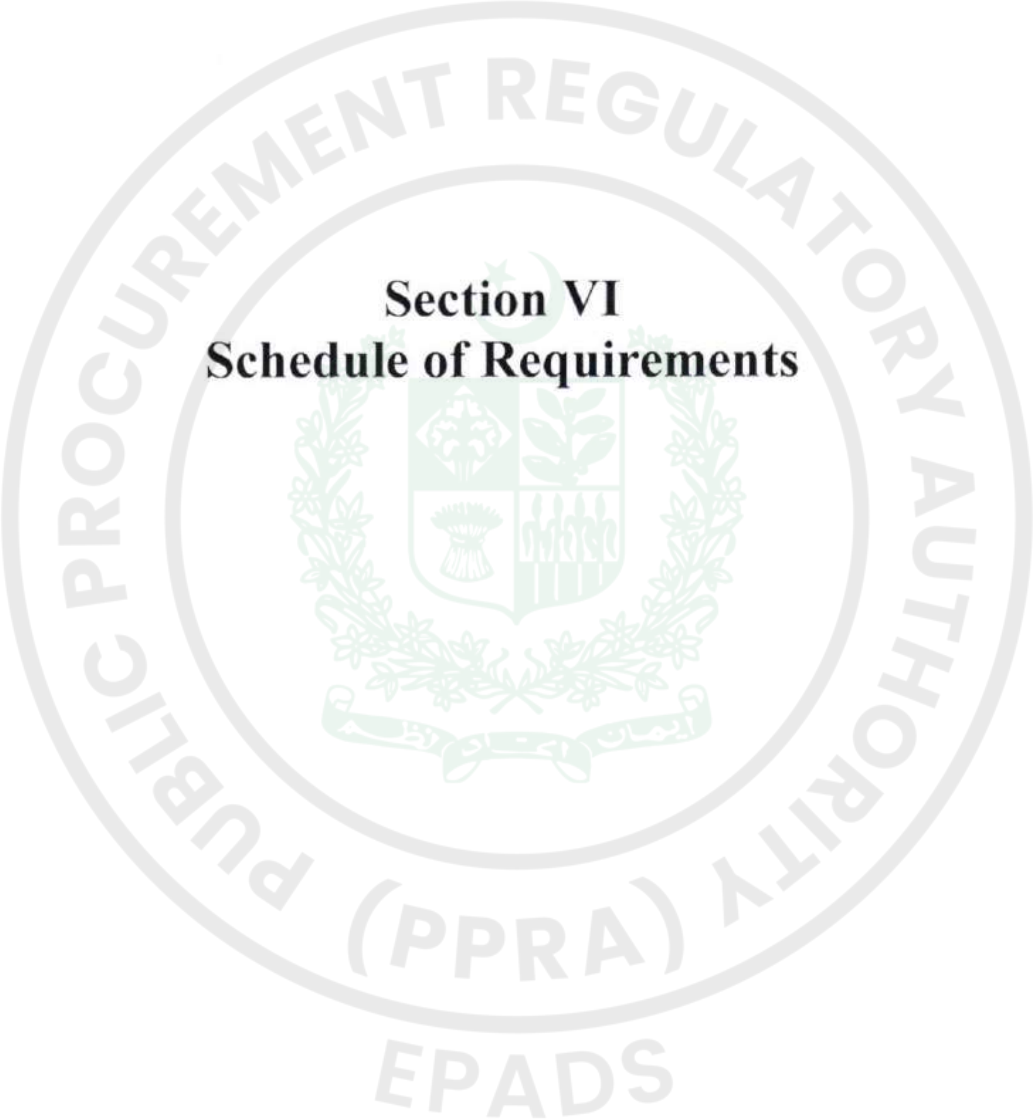
The successful bidder shall make sure Services immediately after issuance of the Work order.



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27

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## **Section VI**

### **Schedule of Requirements**



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28

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## Schedule of Requirements

| S.No | Description                                                                                                                                                                                                                                                             |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Total 10 Security Guards including 07 Security Guards in morning and 03 Guards in evening 12 hrs shift with (08) Walkie-Talkie , each trained with weapons ( 08 MP5 and 02 9mm pistol), must be medically fit and age 25 to 40 years with minimum height 5.5 to 6 feet. |
| 2.   | Maintain discipline in Office Premises                                                                                                                                                                                                                                  |
| 3.   | Weapon should be licensed & Company owns them                                                                                                                                                                                                                           |
| 4.   | Food and accommodation to be provided by the company with pick & drop                                                                                                                                                                                                   |
| 5.   | Alternative Security Guard to be provided for ever shortage of security personnel especially on Eid and Official Holidays                                                                                                                                               |
| 6.   | Minimum Wage approved by the Government shall apply.                                                                                                                                                                                                                    |



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29

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## Section VII Sample Forms



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30

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a.

## Bid Form

Date: \_\_\_\_\_

To: *[name and address of Employer's]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of

*[total bid amount in words and figures]*

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

The contract will be awarded based on lowest Bid Evaluated.

All factors which may affect should be considered by the bidders while quoting their bids during the currency of contract "No Claim in this regard shall be entertained by the PM&DC"

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Employer's.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent

Amount and Currency

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

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31

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## 2- PRICE SCHEDULE

| Sr. | Description     | Required Guards with Weapon and Walkie-Talkie | Per Guard rate along with weapon and walkie-talkie with all taxes | Total price with all taxes |
|-----|-----------------|-----------------------------------------------|-------------------------------------------------------------------|----------------------------|
| 1.  | Security Guards | 10                                            |                                                                   |                            |



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32

### 3- SECURITY SERVICES AGREEMENT

This Security Services Agreement ("Agreement") is made and entered into on [Date] by and between:

#### 1. PROCURING AGENCY / CLIENT

Name: [Name of Procuring Agency]

Address: [Full Address]

Represented by: [Name and Designation]

Hereinafter referred to as the "Client" or "Procuring Agency";

AND

#### 2. SECURITY SERVICES PROVIDER

Name: [Name of Security Firm]

License/Registration No.: [Number]

Address: [Full Address]

Represented by: [Name and Designation]

Hereinafter referred to as the "Contractor" or "Security Firm."

The Client and the Contractor are collectively referred to as the "Parties."

### 1. PURPOSE OF THE AGREEMENT

The Client hereby engages the Contractor to provide professional security and guarding services at the locations specified in this Agreement, and the Contractor agrees to provide such services in accordance with the terms and conditions contained herein.

### 2. SCOPE OF SERVICES

The Contractor shall provide security personnel and related services, including, as applicable:

- Deployment of trained and licensed security guards at designated premises.
- Protection of the Client's property, personnel, equipment, records, and assets.
- Access control and monitoring of persons entering and leaving the premises.
- Maintaining visitor and vehicle entry/exit records.
- Regular patrolling of designated areas.
- Monitoring and reporting of suspicious activities, security breaches, theft, damage, fire, or other incidents.
- Immediate notification to the Client's designated representative of significant security incidents.
- Assistance during emergencies and evacuation procedures, subject to the lawful authority and capabilities of security personnel.
- Preparation and submission of incident reports, occurrence books, duty reports, and other records reasonably required by the Client.
- Any other security-related duties mutually agreed upon in writing by the Parties.

The Contractor shall not assign duties outside the agreed scope to security personnel where such duties may compromise their security responsibilities or violate applicable law.

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33

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### 3. CONTRACT PERIOD

This Agreement shall commence on [Start Date] and remain in force until [End Date], unless terminated earlier in accordance with this Agreement.

Any extension or renewal shall be made in writing and signed by both Parties.

### 4. DEPLOYMENT OF SECURITY PERSONNEL

The Contractor shall deploy the number and category of security personnel specified in **Annex-A**.

The Contractor shall ensure that all deployed personnel:

- Are properly trained for their assigned duties.
- Meet the applicable legal and licensing requirements.
- Are physically and professionally suitable for security duties.
- Are properly uniformed and identifiable.
- Carry valid identification issued or approved by the Contractor and/or relevant authority, where required.
- Maintain appropriate discipline and professional conduct while on duty.
- Are not under the influence of alcohol or prohibited substances while on duty.

The Contractor shall maintain adequate reserve personnel to replace guards who are absent, sick, on leave, suspended, or otherwise unable to perform their duties.

### 5. SUPERVISION

The Contractor shall appoint a competent supervisor responsible for monitoring deployed security personnel.

The supervisor shall conduct regular inspections and shall remain available to address security-related issues raised by the Client.

The Client may require the replacement of any security guard for reasonable and documented grounds relating to misconduct, negligence, incompetence, violation of security procedures, or other legitimate security concerns.

### 6. DUTIES OF THE CLIENT

The Client shall:

- Provide the Contractor with reasonable access to the premises necessary for performance of the services.
- Identify areas requiring security coverage.
- Provide relevant security instructions and emergency procedures.
- Nominate an authorized representative to coordinate with the Contractor.
- Notify the Contractor of material changes affecting security arrangements.
- Pay the agreed service charges in accordance with this Agreement.

The Client shall not require security personnel to perform unlawful activities or duties unrelated to the

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34

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contracted security services.

## 7. DUTIES OF THE SECURITY FIRM

The Contractor shall:

- Perform the services professionally, diligently, and in accordance with applicable laws.
- Maintain adequate supervision of its personnel.
- Ensure continuous deployment according to the approved duty roster.
- Promptly replace absent or unsuitable personnel.
- Maintain proper attendance, duty, incident, and visitor-related records as applicable.
- Immediately report serious security incidents to the Client.
- Maintain confidentiality regarding the Client's premises, operations, records, and security arrangements.
- Ensure that its personnel comply with the Client's reasonable security instructions and site procedures.
- Remain responsible for the conduct and employment-related obligations of its personnel.

## 8. SECURITY EQUIPMENT

The Contractor shall provide the equipment specified in the bidding documents.

Any firearms, weapons, communication equipment, protective equipment, or other controlled equipment shall only be provided, possessed, or used where permitted by applicable law and pursuant to the required licenses and authorizations.

The Contractor shall ensure that its personnel use all equipment responsibly and strictly in accordance with applicable law and approved procedures.

## 9. USE OF FORCE

Security personnel shall act strictly within the limits of applicable law.

Any use of force shall be lawful, necessary, and proportionate to the circumstances. Security personnel shall not use excessive or unauthorized force.

Any serious use-of-force incident shall be reported immediately to the Client and, where required by law, to the relevant authorities.

## 10. INCIDENT REPORTING

The Contractor shall immediately notify the Client's designated representative of any serious incident involving, among other matters:

- Theft or attempted theft;
- Unauthorized entry;
- Violence or threats;
- Fire or significant property damage;

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35

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- Loss of Client property;
- Serious injury;
- Security personnel misconduct;
- Any suspected criminal activity.

A written incident report shall be submitted within **[24] hours** or such other period specified by the Client.

## 11. FEES AND PAYMENT

The Client shall pay the Contractor the agreed charges set out in the bidding documents.

Monthly service fee: **[Amount]**

Applicable taxes: **[Details]**

Payment shall be made within **[number] days** of receipt and verification of the Contractor's valid invoice and supporting documents.

The Contractor shall comply with all applicable tax and statutory requirements.

No additional charges shall be payable unless approved in writing by the Client.

## 12. ATTENDANCE AND VERIFICATION

The Contractor shall maintain accurate attendance records for all deployed personnel.

The Client may verify deployment and attendance through duty rosters, attendance registers, electronic attendance systems, inspection reports, or other mutually agreed methods.

Payment may be adjusted for personnel or services not actually provided, subject to the terms of the Agreement.

## 13. EMPLOYMENT RESPONSIBILITY

The Contractor shall remain solely responsible for the recruitment, employment, wages, benefits, insurance, leave, discipline, and other employment-related obligations of its personnel, to the extent required by applicable law.

Nothing in this Agreement shall be interpreted as creating an employment relationship between the Client and the Contractor's security personnel.



## 14. CONFIDENTIALITY

The Contractor and its personnel shall keep confidential all information concerning the Client's operations, premises, personnel, security arrangements, access procedures, documents, and business affairs obtained during performance of this Agreement.

Such information shall not be disclosed to any third party except:

- With the Client's prior written authorization;
- Where required by law; or
- To the extent necessary for lawful performance of the services.

This obligation shall survive termination of the Agreement.

## 15. RECORDS AND DOCUMENTATION

The Contractor shall maintain relevant records, including:

- Duty rosters;
- Attendance records;
- Security inspection reports;
- Incident reports;
- Visitor/vehicle records where applicable;
- Training records; and
- Other documents reasonably required under the Agreement.

The Client may inspect relevant records during normal working hours, subject to applicable law and reasonable confidentiality requirements.

## 16. SUBCONTRACTING

The Contractor shall not subcontract or transfer the security services to another company without the prior written consent of the Client.

The Contractor shall remain responsible for the performance of any approved subcontractor.

## 17. INSURANCE AND LIABILITY

The Contractor shall maintain insurance and other statutory coverage required by applicable law for its business and personnel.

The Contractor shall be responsible for loss, damage, injury, or expense caused by its negligence, misconduct, or failure to perform its contractual obligations, to the extent established under applicable law.

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37

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Neither Party shall be liable for losses caused solely by circumstances beyond its reasonable control, subject to the provisions concerning force majeure.

## 18. COMPLIANCE WITH LAW

The Contractor shall comply with all applicable laws, regulations, licensing requirements, labour requirements, tax requirements, and security-sector rules applicable to the provision of security services. The Contractor shall maintain all licenses, registrations, permits, and approvals required for lawful operation and deployment of its personnel.

## 19. PERFORMANCE STANDARDS

The Contractor shall maintain the agreed level of staffing and service throughout the Contract Period.

Repeated absenteeism, unauthorized withdrawal of guards, failure to maintain agreed staffing levels, serious misconduct, or repeated failure to perform agreed duties may constitute a material breach of this Agreement.

## 20. FORCE MAJEURE

Neither Party shall be liable for failure to perform an obligation caused by circumstances beyond its reasonable control, including natural disasters, war, civil disturbance, government restrictions, or other events recognized as force majeure under applicable law.

The affected Party shall notify the other Party as soon as reasonably practicable.

## 21. TERMINATION

Either Party may terminate this Agreement by giving **[30] days'** written notice, subject to any mandatory requirements of applicable law.

The Client may terminate the Agreement immediately, subject to applicable law and contractual requirements, in the event of serious breach, including:

- Loss or cancellation of the Contractor's required licence;
- Fraud or serious misconduct;
- Persistent failure to provide contracted personnel;
- Serious or repeated security failures;
- Material breach of confidentiality;
- Unlawful conduct by the Contractor in connection with the services; or
- Failure to remedy a material breach within the specified cure period.



Upon termination, the Contractor shall withdraw its personnel in an orderly manner and return Client property, documents, keys, access cards, and other items belonging to the Client.

## 22. DISPUTE RESOLUTION

The Parties shall initially attempt to resolve any dispute through good-faith negotiations between their authorized representatives.

If the dispute cannot be resolved through negotiation within **[30] days**, it shall be referred to **[arbitration/court of competent jurisdiction]** in accordance with applicable law.

**Governing law:** The laws of **[Islamabad/Pakistan]** shall govern this Agreement.

## 23. AMENDMENTS

No amendment, modification, or waiver of this Agreement shall be valid unless made in writing and signed by authorized representatives of both Parties.

## 24. ENTIRE AGREEMENT

This Agreement, together with its annexes and any documents expressly incorporated into it, constitutes the entire agreement between the Parties concerning the security services.

In the event of inconsistency, the following order of precedence shall apply unless otherwise specified:

1. This Agreement;
2. Special Conditions;
3. Scope of Services;



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39

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## 25. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement through their duly authorized representatives.

### FOR THE PROCURING AGENCY / CLIENT

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Official Stamp: \_\_\_\_\_

### FOR THE SECURITY FIRM / CONTRACTOR

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Official Stamp: \_\_\_\_\_



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40

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#### 4. Performance Security Form

[ON THE LETTERHEAD OF THE SECURITY FIRM]

Ref. No.: \_\_\_\_\_

Date: \_\_\_\_\_

To

The \_\_\_\_\_  
[Name of Procuring Agency / Department]  
[Complete Address]

**Subject: SUBMISSION OF  
PERFORMANCE SECURITY @ 10% IN  
THE SHAPE OF BANK DRAFT**

Tender No.: \_\_\_\_\_  
Tender Title: Provision of Security Services

Dear Sir/Madam,

With reference to the above-mentioned tender/contract and in accordance with the terms and conditions of the tender, we hereby submit the required **Performance Security equivalent to 10% of the Contract Value in the shape of a Bank Draft.**

The details of the Performance Security are as follows:

- **Name of Contractor/Security Firm:** \_\_\_\_\_
- **Contract/Tender No.:** \_\_\_\_\_
- **Total Contract Value:** PKR \_\_\_\_\_
- **Performance Security @ 10%:** PKR \_\_\_\_\_
- **Bank Draft No.:** \_\_\_\_\_
- **Date of Bank Draft:** \_\_\_\_\_
- **Issuing Bank:** \_\_\_\_\_
- **Issuing Branch:** \_\_\_\_\_
- **In Favour of:** \_\_\_\_\_

We request you to kindly accept the enclosed Bank Draft as the required **Performance Security @ 10%** against the above-mentioned contract.

We further undertake to comply with all the terms, conditions, specifications and obligations stipulated in the tender/contract documents and confirm that the Performance Security shall remain with the Procuring Agency for the period and purpose prescribed under the applicable tender/contract conditions.

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41

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The original Bank Draft is enclosed herewith for your necessary record and further processing.

Thanking you.

Yours faithfully,

For and on behalf of

M/s \_\_\_\_\_

[Security Firm Name]

Authorized Signatory: \_\_\_\_\_

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

Designation: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Enclosure: Original Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for PKR

\_\_\_\_\_



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42

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## Past Experience / Contracts

| Contracts over <i>[insert amount]</i> during the last three years: |       |      |                         |                        |
|--------------------------------------------------------------------|-------|------|-------------------------|------------------------|
| Procuring Agency                                                   | Value | Year | Goods/Services Supplied | Country of Destination |
|                                                                    |       |      |                         |                        |
|                                                                    |       |      |                         |                        |
|                                                                    |       |      |                         |                        |
|                                                                    |       |      |                         |                        |
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