



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PIDC)



### Invitation To Bid

#### PROCUREMENT OF SECURITY SERVICES

1. Pakistan Industrial Development Corporation (PIDC), a State-Owned Enterprise (SOE) intends to procure services of Security Guards with Allied Services for multiple locations in Pakistan including Head office, regional offices, Site offices and Projects. In this regard, experienced security firms / contractors; registered with PPRA for e-procurement on EPADS, Income Tax Department & who are on Active Tax payers List of the Federal Board of Revenue (FBR), having good reputation and hold offices in the major cities of Pakistan are invited to submit Proposals.
2. The scope of services is provided in bidding documents. Bidding documents including detailed TORs can be downloaded free of cost from EPADS (<https://eprocure.gov.pk>) / PPRA website ([www.ppra.gov.pk](http://www.ppra.gov.pk)) / PIDC website ([www.pidc.com.pk](http://www.pidc.com.pk)).
3. In order to clarify the bidder's queries for the captioned work, a pre-bid meeting will be held at 10:30 AM, **22<sup>nd</sup> May 2025** at below mentioned address.
4. Interested firms are requested to submit their proposals (Technical & Financial) electronically through PPRA EPADS on "**Single Stage Two Envelope**" procedure, and one original hard copy on or before **2<sup>nd</sup> June 2025** till 11 AM to below mentioned address. Technical proposals will be opened through PPRA EPADS on the same day at **11:30 AM**. Delayed / conditional / telegraphic proposals will not be entertained.
5. The Technical proposals shall be evaluated according to the criteria given in Bidding documents. Financial proposals of only technically qualified firms shall be opened and "**Most Advantageous Bid**" will be selected.
6. The proposals should be accompanied by a **Bid security** (refundable) amounting to **Rs. 200,000/-** in shape of pay order / demand draft in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of Bid Security shall be submitted along with the technical proposal on EPADS; however, the original bid security shall be submitted to PIDC on the address given below before the deadline of submission.
7. Procuring agency reserves the right to accept or reject any or all bids as per PPRA rules.
8. In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares holiday, then tender shall be submitted/opened on the next working day at same time.

#### **Manager Administration**

Pakistan Industrial Development Corporation (PIDC)  
2nd Floor, PIDC House, Dr. Ziauddin Ahmed Rd. Civil Lines, Karachi.  
Ph: +92-21-38266666-69  
Email: [admin@pidc.com.pk](mailto:admin@pidc.com.pk), Web: [www.pidc.com.pk](http://www.pidc.com.pk)



**PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION  
(PIDC)**



**BIDDING DOCUMENTS (BD)**

**Tender No.: PIDC/Admin/Tender/Security/2025-26**

**PROCUREMENT OF SECURITY SERVICES**

**FOR**

**MULTIPLE LOCATIONS OF PIDC OFFICES AND PROJECTS  
IN PAKISTAN**

**May, 2025**

Dated: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**SUBJECT: TENDER FOR SECURITY GUARDS SERVICES AT PIDC COMMERCIAL BUILDINGS, RESIDENTIAL UNITS, HUTS, PLOTS AND LAND LOCATED AT KARACHI.**

Dear Sir,

We are enclosing herewith the tender documents of the above job comprising the following: -

- a. Mandatory Requirement
- b. Technical Bid Evaluation Criteria
- c. General Information
- d. Scope of Work.
- e. Terms & Conditions
- f. Special Terms & Conditions.
- g. List of Buildings / Required staff details.
- h. Bill of Quantities.
- i. Forms of undertaking.

Kindly submit your bid online through EPADs and physical for the job along-with the above documents duly signed before **2<sup>nd</sup> June, 2025 at 11:00 AM.**

Technical Bids will be opened online through EPADs on same day at 11:30 hrs in the presence of tenderers or their authorized representatives who may desire to be present.

Regards,

Manager  
Administration

**A. MANDATORY REQUIREMENT FOR QUALIFICATION OF FIRMS**

- a) The Security Company shall be registered with the Security Exchange Commission Pakistan ("SECP").
- b) National Tax Number from FBR and holding the valid NTN Certificate (copy required)
- c) The firms must have minimum experience of three (3) years from the date of Incorporation / Registration. Firm is required to provide incorporation/registration certificate with Government Body/Institution and SECP.
- d) Holding Communication wireless license for the equipment/gadgets from relevant agency.
- e) Holding the valid Licenses as Security Company from province Home Department and / or Ministry of Interior of concerned registered association (copy required)
- f) Affidavit on stamp paper (original), declaring that the company is not black listed by any Government / Semi-Government organization.
- g) An undertaking on Stamp paper that Security Company is financially sound to pay the salaries of deputed security guards and other related expenses for 3 months.
- h) Registration with EOBI
- i) Minimum 1 Relevant Security Contract executed by the firm during past 03 years
- j) Affidavit on stamp paper that all the documents, particulars / information furnished are true and correct with their bid otherwise their bids shall be rejected straightaway.

***Note:***

- *Documentary evidences should be submitted against above requirements.*
- *For completed contracts, completion certificate/ contract alongwith final settlement should be submitted.*
- *For in-hand contracts, performance certificate/ contract alongwith latest payment proof should be submitted.*

## B. TECHNICAL BID EVALUATION CRITERIA

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total / Maximum points allocated
<b>1</b>	<b>Company Profile</b>		
1.1	Years of Experience in Security Works		
	3 to 5 years	02	10
	5 to 7 years	04	
	8 to 10 years	06	
	11 to 15 years	08	
	Above 15 years	10	
<b>1.2</b>	<b>General Security Contracts executed by the firm during past 05 years (Rs. 30 million or above per contract)</b>		
	2 marks per contract (Max. 05 contracts)	02	10
<b>1.3</b>	<b>Relevant Security Contracts executed by the firm during past 05 years (Rs. 30 million or above per contract)</b>		
	2 marks per contract (Max. 5 contracts)	03	15
<b>1.4</b>	<b>Provide the detail of Ex-Army Personal / Armed Guard along with weapons and ammunition held by the Company with license</b>		
	i. Ex-Army Personal (less than 10)	05	15
	ii. Ex-Army Personal (10 and above)	10	
	iii. Ex-Army Personal (20 and above)	15	
<b>1.5</b>	<b>Type of Weapons</b>		
	Automatic (1 mark per license, 0 marks less than 5 license)	05	10
	Semi-Automatic (1 mark per 10 license, 0 marks less than 10 license)	05	
<b>1.6</b>	<b>Security Training</b>		
	In house training provided by the company itself. Copy of trainings provided is to be attached	05	10
	Training Provided by the other relevant Government department/ Agencies. Copy of trainings provided is to be attached	05	
<b>1.7</b>	<b>Last 12 months company pay roll to prove and shown the min. 50 number of security guards who are permanent employees of the company with employees' code.</b>	5	5
<b>1.8</b>	<b>Average Turn Over in last 03 Years (Audited Accounts)</b>		
	1 mark per million PKR	1	25
	<b>Total marks</b>		<b>100</b>

### **Note:**

- Minimum passing marks is 70
- Documentary evidences should be submitted against above requirements.
- For completed contracts; completion certificate/ contract alongwith final settlement should be submitted.
- For in-hand contracts; performance certificate/ contract alongwith latest payment/ communication proof should be submitted.
- Any misdeclaration / misstatement will be taken serious and company can be blacklisted. Same will be announced and informed in the Newspapers, PPRA and to other relevant agencies)
- Any other scientific solution for enhancing security measures proposed within the quoted bid price by the bidder shall be beneficial to its technical proposal (2 grace marks may be provided).

### **C. GENERAL INFORMATION / INSTRUCTION TO BID**

- 1- The bid shall be submitted online through EPADs contain separately the “**Technical Bid**” (alongwith Bid security), and the “**Financial Bid**”. All contractors / Firms are advised to submit Bid Securities physically on or before opening date and time.
- 2- After Technical Evaluation, “**Financial Bid**” of technically accepted bidders will be opened with prior intimation to all qualified bidder(s) through EPADs.
- 3- In order to clarify the bidder’s queries for the captioned work, a pre-bid meeting will be held at **10:30 AM, 22<sup>nd</sup> May 2025** at below mentioned address. Also, queries / clarifications required from bidder shall be addressed through EPADs on working days.
- 4- PIDC will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 5- The successful contractor will follow all instructions issued by corporation in connection of Security Service.
- 6- The Procuring Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
- 7- **Bid security**
  - a The security company will submit Bid Security of **Rs. 200,000/-** in shape of pay order / demand draft in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of Bid Security shall be submitted along with the technical proposal on EPADS; however, the original bid security shall be submitted to PIDC on the address given below before the deadline of submission.
  - b Bid security must be valid for twenty-eight (28) days after the end of the bid validity period of 120 days.
  - c The bid security may be forfeited; if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.
  - d Any e-bid not attached with Bid Security shall be rejected by the Employer as non-responsive.
  - e Un-successful Bidder's bid security will be discharged / returned after announcement of results.
  - f The bid security will be returned to successful bidder upon submission of 5% Performance Guarantee (of contract amount) in the shape of Guarantee from any scheduled Bank in Pakistan / Insurance Company (min. AA rated) after issuance of Letter of Intent / Acceptance.
  - g In the case of successful Bidder, if the Bidder fails to submit a performance guarantee, the bid security will be forfeited.
- 8- In the case of successful Bidder, if the Bidder fails to sign the Contract, the performance guarantee will be forfeited.
- 9- The performance guarantee will remain effective till the effectiveness of this contract.
- 10- The successful Security Firm shall have to arrange and provide an Insurance Coverage of **Rs.1,000,000/- (Rupees Ten Lacs Only)**, in favor of Pakistan Industrial Development Corporation (PIDC) to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.
- 11- If two or more bidders quoted equal rate in bid, then the contract will be awarded to the bidder with higher technical marks.
- 12- Personnel of the Security Company must be energetic, trained and physically fit.
- 13- PIDC shall not pay any advance payment against hiring the Security Company.

#### **D. SCOPE OF WORK**

1. The Security Company will provide Shot Guns/Rifles (Semi-automatic) and Pistols / Revolvers in good and working condition duly licensed by Federal / Provincial Government in the name of firm / company.
2. The Security Company will provide complete uniform with badges, caps, shoes etc. Extra Uniforms as and when needed.
3. The Security Company should provide well-trained guards/supervisors and ensure their frequent and continuous training throughout the contract period.
4. It will be the responsibility of the Security Company to be compliant with all applicable laws of the country in vogue.
5. Security Company will ensure security of all assigned sites and Projects 24/7/365 without any interruption.
6. It will be the responsibility of the Security Company to ensure replacement guards/supervisors without any extra charges where existing guards/supervisors are absent or on leave.
7. The Security Company shall provide torches, hand detectors, car checking mirrors and other safety related equipment at each building / location **as per requirement** for proper checking of pedestrians and vehicles.
8. The Security Company will keep a record of all entries in the premises and will intimate the In-charge concerned in case of any irregularity.
9. Proper parking of the **PIDC** Officials / authorized tenant's vehicles in the premises will be the responsibility of the security staff deputed in the parking area.
10. The company/firm to ensure the duties of the security guards and security supervisors on fortnightly rotation basis with the approval of PIDC.
11. Security Supervisor / Officer of the firm shall submit "Performance Report" to respective In-Charge(s) of PIDC on daily basis about "Guards and Security Services, Duty Inspection Performa" to be prepared for inspection of guards. Non-submission of the weekly "Duty Officer Inspection Performa" would be considered as noncompliance on the part of the security company.
12. The Company will provide and ensure that their employees while providing Services must be in uniform, have received and understood the Services / duties to be performed and have the following in their possession:
  - a. Computerized National Identity Card (CNIC)
  - b. Company identity card should be prominently displayed on his uniform.
  - c. A torch for guards on evening and night duty.
  - d. Licensed arms and all other equipment necessary for him to perform the Services.
  - e. For any licensed arms carried by any guard, arms license in relation thereto.

## **E. TERMS AND CONDITIONS**

1. PIDC will not under any circumstances provide any space for stay of security guards beyond the duty hours. In case such situation arises, Security Company shall arrange space at its own.
2. All taxes, duties, Government levies and charges etc. shall be borne by the Security Company.
3. All Ex-Army security supervisors / guards are required to produce Discharge certificates.
4. PIDC will supervise and regulate the duties of the staff through respective in-charge. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
5. The age of the security guards shall not be less than 20 years & over **55** years (personnel with disabilities will not be allowed under Genuine Occupational Requirement))
6. Height of deputed guard at PIDC locations is not less than 5 Feet and 2 Inches, weight not less 55 KG and more than 80 KG.
7. The Security Supervisors / guards may be at least matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.
8. PIDC shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
9. In the employment of its staff the Company must ensure that all such persons are of reputable character and are adequately qualified / trained for rendering the Services as are required to be performed by this Agreement. For security reasons, the Company must maintain a profile of each of its employees. Their antecedents and character be verified from Police.
10. This contract will be valid for a period of 3 years. However, **PIDC reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one-month advance notice.**
11. Three months prior notice in writing shall be served by the security company for termination of contract.
12. If any Guard / employee of the Security Company found not suitable for the job by PIDC, the employee be replaced by the Security Company within one day of receiving notice.
13. PIDC reserves the right to use any Guard / Supervisor as escort or depute on duty with senior officers of PIDC under intimation to Security Company.
14. Any change / turnover of guards / supervisory staff to be done with prior permission of PIDC (at-least at 03 days prior notice).
15. Child Labor rules and basic human rights will not be violated by the Contractor.
16. The Firm / Contractor shall be bound to provide the sanctioned strength of Security Guards at all- time even on holiday including Sunday.
17. The Firm / Contractor will be responsible for any theft or pilferage committed in the premises and shall make good all the loss incurred to PIDC.
18. The Firm / Contractor will ensure that the Guards will use / wear neat and clean uniform with cap and badges.
19. Firm / Contractor shall be responsible for personal hygiene of the Security Guards.
20. Indiscipline by Security personnel involved in immoral activities will not be allowed to serve.
21. All the payments to the security staff / workers of the contractor shall be made by the contractor himself in the Bank Account of staff within first five (05) days **of succeeding month and as per Laws** presently in force or amended in future and the Corporation shall not be responsible in any way. **Contractor will ensure that the minimum wages announced by Government of Pakistan / Province will be adhered to at all times and should submit documentary evidence to the concerned agency / department as and when required.** Further the Contractor shall ensure regular payments of EOBI & regional social security to concerned department for staff deputed at PIDC properties and shall submit undertaking to this effect with every month bill.
22. The deployment / number of Security Guards can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
23. In case of an emergency the Security Company must have adequate available resources and bound to provide back up on demand at desired location.
24. The Security Company will be fully responsible in case of misconduct caused by the security personnel.
25. EOBI/ regional social security deposit receipts of last month for all security personals deputed at PIDC location must be submitted with every running bill.
26. Security Company shall ensure that no guard makes double duty at any location and also no other contract guards are allowed to make double duty on PIDC locations.
27. Daily attendance will be marked in the register, and the daily attendance sheet shall be verified by Supervisor and Project officials. In case of absent of any security staff PIDC reserves the right to deduct



amount of leave from the monthly payments of the Security Company.

28. The total contract period is for three (03) years, extendable upto three (03) years on same terms and conditions except increase/decrease of security guards based on good performance of the Security Company and mutual consent by both parties.
29. The **financial proposal** shall be inclusive of all profits, applicable government taxes, fees of EOBI & regional social security, Group Insurance etc. as per government rules.

**30. DEDUCTIONS & PENALTIES:**

- a. During duty if any guard(s) is found asleep, missing from duty, PIDC reserves the right to impose penalty / deduction of security charges. Supervisor Security Company shall maintain security register at each location detailing the duties, incidents etc., which will be duly checked by respective building In-charge daily.
- b. If services provided are not up-to mark, deduction from monthly bills in range of up-to 10% of monthly bill excluding wages value will be made as assessed by PIDC Officer. Such decision will be binding on Contractor / Firm. Deduction for not providing equipment will be as under;
- |  |                   |
|--|-------------------|
| • Car Checking Mirror                        | Rs. 500/- per day |
| • Metal Detector                             | Rs. 500/- per day |
| • Torch                                      | Rs. 500/- per day |
| • Improper / ill-uniformed                   | Rs.300/- per day  |
| • Performing Inefficient Duty / Restlessness | Rs.300/- per day  |
- c. In case of noncompliance of deployment of Guards as per contract i.e. non-placement of **trained and certified Supervisors and guards**, unarmed guards or insufficient guards, placement of over aged guard(s), lethargic guard, guards without proper uniform, and not as per contract deployment / terms, PIDC reserve the rights to deduct the salary @ 1.5 times the salary of guard per day for such guard.
- d. PIDC will make up-to 10% deduction (excluding wages) from the respective monthly bill(s) of the security company in case of un-satisfactory performance during that month Shifts are to be arranged by the Company so that each guard is provided adequate leave and is replaced by another guard during his absence from duty. To ensure full deployment and working schedule of security guards deputed in the PIDC offices and projects should follow 24/7/365.
- e. Violations, such as offensive behaviour that includes, but is not limited to scuffling etc. may lead to a penalty of up to 5% of the monthly bill

## F. SPECIAL TERMS AND CONDITIONS

1	Nature of Job.	Security Service of PIDC offices and projects at multiple locations in Pakistan.
2	Place of submission of Tender.	PIDC House, 2 <sup>nd</sup> floor, Dr. Ziauddin Ahmed Rd. Civil Lines, Karachi.
3	Date and time of opening of Tender.	a. Submission of bid on <b><u>2<sup>nd</sup> June 2025 at 11:00 AM</u></b> b. Opening of Technical Bid on same day <b>at 11:30 AM.</b> c. Opening of Financial Bid shall be intimated later to the post qualified bidders.
4	Bid Security.	Original Bid Security of Rs. 200,000/- in shape of pay order / demand draft in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of Bid Security shall be submitted along with the technical proposal on EPADS; however, the original bid security shall be submitted to PIDC on the address given below before the deadline of submission.
5	Release of Bid Security.	a. Un-successful Bidder's bid security will be discharged / returned after announcement of results. b. Bid Security of lowest two bidders will be retained up-to the issuance of performance guarantee by a successful bidder. c. To the successful bidder, bid security will be released on providing 5% Performance Guarantee (of contract amount) in the shape of Guarantee from any scheduled Bank in Pakistan / Insurance Company (min. AA rated) after issuance of Letter of Intent / Acceptance. This Guarantee shall be returned on satisfactory conclusion of the contract (without interest).
6	Bid Validity Period	120 days
7	Places of duty.	listed in <b>Annexure "A"</b> .
8	Mode of payment.	PIDC will pay monthly bills based on actual Guards deployed for the services. The payment will be made on satisfactory services each month after all deductions <b>as per contractual obligations</b> .
9	Contract Period.	Three Years (36 months).
10	Date of commencement.	The Security Company will be bound to arrange the security guards within 10 days after issuance of Letter of Intent or within any extended period if allowed by PIDC
11	Deduction from Bills.	<ul style="list-style-type: none"> <li>• <b>Income Tax, Sales Tax</b> or any other taxes levied by the Government of Pakistan</li> <li>• Deductions as per contract for non-fulfillment of contractual obligations referred in the <b>Scope of Tender</b> terms.</li> </ul>
12	Timings of duty	24-hours (In shifts)
13	Insurance Cover.	The successful Security Firm shall have to arrange and provide an insurance coverage of Rs. 1,000,000/- (Rupees one million Only), in favor of <b>"PIDC Industrial Development Corporation (PIDC)"</b> to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.
14	Rotation.	Duties of guards on quarterly rotation basis within or different locations.
15	Black Listing	As per PIDC Black Listing Procedure / PPRA rules

**G. LIST OF BUILDINGS / REQUIRED STAFF DETAILS**

S.No	Zone	Security Supervisor			Guards			Walkies Talkies	Mobile/Vehicle	M/Cycle
									(Hilux/Pickup)	(70Ccor>)
		Day	Night	Total	Day	Night	Total	Total (With Chargers)	24 HRS	24 HRS
1	KCIP	1	1	2	12	14	26	10	1 Pickup	2
2	BQIP	1	1	2	20	25	45	26	1 Hilux	2
3	RIP		1	1	6	6	12	6	1 Hilux	1
5	PIDC house	1	1	2	7	3	10			
6	Shantinagar Dalmia				2	2	4			
7	NFIP	1		1	2	2	4			
8	Bath Island Flats				2	2	4			
9	PACO Office SEL building				1	1	2			
10	PIDC/IFC building	1	1	2	6	5	11			
11	AT & TC Pak Steel Mills				2	2	4			
12	SIP/CEFW A				1	1	2			
13	Reg. Office LHR			-			-			
14	Salva Oil Mills Sheikhpura				1	1	2			
15	Murafco Industries Faisalabad				2	1	3			
16	CFTMC Chinniot				1	1	2			
17	CFTMC Peshawar				1	1	2			
<b>Total</b>		<b>5</b>	<b>5</b>	<b>10</b>	<b>66</b>	<b>67</b>	<b>133</b>	<b>42</b>	<b>3</b>	<b>5</b>

**Note:**

- The above quantity of Guards and Supervisors may vary/alter as per requirement of PIDC.

## **H. DUTIES OF THE SUPERVISOR AT EACH LOCATION**

1. He shall be responsible for overall Security services provided to PIDC at respective location.
2. He shall ensure that all the security personnel deputed by the company are as per criteria set forth by PIDC are fit to serve and possess good character and no criminal record.
3. Must check all the weapons provided by the company fortnightly. Ensure all the weapons are licensed and operative.
4. He will be required to inspect the properties from all Security aspects. Do the Risk assessment, propose security plan for implementation of PIDC.
5. He shall make intermittent visits, ensure guards deputed are performing their duties, are properly dressed, fit and fine, ensure deployment plans, mitigate absenteeism, report and investigate any mishap, ensure liaison with law enforcing authorities. Shall lead in emergency response situation and containment.
6. Shall have proficiency in operating security technology like CCTV, access control systems, and alarms.
7. Meticulous attention to detail and a composed demeanor during high-pressure emergency scenarios.
8. Knowledgeable about pertinent security laws, regulations, and industry best practices.
9. Must workout security assessment, imminent threats, plan response and held regular meetings with PIDC for preventive or post mitigation.

## **I. FINANCIAL PROPOSAL**

The monthly rate and total annual amount for provision of Security Guards, on 24 hours basis inclusive of all payable taxes quoted below:

S. No	Description	No. of Persons	Service Charges**** per head (Rs.)	Total Monthly Charges (Rs.)	Annual Charges (Rs.)
		A	B	C = A x B	D = 12 x C
1	Armed Guard* (Trained & Certified)	133			
2	Security Supervisor** (Ex Army man/ Equivalent/ Trained & Certified)	10			
3	Mobile Vehicle*** (Brand new Suzuki Pickup)	1			
4	Mobile Vehicle*** (Brand new Hilux)	2			
5	Motor Cycle*** (Brand new Motor Cycle – not below 70 cc)	5			
6	Walkie Talkies	42			
	<b>Total</b>				
	<b>Total Charges for 3 years contract period</b>				

Note:

- \* For Guard, wages should not be less than Government notified minimum wage.
- \*\* For Supervisor, wages should be Government notified minimum wage + Rs. 7,000 (atleast).
- \*\*\* Mobile vehicles should be inclusive of fuel.
- \*\*\*\* Service charges should be inclusive of all applicable taxes and duties (including contract stamp duty); uniforms and shoes charges; EOBI and social security payment; and should also include medical health insurance coverage at minimum limit of Rs. 100,000/- annum (only for individual), and annual Group life insurance coverage as per prevailing rules/act in Pakistan.
- Financial proposal shall be inclusive of all profits, applicable government taxes, contractual stamp duties, fees of EOBI & regional social security, Group Insurance etc. as per government rules
- In case of revision in minimum wage as notified through Government's minimum wage notification, then minimum wages and all associated costs will be revised.
- Evidence of monthly salary/wages payments through banking channel, payment of EOBI and social security to be submitted to the employer each month.
- Proof of payment of medical health insurance and group life insurance should be submitted (when applicable).

**J. UNDERTAKING**

**AFFIDAVIT (Stamp paper of Rs.100/-)**

We do hereby confirm to have read carefully the requirements and instructions of this bidding document along with the complete set of terms and conditions of security service and also do hereby confirm as follows:

1. That, M/s \_\_\_\_\_ shall abide by all the (i) instructions/conditions of the bidding documents; (ii) the other conditions and PIDC rules and regulations; (iii) all other special instructions given from time to time; and (iv) enforced PPRA Rules.
2. That, M/s \_\_\_\_\_ is not blacklisted by any Govt. Department/Authority in Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PIDC reserves, the right to reject the bid other than forfeiting the Bid Security and may also initiate suitable legal action which may include blacklisting of the Bidder.

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

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

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

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

**K.     EXPERIENCE OF THE FIRM**

**[NAME OF THE FIRM / CONTRACTOR]**

- |  |   |              |
|--|---|--------------|
| 1. Name of Assignment                            | : |              |
| 2. Country                                       | : |              |
| 3. Name of Client                                | : |              |
| 4. Address                                       | : |              |
| 5. Start Date                                    | : | Month / Year |
| 6. Completion Date                               | : | Month / Year |
| 7. Type of Staff Provided                        | : |              |
| 8. Average No. of Staff per Month                | : |              |
| 9. Approx.: Value of Services                    | : |              |
| 10. Description of Services Provided by the Firm | : |              |

**L.     FINANCIAN PROPOSAL SUBMISISON FORM**

[Location, Date]

Name

We, the undersigned, offer to provide the security services for in accordance with your request for Proposal dated \_\_\_\_\_, and our Proposal (Technical and Financial Proposals). Our attached financial proposal is for the sum [Amount in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., 120 days (extendable).

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



# AGREEMENT OF SECURITY SERVICES

This agreement (the “Agreement”) is executed on this day \_\_\_\_\_ **BETWEEN** M/s \_\_\_\_\_ Security Services (Pvt) Ltd, a private sector security services company incorporated under the laws of Pakistan and having its registered office at \_\_\_\_\_ through its authorized representative, Chief Executive Officer (hereinafter called the “Security Company”) (which expression shall mean and include, its successors-in interest and assigns), of the one part.

AND

**PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT) LIMITED (PIDC)**, having its registered office at **PIDC House, 2nd Floor, Dr. Ziauddin Ahmed Road, Civil Lines, Karachi** through its authorized representative Mr. \_\_\_\_\_ (\_\_\_\_\_), bearing CNIC No. \_\_\_\_\_ (hereinafter called the “Customer”) (which expression shall mean and include, its successors-in interest and assigns) of the other part.

The Security Company and the Customer are hereinafter collectively referred to as the “Parties” and individually as the “Party”.

**WHEREAS**, the Security Company is in the private security services business, and is providing inter alia, private security guards/personnel and supplying and installing security systems.

**WHEREAS**, the Customer requires the Security Company to provide the services (defined herein below) and the Security Company is desirous of providing security services at a high standard for the persons and moveable/immoveable property of the Customer (the Premises’), as set out in this Agreement at the following locations:

Sr#	Location (s)	Sr#	Location (s)
1	PIDC House	9	PIDC/IFC Building ISB & TLG Plot F-8 Islamabad
2	Shanti nagar Property	10	Regional Office LHR
3	Bath Island Flats	11	RIP
4	PACO Office SEL Building	12	SIP/CEFWA
5	AT&TC Pak Steel Mills	13	Salva Oil Mills Sheikhpura
6	KCIP	14	Murafco Industries Faisalabad
7	BQIP	15	CFTMC Chiniot
8	NFIP Naushero Feroze	16	CFTMC Peshawar

**AND WHEREAS**, the Parties are executing this Agreement to establish the terms and conditions that will govern their relationship with respect to the Services offered by the Security Company to the Customer;

**NOW THEREFORE**, in consideration of the mutual covenants and promises contained herein, and subject to the following provisions, the Customer and the Security Company hereby agree to the following:

## 1. TERMS OF AGREEMENT

- a. **Period.** This agreement shall come into force on the date of its execution i.e., \_\_\_\_\_ and shall expire after one (01) year i.e., \_\_\_\_\_ (both days inclusive) (the “Term”). Contract is renewable upto three (03) years on same terms and conditions except increase/decrease of security guards based on good performance of the Security Company and mutual consent by both parties.
- b. **Execution.** The Security Company will be bound to execute the directives and instructions of the Customer.
- c. **Customer.** means the “Pakistan Industrial Development Corporation (Pvt.) Limited. (PIDC)”

## **2. SECURITY SERVICES**

The Security Company will be fully responsible to provide satisfactory services at the Premises. The Security Company agrees to meet the following requirements:

- a. The Security Company will provide Shot Guns/Rifles (Semi-automatic) and Pistols / Revolvers in good and working condition duly licensed by Federal / Provincial Government in the name of firm / company.
- b. The Security Company will provide complete uniform with badges, caps, shoes etc. Extra Uniforms as and when needed.
- c. It will be the responsibility of the Security Company to be compliant with all applicable laws of the country in vogue.
- d. It will be the responsibility of the Security Company to ensure replacement guards/supervisors without any extra charges where existing guards/supervisors are absent or on leave.
- e. The Security Company shall provide torches, hand detectors, car checking mirrors and other safety related equipment at each building / location **as per requirement** for proper checking of pedestrians and vehicles.
- f. The Security Company will keep a record of all entries in the premises and will intimate the In-charge concerned in case of any irregularity.
- g. Proper parking of the **PIDC** Officials / authorized tenant's vehicles in the premises will be the responsibility of the security staff deputed in the parking area.
- h. The company/firm to ensure the duties of the security guards and security supervisors on fortnightly rotation basis with the approval of PIDC.
- i. Security Supervisor / Officer of the firm shall submit "Performance Report" to respective In-Charge(s) of PIDC on daily basis about "Guards and Security Services, Duty Inspection Performa" to be prepared for inspection of guards. Non-submission of the weekly "Duty Officer Inspection Performa" would be considered as noncompliance on the part of the security company.
- j. The Company will provide and ensure that their employees while providing Services must be in uniform, have received and understood the Services / duties to be performed and have the following in their possession:
  - i. Computerized National Identity Card (CNIC)
  - ii. Company identity card should be prominently displayed on his uniform.
  - iii. A torch for guards on evening and night duty.
  - iv. Licensed arms and all other equipment necessary for him to perform the Services.
  - v. For any licensed arms carried by any guard, arms license in relation thereto.
- k. The Guards provided will be energetic, having adequate experience, capable of understanding English and Urdu and healthy. They should be deployed at the Premises. Guards provided by the Security Company should not be below the age of 20 years and not more than 55 years of age. The Guards should be in full uniform, which shall be provided by the Security Company. The Customer will not accept physically or mentally unfit people to perform the security duties.
- l. Daily attendance will be marked in the register at the point as well as daily attendance sheet duly signed for submission to security in-charge at the Premises' 'for calculation and compilation on monthly basis.
- m. Representative from the Security Company will randomly (at least four times a month) monitor the performance of the Guards as per terms and conditions of the Agreement and verify the same on attendance register.
- n. The Security Company will provide and ensure that each Guard on duty has received and understood written instructions for basic duties, is dressed in proper uniform of the Security Company and is fully equipped to discharge his duties. Each Guard is to be issued with two new uniforms before they start providing their services at the Premises.

- o. The armed Guards will be called “Standing Security Guards” and will vigilantly patrol the area of and around the Premises’ throughout their duty hours which will be for twenty-four (24) hours, Seven (7) days a week. In case of any mishap, loss, theft or criminal action on the Premises, the Security Company will be held responsible, under all circumstances and subject to the completion of all legal proceedings as may be required.
- p. The Security Company will be responsible to get each Guard medically examined. The Security Company must provide the medical certificate to the Customer at the execution of the Agreement. A routine medical examination must be carried out annually and the Customer must be provided with a copy of the certificate. Similarly, the Security Company shall provide character certificates of each guard with verified antecedents.
- q. The Security Company will be responsible for introducing a Guard to the in-charges Security officer at the Premises before deployment of the same as a substitute.
- r. The security company shall provide security services as per “PIDC Security Management Plan/Policy” which includes protection of PIDC assets/premises, employees, tenants and periodic re-assessment as per law-and-order situation.

### **3. DEPLOYMENT OF GUARDS**

- a. The Security Company should provide well-trained guards/supervisors and ensure their frequent and continuous training throughout the contract period.
- b. Guards will be deployed on the premises for twenty-four (24) hours, seven (7) days a week.
- c. The premises will be patrolled / monitored by the Guards of Security Company, for twenty-four (24) hours, seven (7) days a week.
- d. The average shift of a Guard will not exceed twelve (12) hours a day, seven (7) days a week.
- e. The Security Company agrees to provide Guards, as per clause-4(f) of the Agreement.
- f. In case PIDC requires additional or reduce the strength of Guards, the Security Company shall provide at the same rates and agreed terms. The Security Company must comply with this request on being given a twenty-four (24) hour notice.

### **4. PAYMENT OF SERVICES CHARGES**

- a. The Customer will pay services charges on monthly basis by the tenth (10) day of each month on submission of invoice. The invoice must be submitted by the second (2) day of each month, along with a full description of the attendance of Guards along with the name of the Guards that provided services for that month.
- b. The additional services charges will be paid as per agreed terms of letter of award.
- c. PIDC shall not be responsible in any manner to pay any further amounts except that stated in clause 4 (a) & (b).
- d. The Security Company will arrange utilities, food, accommodation, fuel and any other such facilities to their Guards on their own expenses / cost. No payment of any other costs or charges will be made by the PIDC to the Guards or the Security Company in any manner.
- e. The Security Company shall be exclusively responsible for all applicable taxes, charges and duties required to be paid under law.
- f. **Service Charges:** The following service charges, inclusive of all payable taxes, have been agreed upon by both Parties for the provision of Security Guards on a 24-hour basis, with the quoted monthly rate and total annual amount subject to revision on an annual basis with mutual consent

S. No	Description	No. of Persons	Service Charges***** per head (Rs.)	Total Monthly Charges (Rs.)	Annual Charges (Rs.)
		A	B	C = A x B	D = 12 x C
1	Armed Guard* (Trained & Certified)	133			

2	Security Supervisor** (Ex Army man/ Equivalent/ Trained & Certified)	10			
3	Mobile Vehicle*** (Brand new Suzuki Pickup)	1			
4	Mobile Vehicle*** (Brand new Hilux)	2			
5	Motor Cycle*** (Brand new Motor Cycle – not below 70 cc)	5			
6	Walkie Talkies	42			
	<b>Total</b>				
	<b>Total Charges for 3 years contract period</b>				

Note:

- \* For Guard, wages should not be less than Government notified minimum wage.
- \*\* For Supervisor, wages should be Government notified minimum wage + Rs. 7,000 (atleast).
- \*\*\* Mobile vehicles should be inclusive of fuel.
- \*\*\*\* Service charges should be inclusive of all applicable taxes and duties (including contract stamp duty); uniforms and shoes charges; EOBI and social security payment; and should also include medical health insurance coverage at minimum limit of Rs. 100,000/- annum (only for individual), and annual Group life insurance coverage as per prevailing rules/act in Pakistan.
- Above rates are inclusive of all profits, applicable government taxes, contractual stamp duties, fees of EOBI & regional social security, Group Insurance etc. as per government rules
- In case of revision in minimum wage as notified through Government's minimum wage notification, then minimum wages and all associated costs will be revised.
- Evidence of monthly salary/wages payments through banking channel, payment of EOBI and social security to be submitted to the employer each month.
- Proof of payment of medical health insurance and group life insurance should be submitted (when applicable).

## **5. Compliance with Minimum Wage Regulations**

The Security Company shall strictly adhere to the Federal Government's policies and directives regarding minimum wages for security personnel, in accordance with Rule 38 of the Public Procurement Rules, 2004. The company shall ensure that all deployed security personnel are paid no less than the minimum wage fixed by the Federal Government, including any periodic revisions announced during the budgetary session or at any other time.

Furthermore, the Security Company acknowledges that compliance with minimum wage regulations is a mandatory requirement, and failure to implement the prescribed wages may result in penalties, deductions, or termination of the contract by PIDC. The Company shall provide documentary proof of wage compliance, including payroll records and acknowledgment receipts, whenever required.

Any non-compliance with the minimum wage policy, as highlighted in the directives issued by the relevant authorities, shall be considered a material breach of contract, warranting immediate corrective action by the Security Company at its own cost.

## **6. PERFORMANCE GUARANTEE**

The Security Company will be required to deposit a "Performance Guarantee" equivalent to 5% (of contract amount) in the shape of Guarantee from any scheduled Bank in Pakistan / Insurance Company (min. AA rated)

after issuance of Letter of Intent / Acceptance. This Guarantee shall be returned on satisfactory conclusion of the contract (without interest) within one week of being awarded the contract. The same will remain effective till the effectiveness of this contract agreement.

## **7. GUARD DUTIES**

The Security Company shall ensure that the Guards perform the following functions and other services to maximize security and safety of the Premises:

- a. Prevention of entry into office premises of,
  - (i) any person not authorized by the PIDC or;
  - (ii) any person who lacks proper identification i.e., a copy of their CNIC or passport.
- b. Prevent pilferage of items/equipment/property belonging to the Customer from the Premises placed under the surveillance of the Security Company as per written instruction issued by the authorized Officer of the Customer.
- c. Inform concerned authorized officer of the Customer promptly and accurately if there has been any breach of security of at the Premises, specifically those areas placed under the surveillance of the Security Company.
- d. To take appropriate action in case of emergencies which includes, but not limited to the following:
  - i. Raising of fire alarm and prompt communication to fire brigade and officer in-charge of the installation and arrange rescue activities.
  - ii. Forced Entry will be promptly reported to the local police station or Rangers Rescue, in charge installation and the control office of the Security Company for appropriate action.
  - iii. Law and order situation will be promptly reported to the local police station or ranger rescue, in charge installation, the authorized representatives of the Customer and the control office of the Security Company for appropriate action. All entry points shall be sealed under such a situation.
  - iv. To arrange immediate medical coverage of any person injured in the Premises’.
  - v. To carry out daily checking of all security lights, entry points and locked areas on the Premises to ensure they work effectively during off hours and that there has been no breach of security.
  - vi. To properly brief the relieving Guard about any situation concerning security.
- e. The Guards will perform duties, including security of the Customer’s personnel, installation, security of the Premises which includes dealing with the risk of fire.
- f. It shall be the duty of the Guard to take immediate remedial action at the time of any fire incident or any other threat.
- g. It shall be the responsibility of the Guards to check up firefighting equipment installed in the Premises on regular intervals and report if any irregularity is discovered
- h. During the Term, in case there is damage to any property or personnel on the Premises’, due to the outbreak of fire or any other reason caused by the negligence, acts and/or omissions of the Guards, the Security Company will be wholly responsible and liable for paying all the losses incurred by the Customer. An independent committee consisting of representatives from both Parties will decide whether the damage was caused by the negligence, acts and/or omissions of the Guard(s)/ Security Company and also determine loss. This inquiry shall be held within thirty (30) days of the incident which caused the damage/ loss and will be conducted at the Customer’s office, the committee will consist of two representatives of the Customer and one of the Security Company, and all decisions will be taken by single majority.
- i. The arms provided to the Guards must be examined by a qualified armorer after every three (03) months. A report of examination results must be provided to the Customer along with a copy of the armorer’s license.
- j. The Guards must be trained to handle and use arms and ammunition, have adequate experience with using it, and a permit to use it.
- k. The security company shall share guards & supervisors training schedules with PIDC management.
- l. The security company shall also share report regarding security issues / matters with PIDC management.
- m. The Customer may request additional services by providing a twenty-four (24) hour written notice to the Security Company. The Guards will be required to provide these reasonable additional services.

## **7. RELATIONSHIP OF THE PARTIES**

- a. Nothing contained in this Agreement shall be construed to establish neither a partnership nor any other co-operative relationship among the Parties. This Agreement does not create the relationship of employer and employee between either of the Parties and any of their respective employees, Guards or representatives. It is the express intent of the Parties hereto that they may be independent contractors for any and all purposes and situations.
- b. The Guards employed by the Security Company who perform the services specified in this Agreement shall be the employees of the Security Company. The Security Company shall not at any time attempt to represent the Guards as employees of the Customer.
- c. Since the Security Company is the employer of the Guards, it has sole responsibility to pay wages, dues, salaries, benefits to the Guards. Furthermore, they shall, control and supervise the work done by them and instruct them as to the manner in which the work has to be done by them.
- d. The Customer shall not interfere with the right of the Security Company to hire its employee or in the selection or non-selection of any person as its employees subject to the terms contained in clause – 10 (f) of this Agreement.
- e. If, in the opinion of the Customer the presence of any employee or Guard of the Security Company due to his acts or omission or commission are prejudicial to the interests of the Customer or to that of any of its officer, the Customer shall inform the Security Company about such Guard in writing and may request for the Guard to be removed from the Premises. The Security Company shall take immediate action against such Guard by replacing him to the entire satisfaction of the Customer.

## **8. INDEMNITY**

The Security Company shall at all times during the Term indemnify the Customer, its directors, officers and employees against all losses, liabilities, suit actions, demands, damages, expenses and claims (including, without limitation, reasonable attorneys, accountants and experts fee) that the Customer may suffer arising out of the Security Company's, its employees', Guards, representatives and contractors acts or omissions. The Security Company shall maintain liability insurance coverage sufficient to cover any claims arising from damages and proof of such insurance shall be provided to the Customer upon request.

## **9. CONFIDENTIALITY**

The Security Company shall ensure that all of the Guards performing services specified in this Agreement shall not at any time during the performance of this Agreement or thereafter disclose to any person, corporation or any third party any information as to the affairs of the Customer or its offices and as to any other matter which may come to their knowledge by reasons of the performance of the services specified in the Agreement. It is understood that the Guards will not disclose information about the Premises which includes its entrance points, exits and its interior to any third party. If in the opinion of the Customer there has been any such disclosure, they shall inform the Security Company in writing and the Security Company shall take remedial action accordingly, to the satisfaction of the Customer.

## **10. RESPONSIBILITIES OF THE SECURITY COMPANY**

- a. The Security Company is responsible for ensuring that the Guards performing the services specified in the Agreement are physically and mentally fit, have no communicable disease and are healthy in all respects to perform their duties adequately. They will also ensure that all the Guards are trained at the highest standard.
- b. The Security Company warrants and represents that it is an independent contractor and accordingly is fully responsible for any accident or injury to its employees i.e. the Guards or caused by the Guards and agrees that neither the Customer nor any of its officers or employees will be held liable for either of the above in any manner.
- c. The Security Company warrants that in the performance of its obligations under this Agreement it shall comply fully with the laws applicable to the establishment of the Customer. Furthermore, the Security Company warrants that the Guards will comply with all of the Customers rules and regulations on the Premises.

- d. The Security Company is responsible for recruitment, discipline and all other service matters of the Guards. The Guards of the Security Company will not in any case communicate with the officials of the Premises or the Customer regarding their employment matters, as that is the sole responsibility of Security Company.
- e. The Customer shall not be responsible for any payment or benefits under labour law, contract or common practice regarding overtime, or any other perks, privileges or rights that the Guards of the Security Company may be entitled to receive. All such obligations are the sole responsibility of the Security Company.
- f. The Customer will intimate to the Security Company if any Guard's work has been found unsatisfactory or not in accordance with the requirements of this Agreement. In addition, penalties / actions would be initiated against the Security Company in case of unsatisfactory performances and as per the following schedule:
  - i. Amount of Rs.300/- per day per Guard will be deducted in case of minor violations which includes wearing inappropriate dress/ late arrivals/negligence, attending guests during the duty hours, etc.
  - ii. All fines and penalties will be deducted by the Customer from the monthly payments of the Security Company.
  - iii. The Security Company will be served with a **warning notice** in case of persistent minor violations and non-attendance of complaints. Three consecutive warnings may render the Security Company unsuitable for performing security duty and will entitle the Customer to terminate this Agreement.
  - iv. Violations such as offensive behaviour that includes, but is not limited to scuffling, rude behaviour with the visitors of the Customer, personnel and official guests, etc. will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by the Customer, from the monthly payments to the Security Company.
  - v. Actions like firing of weapons which are not intended for the purpose of defence and in violation of Security Company's license will entitle the Customer to terminate the Agreement with immediate effect and take legal action against the Security Company.
- g. The Security clearance of all the Guards of the Security Company who are assigned to provide services under this Agreement shall be the responsibility of the Security Company.
- h. The Security Company will ensure that the Guards possess hand held metal detectors and vehicle search mirrors for the use at every entry point on the Premises.
- i. The Security Company shall ensure that all Guards deployed under this Agreement in accordance with the eligibility criteria agreed upon in the contract. Documentary proof of previous service must be submitted to the Customer prior to deployment.
- j. The Security Company shall conduct at least four documented performance monitoring visits each month by its supervisors or designated representatives. Copies of the inspection reports, including guard attendance, equipment usage, and compliance with SOPs, shall be submitted to the Customer for review and record.
- k. The Security Company shall provide valid and current medical fitness certificates and character verification reports for each Guard prior to deployment and periodically as required. No guard shall be deployed without such documentation.
- l. The Security Company shall maintain documented records of all training sessions attended by its Guards, particularly in handling of arms, emergency response, and customer protocols. All weapons and ammunition used must be periodically inspected and certified for safety by a licensed armorer. Records of such inspections must be made available to the Customer on demand.
- m. The Guards shall be responsible for conducting routine visual and physical checks of firefighting equipment installed on the Premises. Any damage, expiry, or irregularity must be immediately reported to the Customer. The Security Company shall ensure its personnel are trained in basic firefighting and evacuation procedures.
- n. The Security Company shall ensure that its Guards fully assist in the implementation and monitoring of the Customer's returnable and non-returnable gate pass system for outgoing materials, ensuring that all items leaving the Premises are verified and properly recorded as per the Customer's SOP.
- o. The Security Company shall be responsible for providing and maintaining all necessary security

equipment, such as communication devices etc. Security Company shall ensure that such equipment is in good working condition and shall perform regular checks and maintenance as necessary. Documentation of these checks must be available for review by the Customer.

- p. The Security Company shall replace any Guard whose performance, behavior, or health is deemed unsatisfactory by the Customer. The Customer shall notify the Security Company in writing, and the replacement shall be made within 48 hours, ensuring continuity of service.
- q. The Security Company shall maintain an electronic or manual attendance system for Guards on duty, and the Customer shall have access to the records to ensure that the Guards are reporting for duty as required. Any discrepancies in attendance shall be reported to the Customer within 24 hours.
- r. The Customer shall have the right to inspect the Security Company's operational records, including guard rosters, incident reports, and training certificates, at any time, to ensure compliance with the terms of this Agreement. The Security Company shall fully cooperate with such inspections.
- s. The Security Company shall submit monthly performance reports to the Customer, detailing key metrics such as incident reports, Guard performance, training sessions attended, and any security breaches or challenges encountered. These reports shall be reviewed by the Customer and will form the basis of any performance-related discussions or penalties as outlined in this Agreement.
- t. The Security Company shall establish a clear incident reporting and escalation procedure. All incidents, including security breaches, health and safety issues, or accidents involving personnel, must be immediately reported to the Customer within 2 hours of occurrence. Detailed written reports must be submitted within 24 hours of the incident.
- u. The Security Company shall ensure compliance with all relevant local laws, including labor laws, health and safety regulations, and industry standards. Any changes in applicable laws must be promptly communicated to the Customer, and the Security Company shall adjust its operations accordingly to remain compliant.
- v. The Security Company shall ensure that all Guards are identifiable through company's proper uniforms and ID cards. The Customer shall approve the uniform design and the Guard's ID badge. Any unauthorized individuals impersonating Guards shall be immediately reported to the Customer and removed from the Premises.

## **11. STATUS OF THE SECURITY COMPANY**

The Security Company warrants and represents that it is existing and operating lawfully under the laws of Pakistan and that it is lawfully authorized to enter into this Agreement and provide the services mentioned herein. The Security Company shall further ensure adherence to all applicable regulatory, tax, and audit recommendations shared by the Customer or relevant oversight bodies.

## **12. FORCE MAJEURE**

- a. Force Majeure includes an act of God, government action (whether with or without valid jurisdiction), war, riots, rebellion, insurrection, civil commotion, pandemic, epidemicity or any other occurrence that is beyond the reasonable control of either Party.
- b. If either Party is unable to perform its obligations under this Agreement as a result of an event of Force Majeure, the Parties shall not be obliged to perform their obligations hereunder.
- c. The affected Party shall immediately notify the other Party of the event of force majeure.
- d. If the event of force majeure continues for a period of more than thirty (30) days, the affected Party will have the right to terminate the Agreement by giving reasonable written notice to the other Party.
- e. The Security Company shall provide a backup security plan in case of unavoidable absenteeism or emergencies affecting the availability of Guards. The backup plan shall ensure uninterrupted security coverage for the Premises.

## **13. ASSIGNMENTS**

The Security Company shall not assign or sub-contract any of its duties or rights under this Agreement without the prior written consent of the Customer. Any such assignment or sub-contracting by the Security Company shall entitle the Customer to terminate this Agreement forthwith.



#### **14. DISPUTES**

Subject to any term to the contrary, all questions, disputes or controversies arising directly or consequent to this Agreement shall be settled amicably by mutual negotiations. Should such negotiations fail, the matter, shall be referred to arbitration and be decided under the provisions of the Arbitration Act, 1940 as amended up to date.

#### **15. EFFECT OF AGREEMENT**

This Agreement embodies the entire understanding of the parties hereto on this subject and there are no commitments, terms, conditions or obligation, oral or written, express or implied other than those contained herein.

#### **16. TERMINATION OF AGREEMENT**

- a. This Agreement shall be enforceable for the Term unless terminated for any reason listed hereunder. Any such termination shall not affect the rights and obligations of the Parties hereto as to transactions, acts or other rights done by either Party prior to date of termination.
- b. If the Security Company breaches any terms and conditions laid down in this Agreement and if such breach is not remedied within ten (10) days after receiving **written notice** from the Customer specifying such breach, the Customer shall have the right to terminate this Agreement by giving written notice thereof to the Security Company. This termination shall be effective immediately on receipt of the notice. If this Agreement is terminated due to breach on part of the Security Company and another security company is hired, the Security Company shall be responsible for paying all the amounts payable by the Customer to the other security company for the remainder of the Term.
- c. The Customer has the right to terminate this agreement without any cause by issuing a thirty (30) day notice in advance.
- d. The Agreement shall terminate immediately without any liability to either Party upon occurrence of the institution of any proceedings by or against either Party:
  - (i) seeking to adjudicate it bankrupt or insolvent,
  - (ii) seeking liquidation, winding up, reorganization or relief of debtors.
- e. In the event of termination of this Agreement, the Security Company shall provide a smooth transition plan to ensure that security services continue without disruption. The Security Company shall replace all Guards and equipment, as necessary, within 24 hours following termination notice.

#### **17. MODIFICATION OF AGREEMENT**

- a. Any amendment or modification of this Agreement or additional obligation assumed by any of the party will be enforced only after a written mutual agreement of both the Parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
- b. The Agreement hereto comprises of the entire understanding between the Parties and supersedes all previous communications, oral or written.

## **18. GOVERNING LAW**

This Agreement shall be governed by the laws of Pakistan.

**IN WITNESS WHEREOF** the Parties hereto have signed this agreement on the day of \_\_\_\_\_.

Signed on behalf of

### **First Party:**

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

(Name \_\_\_\_\_) (of Authorized Representatives)

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

Date \_\_\_\_\_

### **Second Party:**

\_\_\_\_\_  
Pakistan Industrial Development Corporation (Pvt) Limited.

(Name \_\_\_\_\_) (of Authorized Representatives)

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

Date \_\_\_\_\_

Witness#1: \_\_\_\_\_

Witness#2: \_\_\_\_\_

Name:

Name:

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

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

Designation:

Designation: