

HBL

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Deposit Slip

Customer Copy

Branch: <u>N-Block Pesh Secretariat</u>	Date: <u>29052025</u>
Account Title: <u>Public Procurement Regulatory Authority (PPRA)</u>	
IBAN: <u>PK17HAB0004540013100701</u>	
Currency: <input checked="" type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	<input type="checkbox"/> Intercity <input type="checkbox"/> Within city <input type="checkbox"/> Same Branch
Credit Card No.	
<input checked="" type="checkbox"/> CASH نقد	AMOUNT رقم
BANK / BRANCH	CHEQUE/INSTRUMENT NO. چیک نمبر
	15,000/-
	7
	15,000/-
TOTAL AMOUNT کل رقم	
Total Amount in Words: <u>Rupees fifteen thousand only</u>	
Commission (if any) <u>By Cash Deposit</u>	
Depositor's Name <u>M. Tayyab</u>	454-ISLAMABAD SECRETAR
Contact No. <u>0337-5287335</u>	Account: 'PUBLIC PROCUREMENT Date' 2025-04-29
Depositor's CNIC No. <u>3740588167773</u>	IBAN PK17HAB0004540013100701
(For non-HBL/Walk-in Customers. Also attach CNIC Copy)	Amount ***** 15,000.00 PKR
Depositor's Account No. <u>M. Tayyab</u>	Charges ***** 10
(For HBL Customers / Account Holders)	Teller 0Y2B 129 Time 11.55.51.969000
Received By: <u>M. Tayyab</u>	Depositor's Signature <u>M. Tayyab</u>
(As per Terms & Conditions on reverse)	(Not official unless validated)

INVITATION FOR BID

Hiring of Security Services for PTA Zonal Office Rawalpindi

Pakistan Telecommunication Authority invites electronic bids from well-reputed, experienced and license holding private Security Companies/firms registered with SECP, Income Tax & Sale Tax Departments and who are on Active Taxpayers List (ATL) of the Federal Board of Revenue/ Punjab Revenue Authority (PRA) for provision of Security Services at PTA Zonal Office Rawalpindi for a period of **Three (03) years**.

E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (<https://eprocure.gov.pk>).

The electronic bids must be submitted by using EPADS on or before 17th June 2025 by 10:30 AM. Manual bids, shall not be accepted. Electronic Technical bids will be opened on the same day electronically at 11:00 AM. This advertisement is also available on PTA and PPRA website i.e www.pta.gov.pk and www.ppra.org.pk respectively.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at <https://eprocure.gov.pk> and on www.pta.gov.pk.



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Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY

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SAY NO TO CORRUPTION

No.PTA/2024/

Dated: 29th May, 2024

INVITATION FOR BID

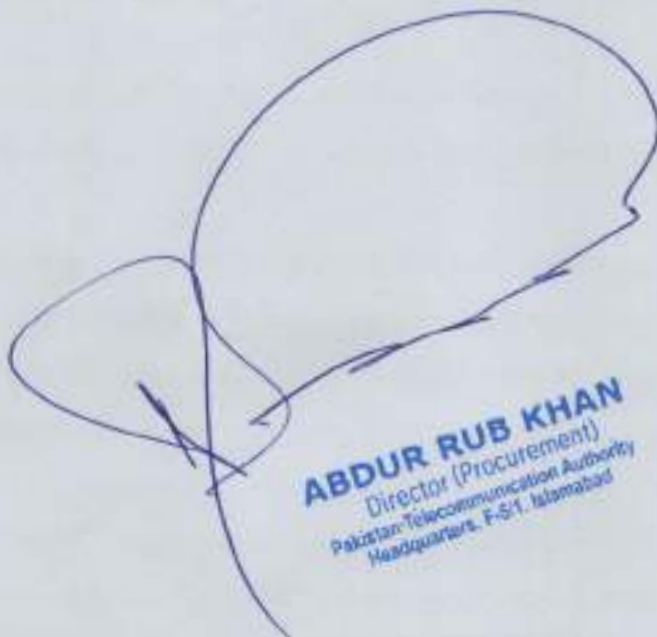
Subject: Hiring of Security Services for PTA Zonal Office Rawalpindi

Pakistan Telecommunication Authority (PTA) invites electronic bids from well-reputed, experienced and license holding private Security Companies/firms registered with SECP, Income Tax & Sale Tax Departments and who are on Active Taxpayers List (ATL) of the Federal Board of Revenue/ Punjab Revenue Board (SRB) for provision of Security Services at PTA Zonal Office Rawalpindi for a period of **Three (03) years**.

2. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (<https://eprocure.gov.pk>).

3. The electronic bids must be submitted by using EPADS on or before **17th June, 2025 by 10:30 AM**. Manual bids, shall not be accepted. Electronic Technical bids will be opened on the same day electronically at 1100hrs at PTA HQs, Islamabad. This advertisement is available on PPRA website at www.ppra.org.pk.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at <https://eprocure.gov.pk> and on www.pta.gov.pk.



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(Muhammad Abdur Rub Khan)

Director (Procurement)

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BIDDING DOCUMENT

1. Pakistan Telecommunication Authority (PTA) invites electronic bids from well reputed, experienced and license holding private Security Companies/firms registered with SECP and Income Tax/Sales Tax Department and who are on Active Taxpayers List of the Federal Board of Revenue/ Punjab Revenue Board (Punjab) for provision of security services to PTA Zonal Office Rawalpindi for a period of three (03) years as per detail given below:-

Duty Place	*Guard 1 st Shift Morning	*Guard 2 nd Shift Evening	*Guard 3 rd Shift Night	Total	Required Equipment	
					Handheld metal detector	Search Mirror
PTA Zonal Office, Rawalpindi Adjacent PTCL Cantt Exchange, Kashmir Road, Saddar Rawalpindi	2x Armed Guards (0800 to 1600)	2x Armed Guards (1600 to 0000)	2x Armed Guards (0000 to 0800)	06	02	01

2. The services will be hired according to PPRA Single Stage – Two Envelop Procedure [ref rule 36(b) of PP Rules 2004] are enumerated below:-

- i. The bid shall be submitted through E-Pak Acquisition and Disposal System (e-PADS) available on PPRA website. All interested bidders must register themselves on PPRA website in e-PADS as suppliers for submitting their bids. The detailed procedure for submission of bids is available at PPRA website i.e. [epronotifl.pdf \(ppra.org.pk\)](http://epronotifl.pdf(ppra.org.pk)).
- ii. The bids, prepared in accordance with the instructions in the bidding documents, **must be submitted through PPRA EPADS only on or before 17th June, 2025 by 10:30 AM.**
- iii. Technical Bids will be opened on the same day on PPRA EPADS at **11:00 AM**. The bidders may physically participate the opening session of Bids.
- iv. Bid Security (**in original**) of Rs. 100,000/- (Rupees one hundred thousand only) in the shape of Pay orders / Demand Draft in the name of Pakistan Telecommunication Authority must reach this office on or before of the closing date by 1030 hours (bid security in the shape of cheque shall not be entertained).
- v. After the announcement of technical evaluation report, PTA shall, at a time within the bid validity period, publically open financial proposals of the technically

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accepted bids only at a time, date and venue announced and communicated to the bidders in advance.

- vi. PTA reserves the right for the selection of "most advantageous bid", from the bidders who has met the mandatory requirements / eligibility criteria, secured minimum 70% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of cost (lowest in price).

3. **Mandatory Requirements: -**

All bids shall be evaluated on the basis of mandatory requirements at first stage of technical evaluation. Failing to meet any one of the mandatory requirements shall result into disqualification of the bid. Bidders meeting the mandatory requirements shall be evaluated further as per the evaluation criteria as per **Annex-A**. The bidders must furnish documentary evidence for following mandatory requirements: -

S. No	Mandatory Requirements For Eligibility	Document Attached at Page Number
i.	Registration with SECP as Private Limited Company/Registrar of Firms	
ii.	NOC from Ministry of Interior for running Security Company/Local Home Department Punjab.	
iii.	Valid license from Government of Punjab to operate as Private Security Company in Punjab.	
iv.	National Tax Number (NTN) Certificate of FBR	
v.	Sales Tax Registration Certificate from concerned Govt. Office(s) whichever are applicable	
vi.	The Security Company should be on active tax payers list of FBR and SRB for both Income Tax and Sales Tax. Proof of active status must be attached with bidding documents.	
vii.	Copy of Latest Annual Tax Returns filed with FBR	
viii.	Certificate of Membership with All Pakistan Security Agencies Association (APSAA) and renewal for at least 2025	
ix.	Certificate of bank account maintenance from a scheduled Bank	
x.	Certificate of Registration with Old Age Benefit Institute (EOBI)	
xi.	Certificate of Registration with Employee Social Security Institution (ESSI)	
xii.	Affidavit, on non-judicial stamp paper of Rs. 100, that the firm has not been black-listed by any Government/Semi Government organization, company or any autonomous body. Further, the bidder name shouldn't be on list of PPRA black listed firms.	
xiii.	Certificate on company's letterhead that No contract has been rescinded in the past for non-fulfillment of contractual obligations.	

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xiv.	At least 03 years of experience which will counted from 1 st contract/agreement signed with any organization for provision of security services, must be supported with documentary evidence and must be highlighted/mentioned as first contract	
xv.	Deployment of at least 500 Security Guards in Pakistan. A Certificate on company's letter head to this effect will be furnished along with details of deployment (Facts will be verified by the committee through provided clients list).	
xvi.	At least 3 x Good Performance Certificates from major clients (Government departments, Multinational Companies, Banks, Embassies and 5-Star Hotels etc.) where your security company has provided or providing security services	
xvii.	Having Office at Rawalpindi/Islamabad	
xviii.	The company should have valid licenses of semi-automatic weapons and will provide at least 2 x Semi-Automatic weapons along with other weapons (attach at least 6xcopies of valid documentary evidences / license copies)	
xix.	<u>Pay Order/Bank Draft of Rs. 100,000/-shall be submitted in original before the bid closing time. Copy of the pay order/bank draft shall be scanned and made part of the Technical Proposal</u> to be submitted electronically	

Note: All supporting documents must be attached with technical proposal to qualify.

4. Based on the record/documentary evidence submitted by the bidders, each bidder shall be evaluated as per the Technical Evaluation Criteria at **Annex-A**. Threshold for Technical qualifying for financial evaluation shall be **70%**.

5. Financially lowest bidder shall be considered for award of contract.

6. 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.

7. Salaries, perks, privileges and work hours of the guards will be governed strictly according to the Government's rules/regulations.

8. Payment to the successful bidder/ contractor shall be linked with active taxpayer status. If the contractor is not in ATL, no payment shall be made until the bidder appears on ATL of FBR and SRB. In this regard, reference is made to Regulation 2 of Eligible Bidders (Tax Compliance) Regulations, 2015 of PPRA.

9. The company will be responsible to get each guard medically examined by a Registered Medical Practitioner and provide Medical Fitness Certificate. Similarly, the company shall provide Character Certificate (endorsed by local Police Station) of each Guard with verified antecedents.

10. Guards provided by the company should not be less than 25 years and not more than 55 years of age. Bulky/overweight persons will not be accepted.

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11. The guards should be trained and capable enough to handle situations including but not limited to any emergency like earthquakes and fire breakout etc.
12. Each guard shall perform duty on an average of 8-9 hours per day during the month. The guard will be entitled for 02 days leave in a month through a reliever provided by Security Company at no extra cost to PTA.
13. The company shall provide 2x Hand-held Metal Detectors and 1x Vehicle Search Mirror at the location(s) given at clause 1 above.
14. The successful bidder will have to provide either ex-Servicemen or young energetic and trained civilian fully equipped and conversant with security performance and other requirements as mentioned in the security agreement.
15. Availability of additional Guards (if so required) will be ensured within 24 hours of written demand made by PTA.
16. **Bid Validity.** Bids shall remain valid for 90 days after the date of technical bid opening. Bid Security will be returned to the unsuccessful bidders not later than expiry of the Bids.
17. **Performance Guarantee:** The Security Company, if it is declared as successful bidder, will be required to deposit a "Performance Guarantee (P.G.)" equivalent to 05% of the amount of total value of contract (for three years) in accordance with Rule 39 of PP Rules, 2004 through Pay Order / Demand Draft issued from any scheduled bank in favor of PTA at the time of signing of Contract/Agreement.
18. The Bid Security of the successful bidder will be released against deposit of the Performance Guarantee (P.G.) or can be adjusted in P.G on the request of successful bidder and over and above amount would be submitted through separate PO/BC. If the bidder fails to deposit P.G, contract shall be treated as cancelled and the bid security shall be forfeited. Performance Guarantee shall be released after the expiry of the total contract period as mentioned in agreement.
19. **Contract Agreement.** All Terms & Conditions laid down herein shall be part and parcel of the Contract Agreement. Draft Agreement of Security Services is attached at Annex-C. In case of failure to adhere with Terms & Conditions laid down in Contract Agreement, PTA reserves the right to terminate the agreement with or without giving notice and forfeit Performance Guarantee and any amount due towards Security Company.
20. **Alteration/Modification of Agreement.** The Security Company shall reproduce draft agreement provided by PTA on stamp paper with stamps affixed of Rupees One Hundred. The Security Company shall not alter/add/delete any article, clause or chapter of the draft agreement. However, Security Company may rephrase any clause or chapter with the prior written consent of PTA for purpose of clarity, legality, provided that such rephrasing does

not adversely affect the scope of work, Terms & Condition and service charges to the detriment of PTA.

21. The **Financial Proposals** shall be submitted along with its **break-up** as per **Annex-B**. In case, any bidder either doesn't provide or provides incorrect *break-up* of its financial bid then the procuring agency may ask the bidder for furnishing the same. However, in any case the total of break-up of the bid shall remain equal to the amount of original financial bid.

22. The bids, prepared in accordance with the instructions in the bidding document must be submitted through PPRA EPADS only on or before at 10:30 A.M. on **17th June, 2025**. Technical bids will be opened on the same day electronically on PPRA EPADS at 11:00 A.M.

23. PTA reserves the right to reject all bids as per PPRA rules.

24. Mechanism for Blacklisting of Bidders/Contractors will be as under:

a. The Procuring Agency (i.e. PTA) shall, bar a bidder or contractor, for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, who either:

- i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
- ii. Fails to perform his contractual obligations; and
- iii. Fails to abide by the bid securing declaration;

b. The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority (i.e. PPRA) for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.

c. The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.

d. In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.

e. In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.

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- f. The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.
- g. The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- h. The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- i. Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the procuring agency after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.
- j. The bidder may file the review petition before the Review Petition Committee of the Procuring Agency within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.
- k. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- l. The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

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Annex-A**Technical Evaluation Criteria for Hiring Of Security Guard Services**

Criteria	Max. Marks	Document Attached at Page Number
a) Performance Profile Apart from mandatory required certificates, Good Performance Certificates issued by existing or former Major Clients (Multinational Companies/Govt. Organizations/ Embassies / Banks/ 5- Star Hotels etc.) shall be considered for these marks (02 Mark each certificate issued by different company shall carry marks without any repetition of same company)	22	
b) Experience of the company _____ years (02 Mark for each year starting from 1st/oldest contract.) Experience apart from mandatory required experience shall be considered for these marks	22	
c) Centralized 24/7 Control Center for Monitoring of Security Services i. Yes (10 Marks) ii. No (0 Marks)	10	
d) Armed Mobile Response Unit(s) in Rawalpindi Zone, in case of emergencies: i. 2 marks for each mobile unit (max 3 units) ii. No Mobile Units (0 Marks)	06	
e) Company's Own Academy for Training of Security Guards (provide certificates of training sessions) i. Yes (10 Marks) ii. No (0 Marks)	10	
f) Company's/Firm Welfare Policies for its Guards (Other than FOBI & ESS): i. Life Insurance Policy for Guards (05 Marks) ii. Health Insurance Policy etc. for Guards (05 Marks) iii. No such Policy (0 Marks)	10	
g) ISO 9001:2015 Certification	10	
h) Minimum strength of Security Guards deployed in Pakistan i. Less than 500 Guards (0 Marks) ii. Above 500 and less than 1000 Guards (05 Marks) iii. Above 1000 Guards (10 Marks)	10	
Total Marks	100	

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Note:

- i. Submission of documentary evidences for each evaluation criteria is mandatory for marks allocation.
- ii. Minimum Technical qualifying marks for Financial Bid Opening are 70%.

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Annex-B**FINANCIAL PROPSAL****Hiring of Security Services for PTA Zonal Office Rawalpindi**

- a. The monthly rate/total amount for provision of 6x Security Guards on 24 hours basis i.e.

Duty Place	*Guard 1 st Shift Morning	*Guard 2 nd Shift Evening	*Guard 3 rd Shift Night	Total	Required Equipment	
					Handhe ld metal detecto r	Search Mirror
PTA Zonal Office, Rawalpindi Adjacent PTCL Cantt Exchange, Kashmir Road, Saddar Rawalpindi	2x Armed Guards (0800 to 1600)	2x Armed Guards (1600 to 0000)	2x Armed Guards (0000 to 0800)	6	02	01

- b. Inclusive of all applicable taxes quoted below:

Amount (in PKR)

S #	Place	No. of Guards	Amount for 1st Year of Contract		Amount for 2nd Year of Contract		Amount for 3rd Year of Contract		
			Rate per Guard per month (A1)	Amount for 06x Guards per month (B1)	Rate per Guard per month (A2)	Amount for 06x guards per month (B2)	Rate per guard per month (A3)	Amount for 06x guards per month (B3)	
1.	PTA Zonal Office Rawalpindi	06							
Total for each year of Contract (Bx12)			B1x12=		B2x12=		B3x12=		
Grand Total for three years of contract (In figures)									

Total amount in words:

Total for 1st Year of contract:
Rupees _____

Total for 2nd Year of contract:
Rupees _____

Total for 3rd Year of contract:
Rupees _____

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Grand Total for all three years of contract:
Rupees. _____

Breakup of bid price per Security Guard per Month

S#	Description	Amount (in PKR)		
		1 st Year of contract	2 nd Year of contract	3 rd Year of contract
1.	Salary (not less than minimum wage approved by Govt. of Punjab for FY 2024-25)			
2.	Mandatory EOBI Contribution along with relevant rule position/Govt. notification			
3.	Punjab Employee Social Security Institution (ESSI) Contribution along with relevant rule position/Govt. notification			
4.	Service Charges or any other amount/charges, material cost etc. by the bidder to be included in the bid price			
5.	Sales Tax (Rate & Amount) @ _____%			
	Total			

Notes:

- i. The amount of minimum wage fixed by Govt. of Punjab for FY 2024-25 and for subsequent years of the contract and all other mandatory contributions fixed by relevant authorities of Punjab/Pakistan shall be applicable and any change/revision in minimum wages, sales tax, EOBI, ESSI by Government of Punjab / Pakistan shall be accepted by both the parties as per law and payment will be made to the contractor accordingly.
- ii. Whereas, "Service Charges" amount mentioned at Sr# 4 in above table will be paid as quoted in the Financial Proposal.
- iii. Any other amount over and above than the minimum wage, sales tax, EOBI and ESSI, if the bidder wants to pay to security guards, will be the sole responsibility of the successful bidder/contractor.
- iv. As per PPRA rule 25, attach Rs.100,000/- in shape of Pay Order / Demand Draft as bid Security along with Technical Bid in scanned version through EPADS and original will be provided on or before closing time of bid.
- v. All columns of the Financial Proposal shall be filled. In case of inapplicability of any amount "N/A" may be mentioned in the column.
- vi. Copy of notification for minimum wages for 2024-25 issued by Govt of Pakistan/Punjab must be attached.

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DRAFT AGREEMENT OF SECURITY SERVICES

This Security Services Agreement (the "Agreement") is made executed at ----- on this -----
-----day ----- of -----.

By and between

Pakistan Telecommunication Authority, a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its Zonal Office in Rawalpindi located at.....(hereinafter referred to as the "PTA" which expression shall, where the context so permits, include its administrators or assigns) of the One Part;

And

M/s ----- Security Services (Pvt.) Ltd., a company incorporated under the Companies Ordinance 1984 and having its registered office located at ----- (hereinafter referred as the "Security Company" which expression shall, where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the Other Part;

(If when and where applicable the Party of the One Part and Party of Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Agreement requires).

WHEREAS, the office of PTA situated at Rawalpindi is desirous to engage the security services (hereinafter referred to as "Services") for the protection of its personnel and assets.

WHEREAS, the Security Company is being engaged in the provision of security services and is duly authorized to provide such security services and has agreed to provide such services to the PTA under the terms and conditions as set forth hereunder.

WHEREAS, the Security Company assures the PTA that it has fully trained Security Guard(s) with relevant expertise and holds valid and subsisting licenses/permissions, authorizations/approvals which are/or may be required from the Government of Pakistan and the Government of Punjab and is committed to deliver high quality services in accordance with the that it has the requisite expertise and resources to provide high quality of Services to PTA standards and satisfaction.

WHEREAS, the Security Company commits that all the services will be rendered exclusively by personnel who possess the necessary expertise and experience in the field of security.

NOW THEREFORE, for good and valuable consideration the adequacy whereof is hereby confirmed and the mutual benefits to be derived therefrom, the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, PTA and the Security Company hereby agree as follows:

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1. SCOPE

Subject to Terms & Conditions of this Agreement, and any other stipulation provided in the bidding documents, the Security Company shall provide Security Guards in accordance with the mandatory requirements prescribed in the Bidding Documents, attached as **Annexure A**, or as communicated by PTA from time to time.

2. TERM OF AGREEMENT

The Initial Term of the Agreement shall be three (03) years, commencing from _____ and ending on _____ (both days inclusive). The Agreement may be renewed in accordance with the provisions of PP Rules, 2004, and by mutual consent of both parties, on terms and for such period or otherwise as may be mutually agreed upon by the Parties, subject to the satisfaction of PTA and satisfactory completion of the Initial Term.

3. SCOPE OF THE AGREEMENT

The Security Company will be fully responsible to provide satisfactory security services at Rawalpindi Zonal office and it will ensure that the Guards, deployed are energetic, smart, literate and healthy, (ex-servicemen/civilian) with complete uniform and they are fully conversant with the security principles. The Security Guards should be deployed at the sensitive installations of the PTA and its allied offices, and the deployment of the Security Guards will be in consultation with the security in-charge of the PTA. Guards provided by the company should not be less than 25 years and not more than 55 years of age. Bulky/overweight persons will not be accepted.

a. **Daily attendance:** Daily attendance will be marked by the security company in the register at the point/location of the deployment as well as in Daily Attendance in register/sheet for submission to the Zonal Office (Security In-charge) for calculation and compilation on monthly basis.

b. **Awareness of Duty:** The That M/s _____ Security Company Ltd will provide and ensure that each guard on duty has received and understood written directions/instructions for basic duties and to strictly follow such directions/instructions.

c. **Uniform/Dress:** The Each security guards will be dressed in proper UNIFORM of the Security Company and will be is fully equipped to discharge their duties. Each guard is to be issued with two new uniforms by the Security Company.

(i). WINTER:

Shirts, Trouser, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform).

(ii). SUMMER:

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T-Shirts, Trouser, Jockey Cap, or Barret, Belt, Shoes (Ranger Type Uniform).

- d. **Alertness:** The Armed Guards will be called "Standing Security Guards" and will remain alert, patrolling and vigilant throughout their duty hours.
- e. **Mishap:** Any mishap will be the responsibility of the Security Company.
- f. **Medical Fitness:** The company will be responsible to get each guard medically examined by a registered Medical Practitioner and provide Medical Fitness Certificate before deployment.
- g. **Character:** The company shall provide Character Certificate (endorsed by local Police Station) of each guard with verified antecedents.
- h. **Salaries:** Salaries, perks, privileges and work hours of the security staff will be responsibility of the Security Company and will be governed strictly according to the government rules / regulations by the security company.
- i. **Accident or Injury:** The Security Company is an independent contractor and accordingly is fully responsible for any accident or injury to its employees or cause by its employee and agrees that neither the PTA nor any of its employees will be held liable for either of the above in any manner.
- j. **Performance of its obligations:** The Security Company warrants that in the performance of its obligations under this Agreement, it shall fully comply with all applicable laws of Pakistan.
- k. **UNIONISM:** The employees of Security Company shall on no account indulge in UNIONISM.
- l. **Service matters of Security Company:** The Security Company is responsible for recruitment, discipline and all other employment/service matters of its employees. They will not in any case communicate with the officials of PTA regarding their employment/service matters, which is the sole responsibility of Security Company.
- m. **Unsatisfactory Services.** When circumstances warrant, PTA may refuse the services of any employee of the Security Company whose work is found unsatisfactory or not in accordance with the requirements of this agreement. In addition, penalties/actions would be initiated in case of unsatisfactory performance and violations that are or equivalent to the ones highlighted below:
 - i) Amount of Rs.250/- per day per guard will be deducted in case of minor violations like wearing inappropriate dress/late arrival/negligence, attending guests during the duty hours, etc. all fines and penalties will be deducted by PTA from the monthly payments of the Security Company.
 - ii) Three consecutive violations of same nature in a month on part of an individual will render him unsuitable for performing duties in PTA and the security company shall provide a replacement

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- iii) The company would be served with a warning notice in case of persistent minor violations and non-attendance of complaints. Three consecutive warnings may render the company unsuitable for performing security duty in PTA and PTA may terminate this agreement.
- iv) Violations like offensive behavior that involves scuffling etc. will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by PTA from the monthly payments of the Company.
- v) Actions like firing of weapons which are not intended for the purpose of defense and in violation of the security company's license may lead to termination of the agreement besides involving other legal proceedings as required.
- vi) Enrolment. The process of recruiting, interviewing and hiring employees of Security Company including any actions with respect to alleged discrimination of other employment practices is the sole responsibility of Security Company subject to what has been agreed in this agreement.

4. NUMBER OF PERSONELS/DEPLOYMENT STATION AND DUTY HOURS

4.1 Security Company shall deploy six (06) Security Guards at PTA Zonal Office Rawalpindi with 8 hours shift i.e. (02) Guards in 1st shift (from 0600hrs to 1400hrs), (02) Guards in 2nd shift (from 1400hrs to 2200hrs) & (02) Guards in 3rd shift 2200hrs to 0600hrs respectively.

4.2 In case PTA requires additional Guards for Zonal Office, Rawalpindi the Security Company shall provide the same according to the requirement on the terms as agreed in the Agreement upon twenty-four (24) hours' notice.

5. PAYMENTS AND INVOICES

5.1 In consideration of rendition of the Services by the Security Company, PTA shall pay the Security Company, charges as specified in financial proposal under this Agreement to the complete satisfaction of PTA.

5.2 All amounts paid to the Security Company as per Clause 5.1 shall be inclusive of all taxes, levies, duties, and any other related deductions. The Security Company acknowledges that these amounts constitute adequate and sufficient consideration for the provision of Services.

5.3 All payments to be made by PTA to the Security Company shall be subject to such deductions and withholding as applicable under the law for the time being in force as are required by prevailing laws which shall be borne by the Security Company.

5.4 The Security Company shall be responsible to pay all the taxes required under prevailing laws, including any necessary withholding of taxes from the salaries of its employees. No changes/ revision in contributions like Group Insurance, EOBI, ESSI, Minimum Wage Rate, or any other cost/charges etc. However, any changes/ revision in sales tax by Government of Punjab shall be adjusted/ accepted by both the parties as per law and payment will be made to the contractor accordingly.

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5.5 The Security Company shall submit its invoice in accordance with the rates/charges specified as per clause "5.11" hereto and PTA agrees to make payment under each invoice during the initial term of three years of the Agreement by 10th of each month after the receipt of such invoice subject to compliance of all relevant clauses of this agreement and bidding documents.

5.6 PTA shall not be responsible in any manner to pay either in cash or in kind to other than the amount of salary agreed upon in the Agreement for the total deployed guards agreed to be employed. Monthly wages of the guards will not be less than the minimum wages fixed by the Government of Punjab/Pakistan, from time to time. Any violation at any stage in this regard will render the Security Company ineligible to work with PTA and termination of the Agreement.

5.7 The Security Company shall be solely responsible for all payments, liabilities and all other contributions and obligations of whatsoever nature pertaining to its staff/workers/guards that shall be deputed for the Services at PTA Zonal Office, Rawalpindi or may be specified from time to time.

5.8 The Security Company shall comply with the requirements of all applicable institutions including Employees Old Age-Benefits Institution (EOBI), Employees Social Security Institution or any other government scheme mandatory required under any other law without owning responsibility to PTA. The Security Company, in addition to above, undertakes to fully indemnify and hold harmless the PTA against any claims, losses, damages, or expenses in relation to injury or death to any persons or loss or damage to property arising out of the performance of Services hereunder.

5.9 Any additional time/hours of duty which may be treated as per law as overtime shall not be paid by PTA, however, it shall be sole duty of Security Company.

5.10 PTA shall not be responsible for any additional payment to the Security Company on any account for whatsoever reasons, including overtime payment.

5.11 PAYMENT OF SERVICES CHARGES. The PTA will pay services charges on monthly basis for the three years of contract, as mentioned below to M/s _____ Security Company Ltd by 10th of each month on submission of invoice and PTA shall not be responsible in any manner to pay either in cash or in kind to other than the amount of salary agreed upon in the agreement for the total strength agreed to be employed.

S. No.	Year	Number of Security Guards	Rate
a.	1 st Year of Agreement	6x Security Guards (Armed)	Rs. _____/- per month @Rs. _____/-per guard
b.	2 nd Year of Agreement	6x Security Guards (Armed)	Rs. _____/- per month @Rs. _____/-per guard

c.	3 rd Year of Agreement	6x Security Guards (Armed)	Rs. _____/-per month @Rs. _____/-per guard
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S. No.	Description	1 st Year of contract	2 nd Year of contract	3 rd Year of contract
1.	Salary (not less than minimum wage approved by Govt. of Punjab for FY 2024-25)			
2.	Mandatory EOBI Contribution along with relevant rule position/Govt. notification			
3.	Punjab Employee Social Security Institution (ESSI) Contribution along with relevant rule position/Govt. notification			
4.	Service Charges and any other amount/charges etc. by the bidder to be included in the bid price			
5.	Sales Tax (Rate & Amount) @ _____%			
	Total			

5.12 It will be the sole responsibility of successful bidder/contractor to pay the Contribution of EOBI and ESSI and any other mandatory payment/contribution fixed by relevant authorities. Payment will be made on monthly basis by PTA through Fund Transfer/ Banker's Cheque/RTGs (as per prevailing procedure*) after deduction of applicable taxes.

5.13 Overtime. The PTA shall not be responsible for any payment on account of overtime duty of the services provided by M/s _____ Security Company Ltd.

6. PERFORMANCE GUARANTEE

As per PPRA rule 39, the Security Company, if it is declared as successful bidder, will be required to deposit a "Performance Bond/Bank Guarantee" which will be 05% of the amount of total value of contract (for all three years), in shape of Banker's Cheque in favor of PTA at the time of signing of Contract/Agreement. The bid security of the successful contractor will be released against deposit of the Performance Guarantee (P.G.) or adjusted in P.G on request by the company. If the bidder fails to deposit P.G., the contract shall be treated as cancelled and the bid security shall be forfeited. Performance Guarantee shall be released after the expiry of the total contract period as mentioned in agreement.

7. Duties of Guard

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The duties of the personnel deployed by the Security Company shall include but not limited to the following:

- a. Entry. Ensure Prevention of unauthorized entry of any person into the Office premises of PTA entrusted in the charge of M/s _____ Security Company of any person not authorized by the PTA or any person who lacks proper identification.
- b. Prevention. Prevent pilferage of items/equipment/property belonging to PTA from the premises of PTA which are placed under charge of M/s _____ Security Company Ltd as per written instruction issued by the authorized officer of PTA.
- c. Detrimental. Inform concerned authorized officer of PTA promptly and accurately in case of any occurrence detrimental to the security of PTA premises or any item placed under charge of the M/s _____ Security Company Ltd.
- d. To take appropriate action in case of emergencies like:
 1. Fire Alarm. Raising of fire alarm and prompt communication to Fire Brigade and officer in-charge of the installation and arrange rescue activities.
 2. Forced Entry will be promptly reported to the local police station, in charge of Security at PTA installation and the Control Office of M/s _____ the Security Company Ltd for appropriate action.
 3. Law and Order Situation will be promptly reported to the local Police Station, in charge of Security at PTA and the Control Office of Security Company for appropriate action by security Guards. All entry points shall be closed under such a situation.
 4. Injuries. To arrange immediate medical coverage of any person injured in the premises.
 5. Daily Checking. To carry out daily checking of all security lights, entry points and locked premises for their effectiveness during off hours.
 6. Patrolling / Parquetting the installation as per specific written orders peculiar to the installation prepared by the M/s _____ Security Company Ltd approved by PTA.
 7. Briefing. To properly brief the relieving Guard about any situation concerning security.

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- e. Protection of PTA personnel and Property. The guards will perform duties including security of PTA personnel, installation, its property and fire fighting in case of fire and other allied incidents.
- f. Incident. It shall be the duty of security guard to take immediate remedial action at the time of any fire incident.
- g. Firefighting equipment. It shall be the responsibility of security/firefighting inspector/guards to check up firefighting equipment installed in PTA building/premises and give his comments often, in a register to be countersigned by Security In charge of PTA. He would request the concerned PTA Officer for provision of essential firefighting equipment and its regular maintenance.
- h. Security Company instructions. Security Supervisor will also comply with instructions of Security Company's instructions for checking of firefighting equipment installed in PTA building/premises.
- i. Damage. During the effectiveness of this agreement in case of damage occurred to the property or personnel due to the outbreak of fire or any other eventually caused by the negligence of security /guards and firefighting people, the contracting security company will be wholly responsible and liable for paying all the losses occurred to PTA as a result of their negligence, which will be decided by a committee consisting of both parties.
- j. Licensed Arms. The licensed arms provided to the guards must be examined regularly by a qualified armorer of Security Company and must be technically fit to fire/use.
- k. Firing Practice. The Security Company will ensure that Security Guards deployed are trained in handling in fire emergency.
- l. Leave. Security Guards will be granted as per the law of land i.e. Pakistan Factories Act-2018.
- m. Equipment. Besides other equipment and weapons, the company will provide following as per details below:-

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Sr. No	Equipment/weapon	Quantity
1	Semi-Automatic Weapon	02
2	Metal Detector	02
3	Under Vehicle search mirror	01

- n. Ex-Servicemen/Civilian. Ex-Servicemen will be preferred as Security Guards for performance of security duties. However, civilian Security Guards with minimum 2 years of experience with any Security company are acceptable.

8. RELATIONSHIP OF PARTIES

This Agreement shall not be interpreted or construed to create an employer-employee relationship, an appointment to the service of PTA or even a promise to be so appointed. It does not establish an association, joint venture, partnership or special agency between the parties or to impose any partnership obligation or liability upon either party. The Security Company shall have no right, power, or authority to enter into any Agreement, undertaking any action on behalf of PTA, act as an agent or representative of PTA, or otherwise bind PTA, except when so expressly authorized by PTA. The personnel/guards deployed by the persons employed by M/s _____ Security Company Ltd who perform the services specified in this agreement shall be considered the employees of Security Company and shall not at any time attempt to represent such employees or its offices as employees of the PTA. It is understood by the parties hereto that neither the PTA nor any employee of the PTA are concerned with the terms and conditions of employment and that there is not and shall not be any relationship of employer and employee between the staff of PTA and employees of the Security Company. Since M/s _____ the Security Company Ltd is the employer of all such persons who perform the services specified in this Agreement, the M/s _____ Security Company Ltd Company shall pay wages to such person and shall control and supervise the work done by them, shall instruct them as to the manner in which the work has to be done by them as may be warranted. The PTA shall not interfere with the right of M/s _____ Security Company Ltd to hire its employee or in the selection or non-selection of any person as its employees' subject to the terms contained in this Agreement.

9. INDEMNITY

9.1 The Security Company shall at all times during the specified period of this Agreement and thereafter, indemnify the PTA and its officers from any or all losses, claims for injuries or damage to

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any person or property arising thereof or in consequence of this Agreement or any of its duties to be performed there under, or any act or omission of any of its employees. This indemnification extends to all claims, demands, proceeding, cost, charges and expense whatsoever in respect thereof, including all litigations, court processes and court cases and all proceedings filed or instituted by the personnel employed by the Security Company, collectively or individually, or by any other party, subject to completion of legal proceedings as required by law.

9.2 The Security Company shall obtain from all of its employees who are rendering the services specified in this agreement, a declaration that they are and shall remain the employees of the Security Company and shall have no obligation of contract with or claim whatsoever against the PTA or against any of its officials.

10. CONFIDENTIALITY

10.1 The Security Company shall ensure that all of its employees performing services specified in this Agreement shall not at any time during the performance of this Agreement or thereafter disclose to any person any information as to the affairs of the PTA 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. If in the opinion of the PTA there has been any such disclosure the person concerned shall immediately be dismissed from the service by the Security Company upon notice from PTA. Furthermore, the Security Company shall take all necessary measures to prevent any unauthorized disclosure and shall be liable for any damages incurred by the PTA as a result of such disclosures.

10.2 The Security Company hereby undertakes to ensure that neither it nor any of its employees, personnel, agents or any other person acting for it and/or on its/his behalf shall at any time whether during the continuance in force of this Agreement or at any time after the termination thereof, divulge or disclose any information or documents whatsoever to any third party or person without the prior written consent of PTA. The Security Company shall ensure that all employees and agents are aware of this obligation and shall include similar confidentiality provisions in any agreements with third parties that may have access to PTA's confidential information. Any breach of this clause shall result in the Security Company being liable for any damages and losses incurred by the PTA, including but not limited to legal fees and costs related to the enforcement of this Agreement.

11. ASSIGNMENTS

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11.1 This Agreement may not be assigned by the Security Company. The Security Company and its personnel shall act in accordance with any instructions that may be given to them by PTA from time to time, whether verbal or written. These instructions may pertain to operational procedures, reporting requirements, or any other matters necessary to ensure the effective performance of the security services outlined in this Agreement. The Security Company acknowledges that adherence to PTA instructions is critical for maintaining the standards expected in the provision of security services.

11.2 The Security Company shall not assign or sub-contract any of its duties or rights under this Agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contracting by Security Company shall entitle the PTA to terminate this agreement forthwith. Furthermore, the Security Company shall remain fully responsible for the performance of any obligations under this Agreement, regardless of any approved assignments or sub-contracting arrangements.

12. DISPUTES

All questions, disputes and controversies arising directly or consequent to this Agreement except matters, which are the sole discretion of PTA under the terms of this Agreement, shall be settled by mutual negotiations. In the event that such negotiations fail, the matter, as specified herein before, subject to said exception, shall be referred to a sole arbitrator, who shall be appointed by mutual consent of Security Company and the PTA. The arbitration proceedings shall be conducted in accordance with the applicable laws. The arbitration shall take place in Rawalpindi, unless otherwise agreed by the parties in writing. Each party shall bear its own costs and expenses incurred in connection with the arbitration, while the fees and expenses of the sole arbitrator shall be borne equally by both parties.

13. ENTIRE 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 therein. Any modifications or amendments to this Agreement must be made in writing and signed by both parties to be effective. In the event that any provision of this Agreement is found to be invalid or unenforceable by a competent court, the remaining provisions shall remain in

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full force and effect. The invalid or unenforceable provision shall be deemed modified to the extent necessary to make it valid and enforceable, consistent with the intent of the parties.

14. FORCE MAJURE

Upon failure in the performance of service as required under this Agreement by the Security Company in the event of force majeure i.e. Act of God, riots etc. the Security Company shall promptly inform PTA in writing within seven days of such event. During the term of such an event, the Security Company shall not be held liable for provision of services as required under this Agreement. Upon cessation of the event the agreement shall be binding and the Security Company shall promptly inform the PTA in writing, and the obligations under this Agreement shall resume as per the original terms. If the force majeure event continues for a period exceeding 30 days, the PTA shall have the right to terminate this Agreement without incurring any liability, and any fees paid in advance for services not rendered shall be refundable. The Security Company remains responsible for any acts or omissions of its personnel during such events and must ensure that all staff are aware of their responsibilities under this Agreement.

15. TERMINATION

Notwithstanding anything herein contained, PTA shall have the exclusive authority to terminate this Agreement under the following conditions:

15.1 Without advance notice, in case the Security Company is in breach of any of the terms of this Agreement, which is not rectified by Security Company within ten (30) days after receiving written notice from PTA, or in case PTA is not satisfied with the Services being provided by the Security Company. Additionally, the PTA may terminate this Agreement if it determines, in its sole discretion, that it is not satisfied with the quality of the Services being provided by the Security Company.

15.2 Without cause, by giving fifteen (15) days advance written notice to the Security Company. In case of such termination, the Security Company shall only be paid for Services actually rendered up to the date of termination, and any advance payment in respect of Services not performed or in respect of period falling after the effective date of termination shall be refunded by the Security Company. PTA, shall not be liable to the Security Company for any compensation, reimbursement, or damages because of the loss or prospective profit or from expenditures or commitments incurred in connection with the business of the Security Company due to expiration or termination of this

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Agreement. Furthermore, the Security Company shall indemnify and hold harmless the PTA from any claims, liabilities, or damages that may arise from the termination of this Agreement, including but not limited to claims made by third parties for loss of services or opportunities.

16. MODIFICATION

Any amendment or modification of this Agreement or additional obligation assumed by any party shall be enforced only after 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. The PTA reserves the right to refuse any proposed amendments or modifications that may adversely affect its interests, operations, or compliance with applicable laws and regulations. Additionally, any modifications that increase the Security Company's obligations or liabilities must be clearly articulated and mutually agreed upon. This clause shall not be construed to limit or waive the PTA's rights under this Agreement or applicable law, and the PTA reserves the right to enforce the original terms and conditions of this Agreement in the event that any amendment or modification is not executed in accordance with the provisions set forth herein.

17. GOVERNING LAW

The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the prevailing laws of Pakistan.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day of _____.

Signed on behalf of

M/s _____ (Pvt.) Ltd

Muhammad Adur Rub Khan
Director (Procurement)

Witness 1: _____

Witness 1: _____

ABDUR RUB KHAN
Director (Procurement)
Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad

Witness 2: _____

Witness 2: _____

A large, stylized handwritten signature in blue ink, consisting of a large loop at the top and a series of smaller loops and strokes below it.

ABDUR RUB KHAN
Director (Procurement)
Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad

ABOUT THE KIDNAP