



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

Invitation To Bid

Provision of Security Services at PTA HQs, F-5/1, Islamabad

Pakistan Telecommunication Authority (PTA) a Government organization invites sealed bids from well-known security companies registered with SECP, income tax & sales tax departments and who are on Active Taxpayers List of Federal Board Revenue (FBR) for the provision of security services at PTA Headquarter for a period of Three (3) Years.

Bidding documents containing detailed terms & conditions etc., are available at Office of Deputy Director Admin, PTA HQs, F-5/1, Islamabad. Price of bidding documents is Rs.500/- (non-refundable in shape of Bankers Cheque in favor of PTA). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach at the office of the undersigned on or before 5th June, 2023 by 11:00 AM. If the bid receiveing and opening day fall on a public holiday, the bids will be opened on next working day at the same time. Technical Bids shall be opened on the same day at 11:30 AM. This advertisement is also available on PPRA website at www.ppra.org.pk. All bids must be accompanied by a Bid Security in an acceptable form in the amount of PKR 100,000/- in Pak Rupees.

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14x2

BIDDING DOCUMENTS

Provision of Security Services at Pakistan Telecommunication Authority
Headquarters, F-5/1, Islamabad

1. Pakistan Telecommunication Authority (PTA) invites sealed bids from well reputed, experienced and valid license holding private Security Companies/firms registered with SECP and Income Tax/Sales Tax Department for provision of security Services at **Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad** for a period of three (03) years as per detail given below: -

S. No	Shift	Supervisor		*Security Guard			Lady Searcher		Total		
		HQ	F-6	HQ	F-6	PTA Hostel	HQ	F-6	HQ	F-6	PTA Hostel
a.	1 st Shift (8 Hours) 0900-1700	3	1	14	2	1	1	-	18	3	1
b.	2 nd Shift (8 Hours) 1700-0100	2	-	6	2	1	-	-	8	2	1
c.	3 rd Shift (8 Hours) 0100-0900	2	-	5	2	1	-	-	7	2	1
	TOTAL	7	1	25	6	3	1	-	33	7	3

*Duly armed with Semi-Automatic Weapon

2. Single Stage, Two Envelope procedure as per Rule 36 (b) read with Rule 37 of the Public Procurement Rules, 2004, as amended (the "Rules") shall be opted
3. Salient of **Single Stage - Two Envelop Procedure** is enumerated below: -
- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the "**Technical Proposal**" and the "**Financial Proposal**";
 - The envelopes shall be marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in bold and legible letters to avoid confusion;
 - Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened;
 - The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the PTA Headquarter, Islamabad without being opened;

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- e. PTA Headquarter shall evaluate the **Technical Proposal** first (without reference to the price and may reject any proposal which does not meet the specified requirements defined in tender document);
- f. During the technical evaluation no amendments in the technical proposal shall be permitted;
- g. After the evaluation and approval of the technical proposals, PTA Headquarter shall, at a time within the bid validity period, publically open financial proposals of the technically accepted bids only.
- h. The **Financial Proposals** of technically qualified bids will be opened publicly on mentioned date and time in presence of PTA Headquarter Purchase Committee and representatives of technical qualified companies.
- i. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;
- j. PTA reserves the right for the selection of **most advantageous bid**, which 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 (i.e. lowest in price) thereof, as specified in these bidding documents.
- k. No bidder will be allowed to withdraw its bid prior as well as after the deadline for submission of bids and during the period of bid validity or any extension thereto provided by the bidder.

4. **Mandatory Requirements: -**

All bids shall be evaluated on the basis of mandatory at first stage of technical evaluation. Failing to meet any one of the mandatory requirements shall result into disqualification of the bidder. The bidders must furnish documentary evidence for following mandatory requirements:-

S. No	Mandatory Requirements For Eligibility	YES /NO
i.	Registration with SECP as Private Limited Company	
ii.	NOC issued by Ministry of Interior, GoP for registration of private limited company with Securities and Exchange Commission of Pakistan (SECP) along with valid license from Government of Pakistan	
iii.	National Tax Number (NTN) Certificate of FBR	
iv.	Sales Tax Registration Certificate from FBR	
v.	The Security Company should be on active tax payers list (ATL) of FBR for income tax and sales tax.	
vi.	Copy of Latest Annual Tax Returns filed with FBR.	
vii.	Certificate of Membership with All Pakistan Security Agencies Association (APSAA) – At latest renewed for year 2022 .	
viii.	Certificate of bank account maintenance from a scheduled bank.	
ix.	Certificate of Registration with Old Age Benefit Institute (EOBI) and ICT/ Punjab Employees Social Security Institution (ESSI).	
x.	Affidavit, on non-judicial stamp paper of Rs. 100, that the Company/firm has not been black listed by any Government/Semi Government	

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	organization. Further, the bidder must not appear on list of blacklisted firms of PPRA	
xi.	Bankers Cheque of Rs. 100,000/- shall accompany the technical proposal as Bid Security. Failing to do so may result into disqualification.	
xii.	Deployment of at least 300 security guards in Islamabad and having minimum 5 years of experience. A Certificate to this effect will be furnished along with details of deployment (Facts will be verified).	
xiii.	At least 3 x Good/ Satisfactory Performance / appreciation Certificates from major clients like (Multinational Companies, Banks, Govt. Organizations, Embassies, hospitals & 5-Star Hotels etc) where Security Company has provided security services.	
xiv.	Existence of Office & Emergency response / Control Center. (Details on company letter head must be attached with technical proposal)	
xv.	The company should have few licenses of automatic weapons and will provide at least 7 automatic weapons along with other weapons. (Attach an undertaking)	

Note: All supporting documents must be attached with technical proposal to claim marks / eligibility.

5. 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 qualifying for financial evaluation shall be minimum **70%**.
6. The most advantageous bid, as defined at Sr. 3(j) above, shall be considered for award of contract.
7. 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.
8. Salaries/ minimum wage rate and work hours of the Supervisors and guards will be governed strictly according to the Government's instructions/ rules/regulations. The bid prices shall not be in violation of minimum wages to the security guards/security supervisor/lady searcher set by the Government, PTA reserves the right to ask the bidder to furnish break-up of its bid in case it appears that the bid is in violation of minimum wages notified by the Government. Thereafter, if a bid is found to be in violation of the minimum wages then PTA has the right to reject any such bid or bids.
9. Payment to the successful bidder/ Security Company shall be linked with continuous active taxpayer status. If the contractor is not in ATL, no payment shall be made until the bidder appears on ATL of FBR. In this regard, reference is made to Regulation 2 of Eligible Bidders (Tax Compliance) Regulations, 2015 of PPRA.
10. Compulsory remittance of Employees Old-Age Benefit Institution (EOBI) and Employees Social Security Institution (ESSI) against each individual. Evidence of remittance/contribution should be submitted to PTA on award of security contract as well as with the monthly invoice.
11. The Successful Bidder/Security company will be responsible to get each guard medically examined by a Registered Medical Practitioner and provide Medical Fitness Certificate before the deployment of guards and keep practice for re-examine to provide the fresh fitness certificate whenever required by the PTA (without any additional cost).

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12. The Successful Bidder/Security Company shall provide character certificates of each guard with verified antecedents by local police before the deployment at station.
13. Guards provided by the company should not be less than 30 years and not more than 55 years of age. Bulky/overweight/skinny/unhealthy/Smoker/or any Drug and Alcoholic addict persons will not be accepted at any condition.
14. The Security Company should provide the essential healthcare safety kits e.g. First aid box, where face masks, hand gloves, hand sanitizer, and liquid hand wash in sufficient quantity in order to deal the biological viral diseases,(whenever need basis)
15. The guards should be well-trained and well-capable to handle the situation including but not limited to bomb blast, earthquakes and events of fire and public protest, turmoil etc. and active in calling for emergency response team/services without any delay, by taking in confidence to Admin/security in-charge of concerned office.
16. Each security guard shall perform duty on an average of 8 hours per day (i.e. One (04) Security Supervisor & Three (18) Guards for first shift (0900 Hrs-1700 Hrs), One (02) Security Supervisor & Three (09) Guards for second shift (1700 Hrs-0001 Hrs), Two (02) Supervisors and Eight (08) Guards for third shift (0001 Hrs-0900 Hrs) and these should not be more than 48 hours per week. All security guards will be entitled to casual leave with full wages for ten (10) days in a calendar year or as specified in Labour Law and such leave shall not ordinarily be granted for more than three days at a time and shall not be accumulated; the security company should provide the reliever guard along-with verified character certificate and deployment letter before approving the leave of any guard.
17. The Successful Bidder/ Security Company will provide automatic weapons a Hand-held Metal Detector and a Vehicle Search Mirror at PTA Headquarter, F-6 Office, PTCL Building and PTA Hostel.
18. The successful bidder/Security Company will have to provide either ex-Servicemen or experienced young energetic, fully equipped and well conversant with security duty and other requirements as mentioned in the security agreement.
19. During the contract, the firm/Company will provide Security Guard Services as per Terms & Conditions, as per the Contract Agreement with PTA.
20. An agreement will be made between PTA and successful bidder /Security Company on **non- judicial stamp paper**. Draft Agreement attached as Annex-C
21. Availability of additional guards (if so required) will be arranged on same day /where in the absence or emergency situation additional guard must be provided within 1 day of written request.
22. **Bid Validity**. Bids shall remain valid for 90 days after the date of technical bid opening.
Bid Security: Bid Security will be returned to the unsuccessful bidders (technically) after opening of financial bids. Whereas, bid security of unsuccessful bidders (financially) will be returned after signing of contract with the successful bidder. While bid security of successful bidder will be returned after deposit of performance security at time of signing of contract.

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Performance Guarantee: The Security Company, if it is declared as successful bidder, will be required to deposit a "Performance Guarantee (P.G.)" equivalent to 03% of the amount of total value of contract (for all three years) in accordance with Rule 39 of PP Rules, 2004 through a Bankers Cheque issued from any scheduled bank in favor of PTA within one week of award of Contract/Agreement

The Bid Security of the successful contractor will be released against deposit of the Performance Bond. If the bidder fails to deposit Performance Bond/ Guarantee within one week of awarding of the Contract/Agreement, the same shall stand 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.

23. **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 cancel the agreement with or without giving notice (depending on nature of violation of Contract Agreement) and forfeit Performance Bond and/or any remaining amount of security services etc. due towards PTA.

24. **Alteration /Modification of Agreement.** The Successful bidder/Security Company shall reproduce draft agreement provided by PTA on stamp papers as per prevailing stamp duty of respective territory which will be on account of the *Successful bidder/Security Company*). 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 consent of PTA for purpose of clarity, legality, or otherwise except where scope of work, Terms & Condition and service charges is not adversely affected against PTA.

25. The bids, prepared in accordance with the instructions in the bidding document must reach PTA Headquarter on or before 5 June, 2023 at **11:00 A.M.** Technical bids will be opened the same day at **11:30 A.M.**

26. PTA reserves the right to accept or reject all bids as per PPRA rules.



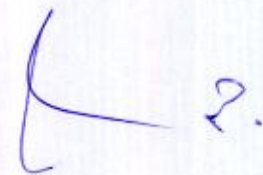
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Technical Evaluation Criteria for Hiring of Security Services

S. No.	Criteria	Max. Marks
1	<u>a. Performance Profile</u> Certificates of satisfactory performance issued by current or previous clients like Multinational Corporations /Govt. Organizations/ Embassies / Banks/ Five Star Hotels etc. (05 Mark each)	25
2	<u>b. Experience of the Firm/company _____ years (04 Marks for each year beyond the minimum required experience)</u> (To be reckoned from the provided copy of oldest work order, agreement, performance certificate etc.)	20
3	<u>c. Training of Security Guards for Fire Extinguishing / Fire Fighting, in the event of fire: (provide certificates of training sessions)</u> i. Yes (10 Marks) ii. No (0 Marks)	10
4	<u>d. 24/7 Control Center / Helpline for Monitoring of Security Services</u> i. Yes (10 Marks) ii. No (0 Marks)	10
5	<u>e. Armed Mobile Response Unit(s), in case of emergency situation:</u> i. More than five mobile units (10 Marks) ii. Less than five but up to 3 mobile units (05 Marks) iii. Less than three but up to 1 mobile unit (02 Marks) iv. No Mobile Units (0 Marks)	10
6	<u>f. Company's/Firm Welfare Policies for its Guards (Other than EOBI & ESSI):</u> i. Life Insurance Policy for Guards (10 Marks) ii. Medical Insurance Policy for Guards (05 marks) iii. No such Policy (0 Marks)	15
7	<u>g. Minimum strength of Security Guards deployed in Pakistan</u> i. More than 1000 Guards (10 Marks) ii. Less than 1000 but more than 300 Guards (5 Marks) iii. Less than 300 Guards (0 Marks)	10
Total Score		100
Minimum Score to qualify for Financial Evaluation		70

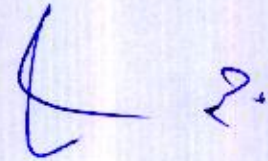
Note: Submission of documentary evidences for each evaluation criteria is mandatory for marks allocation.



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FINANCIAL PROPSAL**Hiring of Security Services for PTA Headquarter Islamabad**

The monthly rate/total amount for provision of 08x Security Supervisor & 34 x Security Guards and 01 Lady Searcher on 24 hours basis i.e. (04) Security Supervisor & Three (18) Guards for first shift (0900 Hrs-1700 Hrs), One (02) Security Supervisor & Three (09) Guards for second shift (1700 Hrs-0001 Hrs), Two (02) Supervisors and Eight (08) Guards for third shift (0001 Hrs-0900 Hrs) for **PTA Headquarter**. Inclusive of all payable taxes are quoted below:

S #	Place and No. of Security Guards	Amount for 1 st Year of contract		Amount for 2 nd Year of contract		Amount for 3 rd Year of contract	
		Rate per head per month (A)	Amount for 08x Supervis or 34x Guards and 01 lady Searcher per month (B)	Rate per head per month (A)	Amount for 08x Supervis or 34x Guards and 01 lady Searcher per month (B)	Rate per head per month (A)	Amount for 08x Supervis or 34x Guards and 01 lady Searcher per month (B)
1	PTA Headquarter Islamabad (34) Security Guards (8hours shift)						
2	Two (08) Security Supervisor (8 hours shift)						
3	One (1) lady Searcher (8 hours shift)						
4	Tax (GST)						
	Total for each year of contract (Bx12)						
	Grand Total						

Total amount in words:

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1st Year of contract: Rupees _____

2nd Year of contract: Rupees _____

3rd Year of contract: Rupees _____

Breakup of bid price per Security Supervisor, Lady Searcher and Guard per month

S#	Description	1 st Year of contract	2 nd Year of contract	3 rd Year of contract
1	Salary (not less than minimum wages approved by Govt (for 2022-23 and subsequent years) ¹			
2	Any other amount over and above than the minimum wage if the bidder wants to pay.			
3	Service charges			
4	Sales Tax (Rate & Amount)			
5	EOBI Contribution			
6	ESSI Contribution			
7	Insurance charges/ premium per Guard			
8	Any other amount/ charges etc. included in the bid price			

Note:

- Any change/revision in minimum wages, sales tax, EOBI contribution, etc. by Government of Pakistan accepted by both the parties as per law and payment will be made to the contractor accordingly. Whereas, "Service Charges" and amounts mentioned at S# 2, 7 & 8 in above table (i.e. "any other amount over and above than the minimum wage if the bidder wants to pay", "Insurance charges/ premium per Guard" and "any other amount/ charges etc. included in the bid price" will be paid as quoted in the Financial Proposal.
- All columns of the Financial Proposal shall be filled. In case of inapplicability of any amount, "N/A" may be mentioned in the column.
- Attach Rs. 100,000/- as Bid Security along with technical bid in original.
- Minimum rates of wages notification copy must be attached herewith for proving their rates.


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¹ Bidders shall quote the minimum wage rate for 2022-23 approved by the Government against all three years of contract in the 1st row. In case any bidder quotes less or more than the notified minimum wage rate for FY 2022-23 then the amount will be corrected accordingly to bring it equal to the minimum wage rate for FY 2022-23.

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DRAFT AGREEMENT OF SECURITY SERVICES

This Security Services Agreement (the "**Agreement**") is made on this day of _____ 2023;

By and between

Pakistan Telecommunication Authority a statutory body established under Pakistan Telecommunication Authority (Re-Organization) Act, 1996, ("PTA") having its Headquarter (HQ) at F-5/1, Islamabad (hereinafter referred to as the "PTA/Client" which expression shall, where the context so permits, include its, administrators or assigns) of the One Part;

And

M/s _____ (**Pvt.**) Ltd., a company incorporated under the Companies Act, 2017 and having its registered office _____ (hereinafter called "Security Company/ Contractor" 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 Security Company/Contractor has security guards and other personnel, who are fully trained in the field of security has agreed to provide security services at **PTA HQ, Islamabad** to the Client as set out in this Agreement.

NOW THEREFORE, for good and valuable consideration the adequacy whereof is hereby confirmed and the mutual benefits to be derived there from, 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:

1. SCOPE

Subject to Terms & Conditions of this Agreement and any other stipulation provided in bid documents, the Security Company/Contractor will provide Security Services/Guards as per mandatory requirements prescribed under Bidding Documents and as per the provisions of this agreement or as it will be communicated by PTA from time to time to the Security Company/Contractor.

TERMS OF AGREEMENT

- c. **Additional Guards.** In case of PTA requires additional strength of guards, the security company shall provide the same according to requirement on the terms as agreed in the agreement on 24 hours notice.

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- d. Salaries, perks, privileges and work hours of the security staff will be governed strictly according to the government rules / regulations by the security company.

2. **TERM**

The Initial Term of the Agreement shall be three (03) years commencing from (date/month/year) _____, 2023 and ending on _____, 2026 (both days inclusive). This Agreement may be renewed by mutual consent on such terms and for such period or otherwise as may be mutually agreed by the parties subject to satisfactory performance of the other party and in accordance with the prevailing law(s).

3. **RESPONSIBILITIES**

3.1 The Security Company shall be fully responsible to provide satisfactory services at **PTA**, and it will ensure that:

- a. The security company/Contractor will be bound to execute the directives of the PTA/Client.
- b. The deployed guards are Energetic, smart and well mannered, literate and healthy (ex-serviceman/civilian) with complete uniform and should fully conversant with the security principles and must not perform the double shift duty at PTA or any another company/firm/organization after the predefined duty hours. The deployment of Security Guards will be, in consultation with the security in-charge of PTA/Client.
- c. The Security Guards provided by the security company should not be less than 30 years and not more than 55 years of age for civilian and up-to 55 years for ex-serviceman and Supervisor should only be ex-servicemen. Bulky/overweight/skinny/unhealthy/Smoker or any Drug and Alcoholic addict persons will not be accepted at any condition.
- c. Daily attendance is marked in the register at the point as well as Daily Attendance sheet for submission to security in-charge of PTA for record. Representative from the security company/Contractor should randomly (at least twice in a week) monitor the performance of guards as per the Terms & Conditions and also verify the same on attendance register and meet with security in-charge of PTA.
- d. Each guard on duty has received and understood written instructions for basic duties, including always looking neat and clean and must be dressed-up in proper UNIFORM provided by Security Company and always display I.D card and should be active and energetic to discharge his duties.
- d. Each guard is to be issued at least three new uniforms along-with new shoes, and no guard will be allowed to washing of their uniform inside the office premises
- e. The Armed Guards who will be called "Standing Security Guards" are alert, patrolling and vigilant in duty hours. Any mishap will be the entire responsibility of the Security

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Company/Contractor under any/all circumstances subject to the completion of all legal proceedings as required by law.

- f. Each guard is medically examined by a registered medical practitioner and provided medical fitness certificate. Similarly, the security company shall also provide character certificates of each guard with verified antecedents by local police.
- g. Security Company's Manager/POC must introduce new or substitute security guard to the in-charge (Admin and Security) of PTA/Client, before the deployment as a substitute along with official deployment letter, Police Verification and copy of valid CNIC.

3.2 In addition to the services to be performed by the Security Company/Contractor specified herein this Agreement; the Security Company shall be responsible,

- a. To provide at no additional cost to PTA/Client, supervision of its employees as is necessary to adequately fulfill its obligations under the Agreement.
- b. To ensure that all its employees performing the services specified in the Agreement are physically and medically fit, and have no communicable disease and are healthy in all respects to perform duties.
- c. To warrant that in the performance of its obligations under this Agreement it shall comply fully with all laws applicable in Islamic Republic of Pakistan.
- d. To ensure that, the employees of Security Company/Contractor shall on no account indulge in UNIONISM, and further ensure and confirm that the Security cleared of all the employees who are deployed to provide services under this Agreement. In case any person deployed by the Security Company/ Contractor found guilty of any crime the Security Company/Contractor shall be fully responsible to replace the said guard accordingly with immediate effects.
- e. For recruitment, discipline and all other service matters of its employee, the Security Company will not in any case, use as substitute any officials of PTA/Client regarding their service matter, which is the sole responsibility of Security Company/Contractor.
- f. When circumstances warrant, that PTA/Client may refuse to accept services from any security guard of Company whose work has been found unsatisfactory or not in accordance with the requirements of this Agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances and violations that are or equivalent to the ones highlighted below:
 - (i) Amount of Rs.500/- per penalty for each guard will be deducted in case of minor violations like **not wearing of uniform or company ID card/late arrivals/negligence, attending guests or visitors in rudely manner, leaving office premises in duty hours**, etc. "All fines and penalties" will be deducted by PTA/Client, from the monthly payments of the Security Company/Contractor.

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- (ii) Three consecutive violations of same nature on part of any security Guard will render him unsuitable for performing duties in PTA.
 - (iii) The Security Company/Contractor would be served with a warning notice after imposing the penalties, where in case of persistent violations like offensive behavior, not adhering the instructions, refusing to take responsibility and non-compliance against telephonic/email/in writing complaints, after two consecutive warnings on similar content, the additional penalties may be imposed to security company ranged from 5% to 20% of total monthly payment against each additional warning after first two warnings against similar content or non-compliance against any reported issues, also PTA may terminate this Agreement with immediate effect after three consecutive warnings against serious violations.
 - (iv) Actions like firing of weapons which are not intended for the purpose of defense and in violation of Security Company's/Contractor's license shall lead to termination of this Agreement on immediate basis besides involving other legal proceedings as required
- g. The process of recruiting, interviewing and hiring employees/guards of Security Company/Contractor including any actions with respect to alleged discrimination of other employment practices are the sole responsibility of Security Company subject to what has been agreed in this agreement.

4. DEPLOYMENT OF GUARDS

- 4.1 Security Company will deploy (i.e. Four (04) Security Supervisor & Eighteen (18) Guards including lady searcher for first shift (0900 Hrs-1700 Hrs), Two (02) Security Supervisor & Nine (09) Guards for second shift (1700 Hrs-0001 Hrs), Two (02) Supervisors and Eight (08) Guards for third shift (0001 Hrs-0900 Hrs) at PTA Headquarter. All security guards will be entitled to casual leave with full wages for ten (10) days in a calendar year or as specified in Labour Law and such leave shall not ordinarily be granted for more than three days at a time and shall not be accumulated; the security company should provide the reliever guard along-with verified character certificate and deployment letter before approving the leave of any guard.
- 4.2 In case PTA requires additional guards, the Security Company shall provide the same according to the requirement on the terms as agreed in the Agreement upon 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 Annexure-A.
- 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 deduction related thereto etc. and is acknowledged by the Security

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Company to be adequate and sufficient consideration for the rendition of Services by the Security Company.

- 5.3 All payments to be made by PTA to the Security Company shall be subject to such deductions and withholding taxes as are required by prevailing law which shall be to the account of the Security Company.
- 5.4 The Security Company shall be responsible to pay all the taxes required under prevailing laws and for any necessary withholding of taxes from the salaries of security guards of Security Company. PTA will not pay any additional amount during contract period not specified herein and/or bidding documents except for requesting for additional security guards.
- 5.5 The Security Company shall submit its invoice in accordance with the rates/charges specified in Annexure-A hereto and PTA agrees to make payment under each invoice during the period of contract as mentioned in the Agreement within 10 days but not exceeding 30 days after the receipt of such Invoice.
- 5.6 Payment to the Security Company shall be linked with active taxpayer status. If the security company is not in ATL, no payment shall be made until the Security Company appears on ATL of FBR/ failing which this agreement may be terminated.
- 5.7 The Security Company shall be paid only the amount which is agreed under this Agreement for the services/wages/salaries of all deployed security guards. PTA shall not be responsible to pay any additional amount on account of any other expenses which may incur to the Security Company for whatsoever reasons. Monthly wages of the guards shall not be less than the minimum wages fixed by the Federal Government of Pakistan, as the case may be, from time to time. Any violation at any stage in this regard will render the Security Company/Contractor ineligible to work with PTA Headquarter. The Security Company shall exclusively be responsible to comply with any and all Federal, Provincial, and local laws, rules, and regulations regarding its employees, including, but not limited to, the payment of contributions under the Employees' Old-Age Benefits Act, 1976 and Provincial Employees' Social Security Laws and to comply with the Industrial and Commercial Employment Standing Orders, Minimum Wages, Payment of Wages law and applicable other labour laws for the time being in force which may attribute to the employees of Security Company. Further, PTA will only entertain any request in this regard for the enhancement of wages/ monthly charges during the period of this Agreement as per provisions of the bidding documents.
- 5.8 The Security Company shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers/guards who shall be deputed for the Services at PTA Headquarter, or may be specified from time to time.
- 5.9 The Security Company shall be bound to have its own backup guards insured against accidents resulting in injury or death in accordance with the Workmen's Compensation Act, 1923 or any other applicable law. The Security Company, in addition to Clause (9), undertakes to fully indemnify and hold harmless the PTA against any claims, losses, damages, or expenses in

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Headquarters, F-5/1, Islamabad

relation to injury or death to any persons or loss or damage to property arising out of the performance of Services hereunder.

- 5.10 Any additional time/hours of duty which may be treated by law as overtime, shall not be paid by PTA/Client, and it shall be sole duty of Security Company/Contractor.

6. PERFORMANCE GUARANTEE

- 6.1 The Security Company shall deposit a "Performance Guarantee" equivalent to 03% of the amount of total value of contract through a Bankers Cheque issued from any scheduled bank in favor of PTA within one week of award of Contract/Agreement. The Bid Security of the successful bidder/ contractor will be returned on submission of the performance guarantee. If the contractor fails to deposit Performance Bond/ Guarantee within one week of award of the contract, the same shall stand cancelled and the bid security shall be forfeited.
- 6.2 Performance Guarantee shall be released after the expiry of the Agreement.

7. DUTIES

The Security Company shall be responsible for any and all duties performed by deployed Security Supervisor / Guards at PTA Headquarter, However, the Guards/Staff deployed by the Security Company shall perform their duties, including but not limited to following;

- a. Prevention of entry into office premises entrusted to the Security Company /Contractor any person not authorized by PTA or any person who lacks proper identification.
- b. Prevent pilferage of items/equipment/property belonging to **PTA/Client** from the premises of **PTA/Client** which are under charge of Security Company as per written instruction issued by the authorized officer of **PTA/Client**.
- c. Inform concerned authorized officer of **PTA/Client** promptly and accurately in case of any occurrence detrimental to the security of **PTA/Client** premises or any item placed under charge of the Security Company/Contractor.
- d. To take appropriate action in case of emergencies like:
 - (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 in-charge of (Admin & Security) at PTA, nearest Police Station and Control Centre of the Security Company for appropriate actions; security guards must have the contact details of relevant / authorized persons and emergency contact numbers.
 - (iii) Law and Order Situation will be promptly reported to the nearest local Police Station, with the permission of in-charge of (Admin & Security) at PTA Headquarter and the Control Office of Security Company for appropriate action. All entry points shall be closed under such a situation.

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- (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 premises for their effectiveness during off hours.
 - (vi) To properly brief the relieving guard about any situation concerning security.
- e. The guards will perform duties including security of **PTA** personnel, installation, its property and firefighting (in case of fire).
 - f. It shall be the duty of security guard/staff to take immediate remedial action at the time of any fire incident.
 - g. It shall be the responsibility of security guards to check up firefighting equipment installed in **PTA Headquarter** building/premises and report to in-charge of Security of PTA if found irregularity.
 - h. 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/staff, the contracting security company will be wholly responsible and liable for paying all the losses occurred to **PTA Headquarter** as a result of their negligence, which will be decided by a committee consisting of both parties.
 - i. The licensed arms provided to the guards must be examined by a qualified armored.
 - j. Security guards will be granted two days off per month subject to availability of suitable substitute by the Security Company.
 - k. The Security Company will provide a **hand-held metal detector** and a **vehicle search mirror** at the location(s) given at clause 4 above.
 - l. The Security Company will provide essential health safety kits e.g., **first Aid box** where surgical facemasks, hand gloves, hand sanitizer, and liquid hand wash in sufficient quantity. In case of any biological situation or whenever request by In-charge Admin and Security at PTA Headquarter without any additional payment.
 - m. The Security Supervisor is responsible to maintain Attendance sheet of security guard and a weekly/monthly report for the same shall submit to Security OIC/Staff of PTA Headquarter.
 - n. The Security Supervisor is responsible to manage duties starting and transfer of shift duties and record for the same must be maintained.
 - o. The Security Supervisor is responsible to maintain vehicle / persons / visitors in and out record at main entry point under the guideline provided by PTA and also follow the security guideline provided by Security Company.
 - p. In case of any absentee or replacement of guard is required, then Security Supervisor is responsible to manage / arrange the guards and coordinate with security company.

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8. RELATIONSHIP OF PARTIES

- 8.1 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, 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 or undertaking for, to act on behalf of, to act or be and agent or representative of, or to otherwise bind, PTA/Client except when so expressly authorized by PTA.
- 8.2 The persons deployed by the Security Company who perform the services specified in this Agreement shall be the employees of the 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 that neither the **PTA** nor any officers 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 Security Company. The Security Company will be employer of all such persons who perform the services specified in this Agreement. The Security 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 rights 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 this Agreement.
- 8.3 If in the opinion of the **PTA** the presence of any employee/guard/staff of the Security Company of any of his acts of omission or commission are prejudicial to the interests of the **PTA** or any of its officer, PTA shall inform the Security Company about such employee where upon it will take immediate action against such employee by replacing him to the entire satisfaction of **PTA**.

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 against all losses and claims for injuries or damage to 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, and against all claims, demands, proceeding, cost, charges and expense whatsoever in respect thereof or in relation thereto and all litigations, court processes and court cases and all proceedings there under filed or instituted by the personnel employed by the Security Company or any of them 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

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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 Headquarter.
- 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.

11. ASSIGNMENTS

- 11.1 This Agreement may not be assigned by the Security Company and the Security Company shall act and shall ensure that its personnel also act in accordance with any instructions that may be given to them by PTA Headquarter from time to time, in verbal form and/or in written form.
- 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 Company shall entitle the PTA to terminate this Agreement forthwith.
- 11.3 If the Security Company shall make any arrangement with or assignment in favor of its creditors, or amalgamates with any other concern or is taken over, PTA shall be entitled to terminate this agreement forthwith upon notice.

12. DISPUTES

- 12.1 All questions, disputes, controversies arising directly or consequent to this Agreement, whether during the term of this Agreement or after the termination or expiry of this Agreement except matters, which are the sole discretion of PTA under the terms of this Agreement, shall be settled by mutual negotiations. Should such negotiations fail, at the second stage the matter, as specified herein before subject to said exception shall be referred to the Authority whose decision shall be final and binding upon both parties. . In the event of failure of amicable settlement of dispute as above, either party may refer the dispute to Arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder.

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13. ENTIRE AGREEMENT

- 13.1 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 variation in this agreement shall be made in writing with the mutual consent of the parties.

14. FORCE MAJEURE

- 14.1. Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event. For the purpose of this Agreement a "Force Majeure Event" shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of this Agreement.

- 14.2 The Party initially affected by a Force Majeure shall promptly but not later than twenty four (24) hours following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its duties ("Force Majeure Notification"). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists. Upon cessation of the effects of the Force Majeure the Party initially affected by a Force Majeure shall promptly notify the other of such cessation.

15. TERMINATION

- 15.1 Notwithstanding anything herein contained, PTA/Client shall be exclusively entitled to terminate this Agreement
- a. without advance notice, in case the Security Company/Contractor is in breach of any of the terms of this Agreement which is not rectified by Security within thirty (30) days after receiving written notice from PTA, or in case PTA is not satisfied with the Services being provided by the Security Guards,
 - b. Without cause, by giving fifteen (15) days advance written notice to the Security Company.
- 15.2 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.

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15.3 PTA, shall not, because of expiration or termination of this Agreement, be liable to the Security Company for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Security Company.

16. MODIFICATION

Any amendment or modification of this Agreement or additional obligation assumed by any of the party will 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 both parties.

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 Security Company

M/s_____ (Pvt.) Ltd.

Witness 1: _____

Witness 2: _____

(Director Admin)

For PTA Headquarter, Islamabad

Witness 1: _____

Witness 2: _____


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Annex-A

S #	Place and No. of Security Guards	Amount for 1 st Year of contract		Amount for 2 nd Year of contract		Amount for 3 rd Year of contract	
		Rate per head per month (A)	Amount for 08x Supervisor 34x Guards and 01 lady Searcher per month (B)	Rate per head per month (A)	Amount for 08x Supervisor 34x Guards and 01 lady Searcher per month (B)	Rate per head per month (A)	Amount for 08x Supervisor 34x Guards and 01 lady Searcher per month (B)
1	PTA Headquarter Islamabad (34) Security Guards (8hours shift)						
2	Two (08) Security Supervisor (8 hours shift)						
3	One (1) lady Searcher (8 hours shift)						
4	Tax (GST)						
	Total for each year of contract (Bx12)						
	Grand Total						

Total amount in words:

1st Year of contract: Rupees _____2nd Year of contract: Rupees _____3rd Year of contract: Rupees _____


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Breakup of bid price per Security Supervisor, Lady Searcher and Guard per month

S#	Description	1 st Year of contract	2 nd Year of contract	3 rd Year of contract
1	Salary (not less than minimum wages approved by Govt (for 2022-23 and subsequent years)			
2	Any other amount over and above than the minimum wage if the bidder wants to pay.			
3	Service charges			
4	Sales Tax (Rate& Amount)			
5	EOBI Contribution			
6	ESSI Contribution			
7	Insurance charges/ premium per Guard			
8	Any other amount/ charges etc. included in the bid price			



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