

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

TENDER NOTICE FOR HIRING OF SECURITY SERVICES

1. Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from well-reputed, with at least 10 years' experience and license holder Private Security Companies (PSCs) registered with Income/ Sales Tax Department, stationed at Islamabad/Rawalpindi for provision of Security Services to PIPS Office near Kashmir House, Ataturk Avenue, F-5/2, Islamabad for one year, starting from the date of signing of the contract.
2. The PSCs participating in bidding must be registered with SECP, have NOC from Ministry of Interior and valid license from Chief Commissioner ICT. The PSCs should have a proper set up/office in Islamabad/Rawalpindi. The interested PSCs may submit their offers along with following documents on E-PADS and in hard form to PIPS, Ataturk Avenue, Sector F-5/2, Islamabad by **11th September, 2025 at 11:00 a.m.**
 - i. Profile of the Company
 - ii. Details of clients entertained during last three years including volume of business conducted with them.
 - iii. Bank Draft/ Pay Order amounting to **Rs. 20,000/- (Refundable)** as earnest money in favour of PIPS, Islamabad.
 - iv. Copy of NTN and GST Registration Certificates
 - v. Registration certificates from relevant authorities i.e. SECP, Ministry of Interior, Chief Commissioner Office etc.
 - vi. Draft Agreement containing terms and conditions (Specimen of agreement may be collected from the undersigned during office hours).
3. The bids must be uploaded latest by **11th September, 2025** at 11:00 a.m. and opened on the same date at 11:30 a.m. in PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad.
4. All prevalent government taxes will be applicable.
5. Bids against this tender are invited on **Single Stage-Two Envelope Bidding Procedure.**
6. The PSC's will provide an affidavit along with tender documents that they will follow all the procedures mentioned in the Policy on Establishment and Functioning of Private Security Companies-2018 issued by the Ministry of Interior.
7. Minimum Wage Rate should be adhered by the PSCs as notified by the Office of the Chief Commissioner, Directorate of Industries & Labour Welfare, ICT, Islamabad (as amended from time to time).
8. This tender advertisement can be browsed at PIPS and PPRA websites i.e. www.pips.gov.pk and www.ppra.org.pk.

(Habib Khan)
Assistant Director (Admn)
Phone: 051-9091360/111

Pakistan Institute for Parliamentary Services

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

You are hereby invited to submit the tender for the providing Security Services to PIPS Office, Ataturk Avenue, F-5/2, Islamabad on EPADS.

1. Prospective Bidders Should Particularly Note That:

- a. Authorized representative may attend the tender opening, if desired.
- b. PIPS reserves the right to accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.
- c. Bids against this tender are invited on **Single Stage-Two Envelope Bidding Procedure.**
- d. Submission of false statement / documents as well as concealing of any information is liable to disqualification of the respective firm(s).
- e. The company shall provide **04 Nos. of Security Armed Guards** per month on 12 hours per day duty basis with a total of 04 days leave per month.
- f. The company shall preferably provide ex-serviceman/Police (Sepoy to Havildar) security Armed Guards less than 50 years of age with good health along with physical fitness certificate.
- g. The company shall provide attested copies of Military Discharge Certificates, CNIC and security clearance of the security Armed Guards in case of retired military personnel.
- h. The company shall be responsible to make payment of salaries to its staff in the first week of every month from its own resources without waiting for the release of cheque by PIPS.
- i. The company will be responsible to provide necessary uniform, proper weapons and security gadgets to the security Armed Guards.
- j. Performance certificates by two major clients where the firm has been providing security services in the last **03 years.**

(Habib Khan)
Assistant Director (Admn)

Part B:

Instruction To Bidders (ITB):

01. Delivery of Bids. The Proposal is to be submitted as under:-

- a. The Proposal indicating the quoted price in figures as well as in words alongwith essential literature / brochure should be uploaded on E-PADS.

02. Date and Time for Receipt of Bids.

The bid documents must be uploaded on E-PADS until **11th September, 2025 at 11:00 a.m.** and in hard form at the address given above.

03. Tender Opening.

Tender will be opened on **11th September, 2025 at 11:00 a.m.** Only legitimate / authorized representatives of suppliers will be allowed to attend, if desired. These representatives should be fully aware of the details of their supplier's Proposal and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.

04. Validity of Proposal.

The validity period of bids must be indicated and should invariably be not less than 30 days from the date of opening.

05. Price:

- a. The price should be quoted for Islamabad only.
- b. The price validity period must be at least 01 year from the date of signing of contract.

06. Taxes:

All prevalent Govt. Taxes will be applicable.

07. Language of Bidding Document:

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

08. One Bid per Bidder

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

09. Terms of Payment:

The payment will be made on monthly basis after submission of valid invoices by the vendor within 15 working days.

10. Withdrawal of Proposal:

If the supplier withdraws its Proposal within validity period, the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

11. Photocopies of relevant Documents:

Photocopies of following documents must be attached/ uploaded with Proposal:-

- i) Profile of the Company.
- ii. Details of clients entertained during last three years including volume of business conducted with them.
- iii. Bank Draft/Pay Order @ Rs. 20,000/- (Refundable) as earnest money in favour of PIPS, Islamabad.
- iv. Copy of NTN and GST Registration Certificates.

12. Disqualification:

Proposals are liable to be rejected if:-

- a. Earnest money is not received in PIPS before closing date.
- b. Proposals are found conditional or incomplete in any respect.
- c. Taxes and duties, freight/transportation and insurance charges are NOT indicated separately.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. If the Proposal is found to be based on cartel action in connivance with other bidders.

13. Earnest Money / Bid Security:

Bank Draft/Pay Order amounting to Rs. 20,000/- (Refundable) as earnest money in favour of PIPS, Islamabad.

14. Return of Earnest Money:

Earnest money to the unsuccessful bidders will be returned on acceptance of lowest acceptable bid.

15. Extension in Contract:

The contract period may be extended subject to the mutual consent of both the parties.

Technical Marking Scheme**Grading Scheme for Acquiring Security Services**

Grading	Total Marks	Marks Obtained
Site Inspection Report	20	
Experience related to the similar assignments (Multinational/Embassies/5 Star Hotels=4 Marks each) (Factories/Educational Institutions/Government offices= 2 Marks each) (Commercial Centers/Hospitals =1Mark each) Copies of valid agreements will be provided as evidence	20	
Training of Armed Guards: In-house provided by the Company itself (7.5 marks) Training provided by the Govt. Security Agencies (7.5 marks)	15	
Experience of the company __ years (3 marks for each year); 05 years and above are required	15	
Annual Turnover supported by documents (2024-25) (02 marks for each one million)	10	
HR Strength with proof (05 marks for each 50 skilled employees)	10	
Type of Weapons (Auto, Semi & Others) Auto (02 marks per 10 licenses)=Max.10 marks Semi + Others (01 mark for 10 weapons) = Max. 10 marks	10	
Total Marks	100	

Qualifying Marks = 60%

Note:-

Only technically qualified bidders shall be considered for financial bid opening.
Bid will be awarded to the lowest quoted bidder.

Financial Bid

S #	Description	Required Qty.	Rate per Armed Guard (Rs.)	Total Amount (Rs.) with tax
1	Armed Security Guards 12 Hours Duty Basis Per Day (04 Leaves Per Month)	04		