



Government of Pakistan  
**NATIONAL INFORMATION TECHNOLOGY BOARD**  
**(NITB)**

Ministry of Information Technology & Telecommunications

**INVITATION FOR BIDS**

Provision of Security Services

Tender No. NITB-4(416)/2025

22<sup>nd</sup> May 2025

[www.nitb.gov.pk](http://www.nitb.gov.pk)

Plot No. 24-B, Street No. 6, Sector H-9/1, Islamabad



## 1. Brief Introduction of NITB

National Information Technology Board (“NITB” and / “Procuring Agency”) is an autonomous body (working under the administrative control of the Ministry of Information Technology and Telecommunications) enforcing the vision & policy of Federal Government to serve the public in more effective and efficient manner through due advisories and consultancies and provision of e-Governance software applications to public sector organizations so as to focus on cross-cutting e-Governance applications and initiatives that can be replicated across multiple public organizations for better Government to Government (G2G) and Government to Citizens (G2C) services and communication.

- 1.1. The bidders will be shortlisted and selected in accordance with Public Procurement Regulatory Authority (PPRA) Rules, 2004.
- 1.2. The bidders should have the capacity and resources to provide Security Services in prudent manner.
- 1.3. This tendering process shall be governed by PPRA Rules, 2004 from all aspects, and the PPRA Rules, 2004, whether or not specifically referenced in here, shall be deemed part of this RFP where applicable.
- 1.4. The bidders are required to disclose any potential conflicts of interest that may arise during the RFP process. This includes, but is not limited to, any personal, financial, or professional relationships that could influence the bidder's impartiality or decision-making. The bidders must notify the Procuring Agency immediately upon becoming aware of any such conflicts.

## 2. General Terms & Conditions

- 2.1. Services of security company, having trained preferably retired personnel from Armed Forces, are required who shall be performing security duty at NITB office on 24/7/365 basis. Initially, the contract will be awarded for two (02) years extendable on mutually agreed terms & conditions for up to a term of one year subject to satisfactory performance.
- 2.2. Security guards shall perform duty on an average 12 hours per day during the month.
- 2.3. For provision of extra/additional guards, NITB will give two (02) days’ advance notice, however, in case of emergency; guards will be provided on immediate basis.
- 2.4. The security company shall provide security services to look after NITB office/building premises/ property and maintain discipline within the NITB office/ building / premises as per the detail of premises/building/property etc., and shall provide assistance to lock and unlock the office during office working hours (if required).
- 2.5. The security company will have to use its force whenever and wherever necessary for the implementation of NITB Management Order etc. related to keeping, securing, and maintaining discipline and safety.
- 2.6. To conduct physical search of persons & vehicles etc. coming in and going out of NITB premises as & when required by NITB Management to control theft and pilferage etc.
- 2.7. The security will be smartly turned out whereby, company will provide uniform to its employees deployed at NITB office premises including shoes, torches, jackets, umbrella etc., and all the guards shall turn out neat & tucked in trouser with head gear, red sash, displaying cards of rank, name plates, identity cards and whistle.
- 2.8. The security company shall at all times enforce discipline among the security personnel and shall not appoint unfit, untrained, inexperienced and overage persons for the subject duties.
- 2.9. Any security guard or security supervisor being engaged by security company under the resultant contract who does not fulfil the requirement set forth by the NITB Management will not be accepted and the security company will immediately replace him/ them with suitable



- personnel. Else the guard deployed on duty will be marked absent for the purpose of salary only.
- 2.10. The security guard on duty shall not in any case leave his place of duty until and unless reliever arrives. Provision of relievers in times shall be the absolute responsibility of security company at their own cost.
  - 2.11. The security company shall be solely responsible for watch and ward, safety of all the moveable and immovable properties of the NITB.
  - 2.12. The security company shall provide accommodation to its deputed security guards and their billeting/lodging/accommodation shall not be NITB's responsibility.
  - 2.13. The security company shall provide & furnish the requisite N.O.C. from the Federal Government as well as the Ministry of Interior with regard to carrying out the security services.
  - 2.14. The contract may be terminated either by the NITB or the security company by giving three (03) month's advance notice.
  - 2.15. The successful bidder will deposit a Performance Guarantee of the value equal to 10% of the contract price/- as security, which will be returned to contractor on termination / expiry of the contract if nothing is outstanding/due against the contractor.
  - 2.16. No joint venture and sub-contracting are allowed under and for this RFP.

### **3. About Bidders / Responding Organizations (ROs)**

- 3.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department, and must be in possession of a valid NTN certificate. The RO must be on the Active Taxpayer List of FBR. Copies of the certificates / relevant documents must be provided with the bid proposals.
- 3.2 The RO must provide following on their letterhead:
  - a) Name of organization.
  - b) Name of owner(s)/ Directors' names along with Phone, Fax and official email addresses.
  - c) NOC/Letter from Ministry of Interior/ICT Administration.
  - d) Complete address and location of the Head office.
  - e) Details of offices across Pakistan.
  - f) List of clients especially of public sector.
  - g) Size of company / number of employees (at least having 500 employees).
  - h) Number of years of being in security services business (at least for last 10 years).
  - i) List of certified and dedicated Supervisors/Staff (where applicable).
  - j) Registration, License/NOC from Government of Pakistan (Federal and Provincial) & confirmed by Ministry of Interior, cleared from Special Branch Police.
  - k) Detail of weapons and registration i.e. valid licenses.
  - l) Mobile Armed response system in case of emergency.
  - m) Training program of the company/agency for increasing efficiency and performance of security guards.
  - n) Security guard's standard of expertise in use of fire extinguisher, in case of fire etc.
  - o) Firm's welfare policies for the guards.
  - p) Affiliation of the firm with any national or international organization, or with agencies that certify or provide security equipment meeting international standards.
  - q) Detail of litigation cases, if any
- 3.3. The RO to provide information as per templates available at Annexure-I, Annexure-II, and Annexure-III.



- 3.4. The RO shall be responsible for payment of any and all applicable duties and taxes etc. which are imposed, both currently and in future, by the Government of Pakistan (GOP) or any other authority. The bid price MUST be inclusive of all taxes. The RO is hereby informed that the Procuring Agency shall deduct tax (applicable at the time of payment) at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a procurement contract with the Procuring Agency.
- 3.5. Financial capability and yearly growth rate (business revenue) of RO in past five ( 05) years.
- 3.6. RO must provide value, size and nature of projects done in past 10 years with respect to security services/products.
- 3.7. RO must be in relevant business /security services for last ten (10) years at least.
- 3.8. RO should have successfully completed ten (10) similar projects.
- 3.9. Affidavit duly executed that the firm has never been blacklisted by any Government/Semi Government/Autonomous organization (on stamp paper of Rs. 100)
- 3.10. Affidavit duly executed that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action is liable on that company (on stamp paper of Rs. 100)
- 3.11. RO must also be register with EOBI.

#### 4. Preparation of Bids

- 4.1. As per PPRA rules, 'Single Stage –Two envelope' procedure will be used for the instant procurement.
- 4.2. The bids shall be submitted electronically through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA, 1st Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237. NITB may, however, require hard copies of the bids already submitted electronically through EPADS. Bids / proposals submitted manually or through any method other than EPADS will not be relied upon.
- 4.3. **Technical Proposal:** The Technical Proposal shall be marked "**TECHNICAL PROPOSAL**" clearly in bold and legible letters to avoid confusion.
- 4.4. **Financial Proposal:** The Financial Proposal shall be marked "**FINANCIAL PROPOSAL**" clearly in bold and legible letters to avoid confusion.
- 4.5. **Bid Bond/Security:** A Bid Security in the shape of a Bank Draft / Pay Order in the name of 'National Information Technology Board', equivalent to Rs. 100,000/- must be submitted in original hard form to NITB, and a copy of the Bid Security shall also be submitted through EPADS along with the proposal.
- 4.6. RO should duly fill in and submit the Bid Forms 01, 02, 03.
- 4.7. RO shall submit an Affidavit that it is not blacklisted by any Federal, Provincial or Public sector organization.
- 4.8. All bids and prices must remain valid for a period of **120 days** from the closing date of the submission of tender documents. However, the ROs are encouraged to state a longer period of validity of the bids.
- 4.9. The financials in the bids shall only be quoted in Pakistani Rupees (PKR).
- 4.10. RO shall bear all costs associated with the preparation and delivery of its Bid, NITB will in no case be responsible or liable for those costs.
- 4.11. The bids prepared by the ROs and all correspondence and documents relating to the bids exchanged between the bidders and NITB shall be in the 'English' language.



## 5. Pre-Bid Meeting:

- 5.1 A pre-bid meeting will be held in the premises of National Information Technology Board (NITB), **at Plot No. 24-B, Street No. 6, Sector H-9/1, Islamabad (Phone: 051-9265063) on 29<sup>th</sup> May, 2025 at 11:00 A.M.**
- 5.2 All queries relating to this RFP should be e-mailed to [ddadmin@nitb.gov.pk](mailto:ddadmin@nitb.gov.pk) at least three (03) days before the pre-bid meeting. Answers to the submitted queries shall be given on priority basis in the pre-bid meeting.

## 6. Bids' Submission Date

- 6.1 Bids must be submitted on EPADS on or before the last date mentioned in the Tender Notice i.e. **6<sup>th</sup> June, 2025 at 11:00 AM.**
- 6.2 The bids submitted after the prescribed time shall be rejected and returned without being opened.

## 7. Opening, Evaluation, Rejection, and Amendment of Bids

- 7.1 Technical bids will be opened on the same date i.e. the last date for submission of bids at **11:30 AM.**
- 7.2 Details of technical specifications required by NITB are attached at Annexure-II. Initial evaluation/screening will be done as per Annexure-I; whereas, technical evaluation as per Annexure-II. ROs should provide all details in required templates as provided under:
  - a) Annexure-I for Initial Screening.
  - b) Annexure-II for technical evaluation (technical proposal envelope).
  - c) Annexure-III for financial evaluation (financial proposal envelope).
- 7.3 Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall not be opened.
- 7.4 NITB shall record minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.
- 7.5 NITB may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 7.6 NITB shall incur no liability, solely by virtue of rejection of bids, towards suppliers or contractors who have submitted bids or proposals.
- 7.7 In the above case notice of the rejection of all bids or proposals shall be given promptly to all bidders who submitted bids/ proposals.
- 7.8 At any time prior to the deadline for submission of the bid, NITB may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.
- 7.9 The amendment shall be part of the bidding documents and will be notified through publication on the website where the original RFP was published.
- 7.10 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, NITB may, at its discretion, extend the deadline for the submission of the bid.



## **Disqualification and Blacklisting of suppliers and contractors**

- 7.11 NITB shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- 7.12 Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.

## **8. Acceptance of Bids and Award of Procurement Contract**

- 8.1 The bidder after qualifying through the given criteria in **Annexure-I** will qualify for technical evaluation as per **Annexure II**. Marks obtained as per the evaluation through **Annexure II** will then be calculated as per the formula given in **Annexure II-A** keeping in view the financial proposal (as per **Annexure III**). Technically qualified bidder having highest evaluated marks/points (combined Firm's Technical Capacity & Financial Proposal) shall be awarded the contract, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, within the original or extended period of bid validity.

### **8.2 Procuring Agency's Right over quantities at the time of Award**

The Procuring Agency reserves the right at/ after the time of award of procurement contract to increase or decrease, the volume of the services up to 15% as originally specified in the **Annexure-III** without any change in unit price or other terms and conditions. Payment will be made for the services actually provided as per rate (per unit) provided by the bidder.

### **8.3 Notification of Award**

- 8.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- 8.3.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- 8.3.3 The enforcement of the contract shall be governed by Rule 44 of the PPRA Rules, 2004.

### **8.4 Signing of Contract**

- 8.4.1 After the notification of award, the Procuring Agency shall send the successful bidder the contract form/ document.
- 8.4.2 The contract shall become effective upon affixation of signature of the Procuring Agency and the successful bidder on the contract document.
- 8.4.3 If the successful bidder, after completion of all formalities shows an inability to sign the contract then its Bid Security shall stand forfeited and the bidder firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bids.
- 8.4.4 The Bid Security submitted by the successful bidder at the time of submitting its bid shall



be returned to the bidder upon signing of contract and furnishing of the performance guarantee/ bank guarantee duly confirmed by the NITB with the bank of the successful bidder.

## **9 Performance Guarantee**

- 9.1 The successful Bidder shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the procurement contract, a sum equivalent to **ten percent (10%)** of the total contract price, on the Form and in the manner prescribed by the Procuring Agency. This Performance Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue and should cover the warranty period after all contractual obligations have been fulfilled.
- 9.2 Failure to provide a Performance Guarantee by the successful bidder is sufficient ground for annulment of the award and forfeiture of Bid Security. In such an event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bids.
- 9.3 Performance guarantee shall be released after closing of contract / completion of all obligations under the contract.

## **10 Contractor's responsibilities: -**

- 10.1 The successful bidder shall deploy security guards, well trained, healthy and medically Cat 'A' with maximum age limit of 54 years.
- 10.2 Security guards shall always hold with them their CNICs as well as firm's identity cards
- 10.3 The successful bidder shall provide 44 Bore (Rifle) where required with 20 rounds, valid license and authority letter, in working condition and will replace/ maintain the weapon at its own cost and custody. No cartridge will be chambered by the guards unless there is some real emergency.
- 10.4 On written report from NITB, the successful bidder shall replace the unsuitable guard(s) immediately.
- 10.5 Security guards shall always be employees of the successful bidder (and not of NITB) and will execute a contract of employment with the successful bidder to perform duties at NITB premises.
- 10.6 The successful bidder shall alone be responsible for payment of wages, Government dues, workman compensation, old age benefits, social security, group insurance etc. to and for the security guards as per applicable laws.
- 10.7 The services of the security guards shall be at the disposal of NITB.
- 10.8 All guards will be trained in weapon handling and shall be put through firing practice during every six (06) months from the date of contract.
- 10.9 Daily guard deployment timings will be reviewed on quarterly basis to adjust with sunrise/ sunset timing for the convenience of NITB as well as the successful bidder.
- 10.10 Daily attendance record will be maintained separately by NITB and the successful bidder for the preparation of monthly invoice.
- 10.11 Security guards' monthly salary must not be withheld by the security company on the pretext of invoice clearance by NITB.
- 10.12 No guard will be deployed without Police and NADRA verification and their clearance will be shared with NITB.
- 10.13 The security company Supervisor will put up / show updated daily duty roster and activities of every preceding week as per layout provided by the NITB.
- 10.14 Maintaining incident reporting.
- 10.14 Making in-out recording and reporting of unusual / exceptional movement etc.



## 11 Terms of payment

Payment against security services shall be made in the following manners:

- 11.1 Monthly fixed cost payment will be made to the successful bidder on actual basis.
- 11.2 The successful bidder shall issue consolidated invoice by 20th of each month and payment shall be made within ten (10) days of receipt of the invoice, after deduction of applicable taxes etc. on total invoice amount. Levy of GST or other Government taxes, if any, will be extra to the rates mutually agreed and will be indicated in the invoice separately.
- 11.3 Payment towards worker's insurance and EOBI or any other dues that are or may become applicable shall be paid by the successful bidder at no extra cost to NITB.
- 11.4 All the payments shall be made through cross cheque in the Pak Rupees. Taxes will be deducted as per government rules at the rate applicable at the time of payment.
- 11.5 Invoice shall be addressed to Deputy Director (Admin) NITB who shall process for making payment to the security company.

## 12 Default by contractor

- 12.1 If the successful bidder fails to supply the requisite services, refuses or fails to comply with a valid instruction of the NITB, the NITB may give notice of default to the contractor for remedying the default.
- 12.2 If the contractor has not taken all practicable steps to remedy the default within fourteen (14) days after receipt of NITB notice, the NITB may by a second notice suspend the services and / or terminate the contract, and the performance guarantee will be confiscated.

## 13 Renewal of contract

- 13.1 Upon successful completion of the initial two-year term of the contract, it may be renewed for up to one (01) year (as a single extension or in several phases) on mutual consent (agreed terms & conditions) of both NITB and the successful bidder, subject to satisfactory performance, with 10% annual increase in the contract price. Moreover, on renewal of the contract, contractor will submit renewed Performance Guarantee equivalent to 10% of the contract price/ value for the entire period of the contract.
- 13.2 The successful bidder will provide renewed Registration, License/NOC from Government of Pakistan (Federal and Provincial) & confirmed by Ministry of Interior, cleared from Special Branch Police to oblige renewal of the contract.

## 14 Debarment / blacklisting of firm

- 14.1 As per clause-19 of the PPRA Rules, 2004, NITB reserves the right of debarment 'or' blacklisting of the contract firm subject to, inter alia, any of the following acts: -
  - a) Consistent failure to show satisfactory performance.
  - b) Contractor becomes insolvent.
  - c) Existence of judicial decision against the successful bidder in respect of a corrupt or collusive practice.
  - d) Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
  - e) Commission of fraud.
  - f) The successful bidder abandons the contract.
  - g) The successful bidder without reasonable excuse fails to commence the work or suspends the progress of work for seven (07) days.
  - h) The successful bidder is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
  - i) Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction or fabrication of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc., giving false evidence, furnishing of false information of serious nature.



- 14.2 NITB will constitute a committee comprising of three NITB officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor. The said committee will forward its clear recommendations for the approval of NITB authority.
- 14.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three (03) years. Moreover, NITB also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.



For bids' evaluation 100% compliance to the following basic eligibility criteria is a must. All relevant documents in relation thereto must be submitted. Only the bidders qualified as per this eligibility criteria shall be considered for technical evaluation:

SR. NO.	BASIC ELIGIBILITY CRITERIA	CLAUSE	YES/NO
1	The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department, should be in possession of a valid NTN certificate and RO must be on the Active Tax Payer List of FBR. Copies of the certificates / relevant documents must be provided with the bid document.	3.1	
2	Has NOC/Letter from Ministry of Interior/ICT Administration	3.2 (c)	
	List of clients especially in public sector (at least 10)	3.2 (f)	
	Size of company / number of employees (having at least 500)	3.2( g)	
	List of certified and dedicated Supervisors/Staff (at least 20+)	3.2( i)	
	License/NOC from GoP and clearance from Special Branch Police	3.2 (j)	
	Details of weapons and registration i.e., valid Licenses (at least 200+)	3.2 (k)	
	Mobile Armed response system in case of emergency	3.2 (l)	
3	Financial capability and yearly growth rate (business revenue) in past five (05) years	3.5	
4	RO must be in relevant business/ security services for at least last ten (10) years.	3.7	
5	RO should have successfully completed ten (10) similar projects.	3.2(h)	
6	A bid security, in the shape of a Bank Draft/Pay Order in the name of 'National Information Technology Board', equivalent to Rs. 100,000/- must be submitted in original hard form to NITB. A copy of the Bid Security shall also be submitted on EPADS.	4.5	
7	RO shall submit a duly executed <b>Affidavit</b> that it is not blacklisted by any Federal, Provincial Public sector organization.	3.9	
8	The bidder must submit a duly executed <b>Affidavit</b> that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action is liable on that company (on stamp paper of Rs. 100) duly attested by Notary Public.	3.10	



## ANNEXURE-II

### Technical Evaluation Criteria

SR. NO	DESCRIPTION	MARKS
1	<b>Market Presence</b> *Firm MUST provide evidence in the form of copy letter from customer/contract copy/work order copy.  <i>Calculation Criteria:</i> 701+ Guards – 30 Marks 501 - 700 Guards – 25 Marks 0 - 500 Guards– 20 Marks	30
2	<b>Financial Soundness</b> Financial strength of the firm in last two (2) years in terms of revenue –*the bidder MUST provide Audit report and relevant proof of financial strength.  <i>Calculation Criteria:</i> Up to PKR 25 Million –10 Marks Up to PKR 35 Million – 20 Marks PKR 35 million plus – 30 Marks	30
3	<b>Mobility/Response System</b>  <i>Calculation Criteria:</i> 0 – 5 Minutes – 10 Marks 5 – 10 Minutes – 7 Marks 10+ Minutes – 05 Marks	10
4	<b>Training Program/ Facility</b>  <i>Calculation Criteria:</i> Yes – 10 Marks No – 0 Marks	10
5	<b>Firm's Welfare Policies /Scheme for Guards</b>  <i>Calculation Criteria:</i> Yes – 05 Marks No – 0 Marks	05
6	<b>Physical Verification of Office by Procuring Agency</b> The bidder MUST provide evidence, as the Procurement Committee (or anyone nominated by the Procuring Agency) may visit office for presentation and discussion with the given team.  <i>Calculation Criteria:</i> Yes – 10 Marks No – 0 Marks	10



7	<b>Wireless network and frequency allocation</b> <i>Calculation Criteria:</i> <i>Yes – 05 Marks</i> <i>No – 0 Marks</i>	05
<b>Total Marks</b>		<b>100</b>

**Note: Minimum passing marks for technical qualification are 70% besides compliance of all mandatory clauses.**



Criteria for the Assessment of Proposal EVALUTION CRITERIA: ANNEXURE-IIA

**Technical Proposal (70%)**

Please refer to below detailed Technical Evaluation Tables

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest evaluated bid among the Proposal's received by NITB.

SER. NO	DESCRIPTION	RELEVANT TABLE / FORM	SCORE WEIGHTAGE	MAXIMUM SCORE
1.	Basic Eligibility Criteria	Annexure I	MUST provide all the requested information as per <b>Annexure I</b> to qualify for the Technical Evaluation.	
2.	Firm's Technical Evaluation / Capacity	Annexure II	70%	
3.	Financial Evaluation	Annexure III	30%	
<b>TOTAL</b>			<b>100%</b>	



**ANNEXURE III**  
**Financial Proposal**

**Staff planning along with monthly service charges all inclusive**

SR N	DESCRIPTION	QUANTI TY	UNIT PRIC E	TOTA L RATE
01	Security Supervisor	01		
02	Security <b>Total Employees</b> = <b>T</b> <b>o</b>	08		
03	Monthly visits of Quality Assurance Manager with Reports (Mandatory)	Minimum 04 visits per month		

**Note:** NITB may require increase or decrease in the number of Security Guards at any time to which the bidder shall respond positively. Furthermore, it is requested that ROs bid in unit.



### **SCOPE OF WORK**

1. The security services to be provided as stipulated in this RFP document on the basis of 24/7/365.
2. The successful bidder shall deploy security guards, well trained, healthy and medically Cat 'A' with maximum age limit of 54 years. Overage guards will not be accepted.
3. On written report from NITB, the firm shall replace the unsuitable guard(s) immediately.
4. The services of the security guards shall be at the disposal of NITB.
5. Daily Guard Deployment timings will be reviewed on quarterly basis to adjust with sunrise/sunset timing for the convenience of NITB as well as the service provider.
6. Daily attendance record will be maintained separately by NITB and the service provider for the preparation of monthly invoice.
7. Security Guards' monthly salary must not be withheld by the security company on the pretext of invoice clearance by NITB.



### **BID COMPLIANCE FORM**

Bidder shall submit this form, duly filed, signed and stamped, with the bid.

Sr. #	Description	Complied	Not Complied	Partially Complied (give details)
1	<b>General</b>			
2	Basic Eligibility Criteria for Bidders			
3	Cost of tendering			
4	Clarifications of Tender Documents			
5	Amendment of Tender Documents			
6	Preparation of Bid			
7	Languages			
8	Price			
9	Tender Security			
10	Validity of Bids			
11	Deadline for submission of bids			
12	Modification & Withdrawal of bid			
13	Opening of Bid			
14	Responsiveness of Bids			
15	Evaluation Criterion			
16	Clarifications / Correction of Bid			
17	Commercial Compliance Statement			
18	Award Criteria & NITB's Right			
19	Variation Order			
	<b>Contract Conditions</b>			
1	Performance Security			
2	Contractor responsibilities			
3	Terms of Payment			
4	Default by Contractor			
5	Renewal of Contract			
6	Debarment / Blacklisting of Firm			



**BID FORM-01**  
**LETTER OF INTENT**

Bid Ref No.: \_\_\_\_\_  
Date: \_\_\_\_\_ Date of the Opening of Technical Bid  
Name of the Tender: \_\_\_\_\_

**To,**  
**DEPUTY DIRECTOR (ADMN)**  
**National Information Technology Board (NITB)**  
**Plot no 24-B, Street No 6**  
**Sector H-9/1, Islamabad**  
**LETTER OF INTENT**

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid (Annexure-III) or such other sums as may be determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

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

If our Financial Bid is accepted, we undertake to provide a Performance Security/Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

**Dated This:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_ **(title or position)**

**Duly authorized to sign this bid for and on behalf of:** \_\_\_\_\_ **(name of Bidder)**



**BID FORM-02**  
**DOCUMENTARY EVIDENCE**

Name of the Firm: \_\_\_\_\_  
Bid Reference No: \_\_\_\_\_  
Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-2.

SR. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER		PAGE NUMBER IN THE BID
	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Growth Rate			
5	Registration/Incorporation/Business Certificate			
6	Complete Company profile			
7	Operational Office in Islamabad			
8	Evidence of Firm's Last three (03) years Performance (Projects of similar nature)			
9	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization			
10	Bid Validity period of 120 days			
11	Compliance with schedule of requirements			
12	Submission of required amount of bid security with Financial Bid			
13	Original Bidding documents duly signed/stamped			



**BID FORM-03**  
**FIRM'S PAST PERFORMANCE**

Name of the Firm: \_\_\_\_\_  
Bid Reference No: \_\_\_\_\_  
Date of opening of Bid: \_\_\_\_\_

NAME OF THE CLIENT/INSTITUTION	PURCHASE ORDER	DESCRIPTION OF ORDER	VALUE OF ORDER	DATE OF COMPLETION	WORK COMPLETION CERTIFICATE BY

Note: 1. Bidders may use additional Sheets if required.  
2. All certificates are to be attached with this form

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

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

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

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