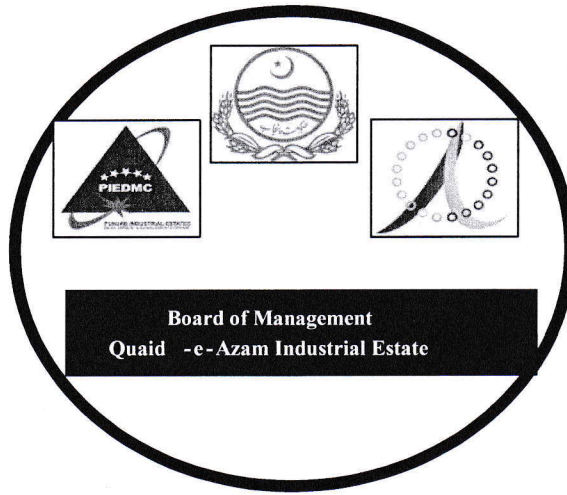


**Board of Management, Quaid-E-Azam Industrial Estate,
Kot Lakhpat, Lahore**

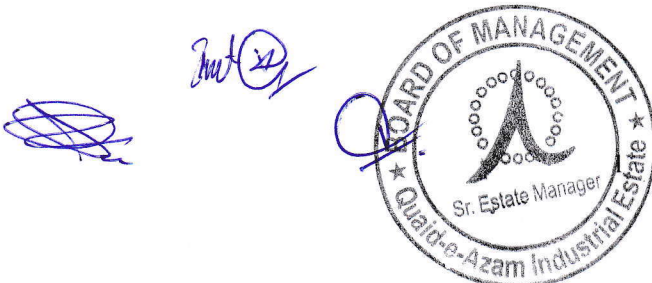
Bidding Document



“Provision of Security Services for One Year”

at

**BOARD OF MANAGEMENT QUAID-E-AZAM
INDUSTRIAL ESTATE**



BIDDING DOCUMENT

“Provision of Security Services for One Year”

at

**Board of Management, Quaid-E-Azam Industrial Estate,
Kot Lakhpat, Lahore**

Last date of submission: 28-05-2025



1. Overview

Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore intends **Provision of Security Services for One Year** as provided at **Annex 'A'** and technical scope of work at **Annex 'B'**. The supplier will be responsible for provision of Provision of Security Services for One Year, wherever required, at the Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore. This document provides complete instructions for bidders intending to participate in this Bidding.

2. Instructions for Bidders

- 2.1 Purchase will be made as per PPRA Rules 2014, as amended to date, single stage single envelopes procedure. The Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore invites bids for Provision of Security Services for One Year as per specifications, scope of work and requirements given in the Bidding Documents.
- 2.2 The bids shall be submitted on E-PAD (mandatory). The complete E-bids must be submitted online on e-procurement system (E-pads) website i.e. www.punjab.eprocure.gov.pk Bidders are advised to ensure uploading the Bids on EPADS portal, well before the submission of deadline.
- 2.3 Response to the Tender (Bid) should be submitted/uploaded on EPADS before **03:00 PM** on **28-05-2025**. Proposals will be opened on same day at **03:30 PM** on EPADS and successful / unsuccessful bidder information will be furnished / uploaded after evaluation.

Sr. Estate Manager,
169-A/S, Quaid-e-Azam Industrial Estate, (Kot Lakhpat), Lahore
Ph: +92 42 99330357-9
Email: info@qie.com.pk , Website: www.qie.com.pk

- 2.4 All bids must be submitted/ uploaded by filling the Annex 'C'. Same should be enclosed in the proposal. Bidder must use the same numbers and labels as used in this



Request for Proposal.

2.5 The original Bidding Document duly signed and officially sealed by the bidder must be submitted / uploaded complete in all respect with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of Tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company.
- ii. Registration with SECP or Registrar of Firm having active NTN, GST and PST, if applicable
- iii. Complete Income Tax Returns for Last one Year amongst (2022-2023 or 2023-2024)
- iv. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of Tender Notice/Invitation to Bid which illustrate that currently they are not black listed or de-barred by PPRA Punjab, and PIEDMC, Quaid-e-Azam Industrial Estate Board, Lahore.
- v. Details of all the items & specifications provided by supplier against items detailed as given at Annex 'A'
- vi. Acceptance of technical scope of work and requirement as provided in Annex 'B'
- vii. Signed and Stamped Complete bidding document.
- viii. Bank Draft of the Bid Security must be attached with technical proposal as per estimated cost mentioned in the Tender notice/Invitation to Bid.
- ix. Minimum 1 years' business history from date of authorization (Firm must attach three related service supply orders as a proof with the bid)
- x. Registration Certificate from Home Department
- xi. Valid license of Weapons (Copies to be attached with Bid)
- xii. Social Security Copy of Registration certificate

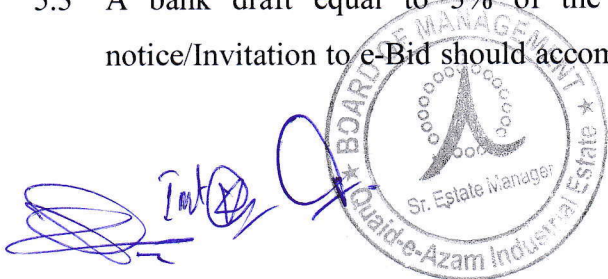
4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Prices duly entered on the form in the attached BOQ as Annex C.
- ii. Validity period of the quoted price
- iii. Price quoted shall be fixed for one year contract no change in price due to any reason shall not be allowed.

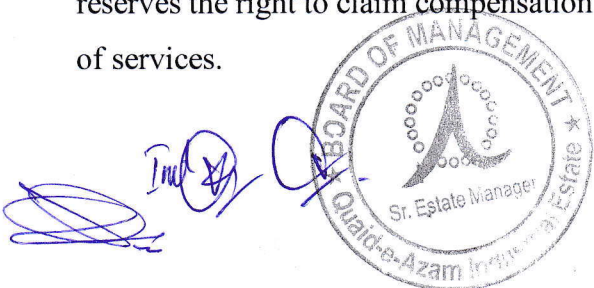
5. Terms & Conditions

- 5.1 This invitation for bids is open to all registered security service providers having Active status in NTN, PST and GST (if applicable) in Pakistan.
- 5.2 All prices should be quoted in Pak Rupees and inclusive of all Government Taxes.
- 5.3 A bank draft equal to 3% of the total estimated cost mentioned in Tender notice/Invitation to e-Bid should accompany the Bidding Document as **Bid Security**



drawn in favor of **PIEDMC-Quaid-e-Azam Industrial Estate Board, Lahore**. The Bidding Document shall not be considered without Bid Security. Bank draft for Bid Security must be attached on EPADS under Bid security details and also attached with technical Bid in PDF Form and original Bid Security must be submitted in with Company's request letter in QIE Office situated at 169-A/S, Board of Management Quaid-e-Azam Industrial Estate (Kot Lakhpat) Lahore before deadline.

- 5.4 Bid Security for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after issuance of Purchase order/work order. If the selected bidder fails to accept the work order/purchase order within stipulated time, Bid Security will be forfeited.
- 5.5 A Bank draft of 10% of the total bid amount as **Performance Guarantee** will be provided by the supplier in favor of **PIEDMC-Quaid-e-Azam Industrial Estate Board, Lahore** after issuance of Letter of Intent which shall be released on submission of invoice from supplier and 10 % payment from invoice will be retained as defect liability payment which will be released after the completion of warranty/guarantee/DLP period.
- 5.6 The decision of the QIE competent authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.7 Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore reserves the right to modify the conditions / specifications of the Bidding Document with intimation to all the participants.
- 5.8 Provision of services will be as per terms & conditions of purchase order/work order/Agreement.
- 5.9 In case the selected bidder fails to execute the services strictly in accordance with the terms and conditions laid down in the purchase order/work order/agreement, the Performance Guarantee shall be forfeited.
- 5.10 The Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore will get all the services inspected at BOM, QIE Office situated at 169-A/S, Board of Management Quaid-e-Azam Industrial Estate (Kot Lakhpat) Lahore and reject the services, if not found according to the stated specifications.
- 5.11 The Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore reserves the right to claim compensation for the losses caused by delay in the delivery of services.



5.12 It is the sole responsibility of the bidder to comply with local, national and international laws.

5.13 In case any service is found not in conformity with the specifications provided in the Bidding document, either on account of inferior quality, or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.

5.14 All the proposals submitted online through EPADS.

5.15 All prices should be valid for 180 days. Withdrawal or any modification of the original offer within the validity period shall entitle the Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore to forfeit the Bid Security in favor of the Board of Management, Quaid-E-Azam Industrial Estate, Kot Lakhpat, Lahore and/or putting a ban on the future inquires or taking any other suitable action against the bidder.

5.16 In case of discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. In case of discrepancy between total price in figure and in words the price written in words shall prevail.

6 Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company EvaluationCriteria is attached at **Annex 'C'** for reference.

7 Undertaking

On behalf of the company, it is certified that we agree to the all the Instructions and Terms & Conditions given in this Bidding Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No



Annex 'A'

Provision of Security Services for One Year

Sr.	Description along with Specifications equivalent or better	Qty	Offered Specification
01	Armed/Civil armed Forces Supervisors (Ex-Serviceman) Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform Age limit (45 to 50) years	02	
02	Armed Security Guards (Ex-Serviceman) Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform Age limit (35 to 45) years	14	



TECHNICAL SCOPE OF SERVICES

- The Security Agency will provide Supervisor and Security Guards with licensed weapon, Uniform and equipment (metal detector, whistle & torch on company cost) as per tender specification.
- The Security Agency will ensure that its personnel perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required in their profession.
- The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- The Security Agency will ensure to provide medically fit Security Guards/Supervisors.
- Fixation of timings / place of duty / working hours for duty of Security Guards shall be as per requirement of BOM-QIE.
- The contract will be enforced for a period of one year.
- The Security Agency will provide one weapon to each Security Guard along with appropriate ammunition without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from the BOM-QIE.
- In case, any of the Security Guard provided by the Security Agency is found guilty of misconduct, he will be returned to the Security Agency forthwith for taking necessary action. However, the Security Agency provide immediate replacement.
- The Security Agency will be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged / stolen items will be determined by the security committee from the BOM-QIE. Inquiry report / facts / findings will be submitted to the Competent Authority for his final decision.
- Each Guard must be fully equipped with Weapon with minimum 10 bullets/cartridges each time.
- Clearance of security guards from Police station will be provided before joining duties.
- Ensurance of Compliance with labor laws, Minimum Wage rate Govt. of Punjab, EOBI, PESSI etc. will be the responsibility of Supplier.
- All weapons must be in working condition.
- Service provider shall ensure availability of Security Guards/Supervisors during Gazetted Holidays
- Firing test practice of Weapons after Six (06) month.



Annexure 'C'

Provision of Security Services for One Year

(Bid Form)

Sr. No.	Name of Items/Specs Fixed Unit Price including all taxes (Rs.)	Qty	Total Fixed Price per Month including all taxes (Rs.)	Total Fixed Price for one year including all taxes (Rs.)
01	Armed/Civil armed Forces Supervisors (Ex-Serviceman) Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform Age limit (45 to 50) years	02		
02	Armed Security Guards (Ex-Serviceman) Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform Age limit (35 to 45) years	14		
Fixed Grand Total Price for One Year including all taxes in figures				
Fixed Grand Total Price for One Year including all taxes in Words				

Intd [Signature]

[Signature]



Evaluation Criteria

- i. Profile of company.
- ii. Registration with SECP or Registrar of Firm having active NTN, GST and PST, if applicable
- iii. Complete Income Tax Returns for Last one Year amongst (2022-2023 or 2023-2024)
- iv. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of Tender Notice/Invitation to Bid which illustrate that currently they are not black listed or de-barred by PPRA Punjab, and PIEDMC, Quaid-e-Azam Industrial Estate Board, Lahore.
- v. Details of all the items & specifications provided by supplier against items detailed as given at Annex 'A'
- vi. Acceptance of technical scope of work and requirement as provided in Annex 'B'
- vii. Signed and Stamped Complete bidding document.
- viii. Bank Draft of the Bid Security must be attached with technical proposal as per estimated cost mentioned in the Tender notice/Invitation to Bid.
- ix. Minimum 1 years' business history from date of authorization (Firm must attach three related service supply orders as a proof with the bid)
- x. Registration Certificate from Home Department
- xi. Valid license of Weapons (Copies to be attached with Bid)

