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: 02-11-2026

QUAID-E-AZAM INDUSTRIAL ESTATE Board of Management Secretary KOT LAKHPAT

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 Punjab E-Procurement System (mandatory). The complete E-bids must be submitted online on Punjab E-Procurement System (EP System) website i.e. www.ep.punjab.gov.pk Bidders are advised to ensure uploading the Bids on Punjab E-Procurement System (EP System) portal, well before the submission of deadline.

2.3 Response to the Tender (Bid) should be submitted/uploaded on Punjab E-Procurement System (EP System) before **03:00 PM** on **02-11-2026.** Proposals will be opened on same day at **03:30 PM** on Punjab E-Procurement System (EP System) and successful / unsuccessful bidder information will be furnished / uploaded after evaluation.

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

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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 (2024-2025 or 2025-2026)
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 services & 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. 2% Bid security of estimated price should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab without which the offer shall be rejected being non-responsive.
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 2% Bid security i.e. **PKR 96,659/-** of estimated price should be submitted / transferred

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online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab without which the offer shall be rejected being non-responsive.

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 with in stipulated time, Bid Security will be forfeited.

5.5 10% of Contract amount submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab which will be released after the completion of Successful one year service.

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 may 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 the event that any provided security service is found to be non-compliant with the specifications outlined in the Bidding Document whether due to inferior quality, inadequate or uncertified personnel, failure to meet required man-hours, or unfulfilled shifts the Supplier shall, at no additional cost to the Purchaser, immediately rectify the

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deficiency, deploy qualified replacement personnel, or fully reimburse the Purchaser for the cost of procuring alternative replacement services.

5.14 All the proposals submitted online through Punjab E-Procurement System Portal.

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 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 .....

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Annex 'A'

Provision of Security Services for One Year

Sr.	Description along with Specifications equivalent or better	Qty	Offered Specification
01	**Armed Security Guards (Preferably Ex-Serviceman)** Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform	08	

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Secretary
Management
KOT LAKHPAT

Annex 'B'

TECHNICAL SCOPE OF SERVICES

- The Security Agency will provide Armed Security Guards with licensed weapon and Uniform.
- 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.
- 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.
- 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.
- Clearance of security guards from Police station/special branch will be provided before joining duties by the Supplier.
- Service provider shall ensure availability of Security Guards/Supervisors during Gazetted Holidays

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 Security Guards (Preferably Ex-Serviceman)** Medically fit, Having Police Clearance Certificate. Trained, Equipped with Licensed Weapon and Uniform	08		
Fixed Grand Total Price for One Year including all taxes in figures				
Fixed Grand Total Price for One Year including all taxes in Words				

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Annex 'D'

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 (2024-2025 or 2025-2026)

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 services & 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. 2% Bid security of estimated price should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab without which the offer shall be rejected being non-responsive.

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

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