



No. F.4(10)/2023-24-NDMA (Proc)  
Government of Pakistan  
Prime Minister's Office  
National Disaster Management Authority (HQ)  
Main Murree Road Near ITP Office, Islamabad



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**TENDER NOTICE**  
**FOR HIRING OF SECURITY AGENCY**

National Disaster Management Authority (NDMA), Islamabad invites sealed tenders from well reputed firms / companies working in the relevant field for hiring as security service provider.

The firm should be registered with sales tax department and having National Tax Number (NTN). The tender documents including instructions / terms and conditions may be downloaded from NDMA website [www.ndma.gov.pk](http://www.ndma.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk). Tender fee amounting to Rs. 10,000/- may be deposited alongwith tender documents. NDMA will follow PPR Rule-Single Stage Two envelop method.

The sealed bids must reach the undersigned before **1100 hrs on 11<sup>th</sup> November 2024 (Monday) which will be opened on the same day at 1130 hrs, at NDMA Headquarter, Islamabad.**

**(Shahbaz Mustafa)**  
**Director (Procurement)**  
**National Disaster Management Authority**  
**Islamabad**  
**Tel: 051-9030740, 051-9030854**

## General Terms and Conditions

Service provider shall supply security services to the designated warehouses/ offices of NDMA. The number of facilities may increase or decrease as per requirement of the client (NDMA). Terms and conditions of the agreement shall include: -

1. The firm should be registered with Income Tax & Sales Tax Department (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
2. The firm should have a minimum of fifteen (15) years' experience of providing security service, having a total deployment capacity of 2,000 security personnel. Must operate across all provinces, including Azad Jammu & Kashmir (AJ&K) and should have a proper setup / office at Islamabad / Rawalpindi and Karachi. The firm shall use advanced security technology, such as surveillance systems and access control, to enhance security services.
3. The bidder will be required to submit a Pay Order / Demand Draft of Rs. 1,000,000/- in favour of Director (Procurement), NDMA Islamabad.
4. Earnest Money of unsuccessful bidders will be returned / refunded after award of contract to successful bidder(s). However, Earnest Money of successful firm(s) will be converted into "Security Deposit".
5. The firm must be a license holder issued by Ministry of Interior or any other concerned quarters and must be member of All Pakistan Security Agency Association (APSAA).
6. The bids must reach the undersigned upto 1100 hours on 11<sup>th</sup> November, 2024 (Monday) which will be opened at 1130 hours on the same day in presence of representative of security agency.
7. The contract will be awarded to the most advantageous bidder.
8. Submission of false statement / documents as well as concealing of any information is liable to disqualify the respective firm(s).
9. During the currency of the contract, the firm will provide Security Services as per terms and conditions, to be settled later on in the shape of contract agreement between both parties.
10. The Authority reserves the right to accept or reject all or any of the tenders as per PPRA Rules.
11. The company shall provide attested copies of Military Discharge Certificates, CNIC and security clearance of the security guards in case of retired military personnel.

12. The duty will be round the clock and 07 days a week.
13. The company shall be responsible to make payment of salaries to its staff in time from its own resources without waiting for the release of cheque by NDMA.
14. The company will be responsible to provide necessary uniform, proper weapons and security gadgets to the security guards.
15. A performance certificate by two major clients where the firm has been providing security services in the last 03 years and must attach client list. Must provide at least 3x reference from government/ reputable clients demonstrating minimum 3x years experience.
18. Weightage of Technical and Financial proposals will be 70% and 30% respectively.
19. During the technical evaluation no amendments in the technical proposal shall be permitted;
20. The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.
21. The age limit of security troops upto 45 years and age of NCO's should not be more than 48 years.
22. The company must hold a valid weapons license recognized throughout Pakistan including for .223, .222, 9mm and 12-bore caliber along with reasonable quantity of ammunition to each security guards.
23. The service provider will held firing practice of each security troop twice in a year.
24. The company will also provide 30 x walkie Talkie sets to their security guards at warehouses/ NDMA Headquarter/ NDMA Plot on 24 hours basis. The firm shall utilize VHF frequencies compliant with PTA regulations.
25. The company must provide proper summer/ winter dresses to security troops.
26. The company will provide total 38 x armed security guards at warehouses (Islamabad, Karachi) / NDMA Headquarter/ NDMA plot on 24 hours basis.
27. Security guards will perform their duty on 12 hours shift basis and during duty shift, 2 x guards will be present at each warehouse.
28. Supplier shall provide the health certificate of all security guards and they shall preferably be ex-service man/ police.
29. The company will provide security to the NDMA designated Warehouse(s) without any break.

30. NDMA may increase or decrease the number or security guards and may also change the duty location (depending upon the disaster / relief requirements).
31. The company will provide security at the same rate and terms of condition set herewith. If required by the NDMA for its other operational center (s) / warehouse (s) situated at various locations of the country. The firm shall be committed to minimum wage regulations.
32. Service provider shall 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 service provider shall be treated as supplier employees.
33. Service provider shall be responsible for medical treatment, shelter, food, transportation and other miscellaneous requirements of the security guards. Replacement for leave shall be provided by the service provider. The firm shall compliance with EOBI and social security regulations.
34. Service provider to deploy security guards duly trained through the approved government training institutions, completion of special branch verification for all personnel, follow proper patten of uniform and display badges/ emblem, where required. ID Cards containing their names, photographs and other relevant information may also be sent to NDMA.
35. The contract will be enforced for a period of 01 year extendable for further one year with mutual consent of both parties.
36. In case, any of the members of security staff provided by the service provider is found guilty of misconduct, he shall be returned to the service provider forthwith for taking necessary action. However, service provider in the meantime shall immediately (within 48 hours arrange the replacement at their own cost).
37. The service provider shall be responsible for any loss/ stolen/ damaged occurred due to negligence of security staff. The value of damaged / stolen items will be determined by the joint court of inquiry and facts/ finding would be attended as per recommendations of the joint court inquiry by both parties. The court of inquiry board will comprise on representative each from the NDMA and service provider for all such incident. However, the final decision of Chairman NDMA shall prevail and will not be challenged in any court of law.
38. The firm must have a robust incident reporting and management system in place to ensure timely communication and resolution of security issues. The firm shall provide an evidence of an established crisis management plan that outlines procedures for various emergency scenarios.
39. Contract shall be terminated if company is unable to fulfill the above-mentioned criteria.

**NATIONAL DISASTER MANAGEMENT AUTHORITY  
ISLAMABAD**

**PARTICULARS/INFORMATION REQUIRED**

<b>S.No</b>	<b>Description</b>	<b>Reply</b>
1.	Name of Company	
2.	Date of registration of firm with SECP	
3.	Work experience (in years)	
4.	Address of Head Office	
5.	Valid license for the Areas/Provinces	a) _____ b) _____ c) _____ d) _____ e) _____ f) _____
6.	National Tax Number (NTN)	
7.	GST Number	
8.	Amount of bid per Security Guard per month <b>(without GST)</b> a) Federal Capital b) Sindh Province (Karachi)	Rs. _____ Per Month Rs. _____ Per Month
9.	Taxes to be apply	

Signature of the Authorized Person \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**NATIONAL DISASTER MANAGEMENT AUTHORITY  
ISLAMABAD**

**DOCUMENTS REQUIRED**

<b>S.No</b>	<b>Description</b>
1.	Copy of Registration Certificate.
2.	Copies of the valid NOC/Licenses from Federal and Provincial Governments.
3.	List showing type and number of licensed weapons like SMGs/M-4 etc.
4.	Bank statement for the last 03 years issued by the scheduled banks.
5.	Copies of Registration Certificates from EOBI/Social Security of ICT and all Provinces.
6.	List of Communication and Search equipment's.
7.	Affidavit (on the stamp paper) to the effect that the company has not been black-listed by any of the Government department.
8.	List of existing clients. Proven experience working with government organizations for at least the past three
9.	Arrangements for Quick Response Force (QRF)
10.	Registration Certificate of firm with All Pakistan Security Agencies Association (APSAA)
11.	Tax returns for the last three years
12.	Audit reports for the last three years

## Technical Proposal

Name of the Company: \_\_\_\_\_

### Weightage

1. **List of major clients**

**10 Max**

(Corporate bodies/Multinational/Embassies/5 Star Hotels= 2 Marks each)

(Factories/Educational Institutions/Government offices= 1 Mark each)

(Residential Colonies/Commercial Centers/Hospitals =1/2 Mark each)

Copies of valid agreements will be provided as evidence

2. Experience of the company \_\_\_\_\_ years (1 mark for each year)

**15 Max**

3. What services are offered: - (1 Mark each)

**05 Max**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

4. What security equipment is available: - (1 Mark each)

**05 Max** a)

\_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

5. Company has the license / permission and availability to use following weapons:(1Mark each)

**05 Max**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

6. Monitoring control and supervision mechanism of the guards: - (1 mark each) **05 Max**
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
7. Training of guards on: - (1 mark each) **05 Max**
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
8. Refresher Training: - (1 mark each) **05 Max**
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
9. Guards selection criteria and verification procedure **05 Max**  
(2.5 marks) (2.5 marks)
10. Performance Certificates by Major Clients (1 mark each) **10 Max**
- Total: 70**
11. Please attach Company history/Profile.
12. Contact person name \_\_\_\_\_
13. Office Address \_\_\_\_\_
14. Contact Number \_\_\_\_\_

Note: Office premises will be visited / inspected to verify the above-mentioned facts.

Date: \_\_\_\_\_

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

Place: \_\_\_\_\_

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



**TECHNICAL CRITERIA / EVALUATION OF SECURITY COMPANIES FOR THE YEAR 2024-25**

Sr.No.	Criteria	Marks	M/s	M/s	M/s	Remarks
1.	NTN No.	Yes/No				
2.	GST No.	Yes/No				
3.	Registration Date with SECP	Yes/No				
4.	<b>Clients</b>	10				
	a. Corporate bodies etc. (5Marks) (2marks each)					
	b. Factories/ Educational Institutes (3Marks) (1marks each)					
c. Residential/ Commercial (2 Marks) (1/2 marks each)						
5.	Experience (1/2 mark for each year)	15				
6.	Service offered (1 mark for each offer)	05				
7.	Available Equipment (1 mark for each)	05				
8.	License to Use Weapon (1 mark for each)	05				
9.	Monitoring Control & In Supervision (1 mark for each)	05				
10.	Training of Guards (1mark for each)	05				
11.	Refresher Training (1mark for each)	05				
12.	Guard Selection Criteria/ Verification procedure (2.5+2.5 marks)	05				
13.	Performance Certificate by Clients (1mark for each)	10				
<b>Total Marks</b>		<b>70</b>				