



No.F.4 (10)/2023-24-NDMA (Proc)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



TENDER NOTICE
FOR HIRING OF SECURITY AGENCY

National Disaster Management Authority (NDMA), Islamabad invites sealed tenders from well reputed firms/companies for hiring of security agency.

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 and PPRA website www.ppra.org.pk. Tender fee amounting to Rs. 10,000/- in shape of pay order in favor of Director (Proc), NDMA may be deposited alongwith tender documents. NDMA will follow PPRA Rule-Single Stage Two envelop method.

The sealed bids must reach the undersigned before **1100 Hrs on 3rd June, 2024** which will be opened on the same day at 1130 Hrs, Conference Room, Executive Block (Old NEOC), NDMA Headquarter, main Muree road, near ITP office, Islamabad.

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

General Terms and Conditions

The National Disaster Management Authority requires security services for its warehouse, located at Islamabad (8 x Guards) and Karachi (4 x Guards) for 12 hrs shift on following terms and conditions: -

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 five (05) years' experience of providing security service and should have a proper setup / office at Islamabad / Rawalpindi and Karachi.
3. The bidder will be required to submit a Pay Order / Demand Draft of Rs. 300,000/- in favour of Director (Procurement), NDMA Islamabad.
4. Tender fee amounting to Rs. 10,000/- in shape of pay order in favor of Director (Procurement), NDMA may be deposited alongwith tender document.
5. 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".
6. The firm must be a license holder issued by Ministry of Interior or any other concerned Division.
7. The bids must reach the undersigned upto 11.00 am on 3rd June, 2024 which will be opened at 11:30 am on the same day in presence of representative of security agency.
8. The contract will be awarded to the lowest evaluated bidder.
9. Submission of false statement / documents as well as concealing of any information is liable to disqualify the respective firm(s).
10. 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.
11. The Authority reserves the right to accept or reject all or any of the tenders as per PPRA Rules.

12. Duration of contract will be for 2 x years.
13. The company shall preferably provide ex-serviceman/Police (Sepoy to Havildar) security guards under 50 years of age with good health along with physical fitness certificate.
14. 12 x security guards for 12 x hours shift at following sites:-

Sr#	Place	1 st Shift (12 Hours)	2 nd Shift (12 Hours)	Total
a.	Warehouse H-11, Islamabad	2	2	4
b.	Warehouse I-11, Islamabad	2	2	4
c.	RGDO Karachi	2	2	4
Total		6	6	12

15. The company shall provide attested copies of Military Discharge Certificates, NIC and security clearance of the security guards in case of retired military personnel.
16. The duty will be round the clock and 07 days a week.
17. 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.
18. The company will be responsible to provide necessary uniform, proper weapons and security gadgets to the security guards.
19. A performance certificate by two major clients where the firm has been providing security services in the last 03 years.
20. Weightage of Technical and Financial proposals will be 70% and 30% respectively.
21. During the technical evaluation no amendments in the technical proposal shall be permitted;
22. Firm will be responsible in case of any theft where security guard is found guilty or any negligence on the part of security guards reveals.
23. The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.

**NATIONAL DISASTER MANAGEMENT AUTHORITY
ISLAMABAD
PARTICULARS/INFORMATION REQUIRED**

S.No	Description	Reply
1.	Name of Company	
2.	Date of registration of 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 (without GST) a) Federal Capital c) 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**

S.No	Description
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 Rifle, Shot Gun, Pistol 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.
9.	Arrangements for Quick Response Force (QRF)
10.	Registration Certificate of firm with All Pakistan Security Agencies Association (APSAA)

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 to use following weapons: - (1 Mark 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: _____

Hiring of Security agencies for Provision of Security Guards at NDMA

Warehouses

Detailing of security guards at NDMA warehouses.

Sr#	Place	1st Shift (12 Hours)	2nd Shift (12 Hours)	Total
a.	Warehouse H-11, Islamabad	2	2	4
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