

# TENDER PROPOSAL



**Tender # K-25/01-01**

**Hiring of Security Services for NTU Karachi Campus**

National Textile University, Sheikhpura Road, Faisalabad-37610  
[www.ntu.edu.pk](http://www.ntu.edu.pk)

**M/S.....**

ADVERTISEMENTS OF THE TENDER # K-25/01-01	
Last date: 30-01-2025	
The Express Tribune	11-01-2025
Daily Ausaf	11-01-2025
PPRA website dated	09-01-2025
NTU	09-01-2025

### ADVERTISEMENT



## NATIONAL TEXTILE UNIVERSITY FAISALABAD

(Federally Chartered, Public Sector University)

### Tender Notice #. K-25/01-01 Hiring of Security Services for NTU Karachi Campus

- Tender will be processed through EPADS (e-Pak Acquisition & Disposal System) <https://www.eprocure.gov.pk>, otherwise, Tender will not be accepted.
- National Textile University, Karachi Campus invites offers to hire Security Services in sealed envelopes located at Korangi Industrial Area. Technical & Financial bids must be sealed (separately) as PPRA Rule-36(b). Security firms/companies registered with the concerned Government Departments for providing Security Services. Such firms/companies must also be registered with Government Tax Department.

Qualification/Experience	Age	Nos.
Ex-Service man preferably trained/experienced in security matters with exemplary service record, Middle Pass, Min. Height= 5' 9", Chest=32"-34" and good physical appearance.	25-35 Years plus relaxation for armed forces personnel	10 (05 Each for Day & Night Shifts)
<b>OR</b>		
Civil Person, Matric Pass with same height/chest as above, having minimum 2 years relevant experience and good physical appearance.		

- Tender Document may be downloaded from the official website of NTU ([www.ntu.edu.pk](http://www.ntu.edu.pk)) or may be obtained from the office of Convener Purchase. The fee of Tender Document is non-refundable **Rs. 1,000/- (One Thousand Only)**. The tender document fee will be accepted in shape of Pay Order/Demand Draft drawn on Faisalabad in the name of "**National Textile University, Faisalabad**".
- Eligible firms should submit their bids along with earnest money (fixed) amount of **Rs. 24,000/-** in sealed envelope of Technical Bid in the shape of CDR/Bank Draft in favor of **National Textile University, Faisalabad, drawn on Faisalabad**.
- Date, Time and Venue:** Sealed bids should reach in the office of Convener Purchase by or before **02:30 pm** on **30-01-2025**. Bids received within the stipulated time and date will be opened by the **Purchase Committee in the Purchase Office of NTU Faisalabad** on the **same day at 03:00 pm** in the presence of the bidders or their authorized representatives.
- The names of contact persons for any technical queries are given in tender document.

Convener Purchase, National Textile University, Faisalabad-37610  
Ph. 041-9230081-85 (Ext. 113), [www.ntu.edu.pk](http://www.ntu.edu.pk)

<b>1. Deadline and Procedure for Bids and other general conditions:</b>	
i	Tender Proposals required under PPRA Rule 36(b) as indicated in the tender advertisement.
ii	<b>PPRA Rule 36(b): Single stage two envelope procedure.</b> Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
iii	Accommodation, medical facility, transportation, and food to the security guards will not be provided by the university. It will be the responsibility of the company/firm.
iv	Contract agreement on judicial paper will be signed by both parties for <b>one</b> year. Judicial paper will be provided by the company/firm.
v	The necessary license of the company as security services provider company (from the Govt. departments/agencies) must be valid for one year from the date of contract / or as per Govt. policy / Licensing issuing authority.
vi	Any security guard shall not perform his duties without company/firm’s approved uniform. (Uniform should be neat and clean with all applicable accessories / badges etc.)
vii	Any security guard shall not perform his duties without company/firm’s approved armed weapon. It is the responsibility of the company/firm to provide weapon to the security guard.
viii	No civilian or guest of an on-duty security guard shall be allowed to stay on campus."
ix	Successful bidder shall not sublet the services/or any part/ for any time interval, to any other security company/firm.
x	Successful bidder shall depute security guards from his registered list of security guard, but the details of that security guard must be submitted well in time to the officer in charge at the campus.
xi	The submission of fake documents of any kind by the bidder to the University shall be perceived as a violation and an act of fraud or deception. The case will be reported to the appropriate government authorities for legal proceedings.
xii	"Strict compliance with the duty timings of security guards at their assigned posts shall be enforced.
<b>2. Bidder’s Eligibility and Qualification</b>	
i	"Security firms/companies participating in the bidding process must be registered with the relevant government departments (responsible for registering security service providers). Additionally, they must be registered with EPADS and the government tax departments. Bidding companies/firms are required to submit certificates of registration."
ii	The bidder shall submit a certificate stating that they shall pay their employees a wage rate that is not less than the wage announced by the provincial government for the relevant financial year."
iii	Bidder shall submit an affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Blacklisted from any Govt./Semi Govt. Department of Pakistan.
iv	Bidder shall provide address of nearest office to Faisalabad as well as NTU Karachi campus (mandatory) and Web page address (optional).
v	A list of institutes/companies to whom security services were provided during the last two years (mandatory)."
<b>3. Sealed “Technical &amp; Financial Bid”</b>	
	<ul style="list-style-type: none"> <li>• Both Technical and Financial Bids shall be submitted in separate, sealed envelopes.</li> <li>• Each bid must be accompanied by a covering letter.</li> <li>• <b>Technical Bid:</b> Must be written on the original company letterhead. Technical bid shall provide complete detail of the services offered, and specifications. The technical bid <b>shall not</b> contain any pricing information in it.</li> <li>• <b>Financial Bid:</b> Must be clearly marked as 'Financial Bid' on the envelope. It shall contain the quoted rates and financial details including all applicable taxes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each envelope should be clearly labeled as 'Technical Proposal' or 'Financial Proposal' to ensure proper identification.</li> </ul>
<b>4. Conditional Tender:</b>	
<b>i</b>	Any condition(s) imposed by the bidder shall not be accepted.
<b>5. Bid Security (PPRA Rule-25):</b>	
<b>i</b>	<p>Eligible firms shall submit bid's security (Earnest Money) of fixed amount Rs. 24,000/- in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on Faisalabad. The said CDR of earnest money shall be put separately in envelop of technical offer.</p> <p>Failure to submit earnest money (CDR of Rs. 24000/-) with technical offer, the Technical offer /bid shall be rejected.</p> <p>In case the offer is withdrawn, after submission of tender, the earnest money will be forfeited.</p>
<b>6. Performance Guarantee (PPRA rule 39):</b>	
<b>i</b>	<p>Successful bidder shall provide an amount of 06% of the quoted salaries of one year for 10 persons in the form of CDR/Pay order within the 07 days after the issuance of the intimation letter along with the contract agreement {A contract agreement on stamp paper as per Punjab Govt. finance act 2018 (Sr. # 2C(b)} will be signed by the bidder/supplier).</p> <p>This Performance Guarantee shall be retained during the whole period of contract.</p> <p>"The final work order will be issued upon successful fulfillment of the performance guarantee deposit, and signing of contract agreement."</p>
<b>7. Taxes:</b>	
<b>i</b>	All applicable Govt. Taxes shall be paid by the bidder and should be included in the bid.
<b>ii</b>	Permission / clearance from any Govt. agency (if applicable) is the responsibility of bidder; however, University will provide the necessary documents where applicable. The university shall not pay any additional amount in this regard.
<b>8. Bid Validity Period:</b>	
<b>i</b>	The offer shall be guaranteed not to increase during the entire contract period. The terms and rates quoted in the offer will remain fixed and unchanged for the entire duration of the contract agreement.
<b>ii</b>	The offer should be valid for 120 days from the date of opening of the tender.
<b>9. Notification of Award:</b>	
<b>i</b>	The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the most advantageous bidder.
<b>ii</b>	The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.
<b>10. Mandatory Signature &amp; Stamp:</b>	
<b>i</b>	Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial).
<b>ii</b>	Bidder shall sign the certificate that is provided in this document named as "Certificate (Mandatory)".
<b>11. Rights of the University:</b>	
<b>i</b>	If there is any conflict, it is a fundamental term of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.
<b>ii</b>	The University reserves the right to reject any or all bids with assigning reason(s).
<b>iii</b>	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
<b>iv</b>	The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Documents.
<b>v</b>	Any ambiguity (if) in the contract agreement will be resolved by the Rector NTU.

<b>vi</b>	The Rector of NTU can cancel the contract immediately on extremely poor performance of the company/firm.
<b>vii</b>	Officer in charge at campus can prohibit/terminate the entry/duty of any security guard immediately if security guard performance is very poor or showing unethical/unprofessional behavior.
<b>viii</b>	The banned /terminated security guard could not perform his duties at campus during the contract period.
<b>12. Breach of Contract Agreement:</b>	
<b>i</b>	In case of breach of contract agreement, Performance guarantee shall be forfeited.
<b>ii</b>	Termination of contract agreement on either side, will be proceeded on the prior notice period of one month.
<b>13. Legal proceedings:</b>	
<b>i</b>	The law of Pakistan shall govern the contract and the tender documents.
<b>ii</b>	Any dispute arising in terms and conditions/contract agreement shall be proceeded by Rector NTU as per PPRA rule-48.
<b>14. Contact Person(s):</b>	
<b>i</b>	Mr. Mahmood Yaqoob (Focal person Karachi campus): 041-9230081, Ext. 137

**CERTIFICATE (Mandatory)**

"I, ..... on behalf of (company name) ....., hereby solemnly declare that I have thoroughly read and understood all the terms and conditions outlined in the tender document (Tender Notice # K-25/01-01) issued for National Textile University, Faisalabad. I confirm that all the information provided by the undersigned in the tender proposal for the said tender is accurate, complete, and true to the best of my knowledge. I fully accept the responsibility for the correctness of the information provided in the proposal and understand that any discrepancies or inaccuracies may result in disqualification from the tender process."

Signature

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

Company name address & stamp.