



GOVERNMENT OF PAKISTAN **PAKISTAN ELECTRONIC MEDIA** **REGULATORY AUTHORITY**

Tender Notice

PEMRA invites sealed tenders from well reputed registered / licensed security firms for hiring of three (03) Armed Security Guards preferably retired army personal (For 24 x 7 hours duty, 2 in Morning Shift & 1 in Night Shift), having GST and NTN registered with tax department. The interested Security Agencies / Firms may submit their offers alongwith necessary documents, to the undersigned on or before **11:00 am** dated **2nd November, 2017**.

TERMS & CONDITIONS:

1. The bid should be submitted in sealed envelope containing Profile of the Company / Firm, Registration, NOC issued by the Ministry of Interior, Copies of NTN & GST Registration and an affidavit that the company / firm has never been blacklisted by any Government Department.
2. Earnest Money @ 2% (refundable) of annual bid amount in favour of PEMRA through Bank Draft / Pay Order.
3. Last audited annual financial statement and bank statement of last six months.
4. Details of major corporate clients alongwith their official telephone numbers.
5. Payment shall be made on monthly basis through crossed cheque in Rupees and all Government Taxes/ Levies shall be deducted at the time of making payment.
6. The contractor shall not subcontract any part or the entire security services.
7. The contract would be extendable for further one year subject to the mutual understanding of the both parties.
8. The Authority reserves the right to increase or decrease the number of security guards as per its requirement.
9. The tender will be opened at **11:45 am** on the same day in presence of the representatives of companies during the bid opening. Incomplete tenders without supporting documents shall not be entertained.
10. The Authority reserves the right to accept or reject any or all bids prior to the acceptance as per PPRA rules.

Deputy General Manager (Administration)
PEMRA Regional Office, Karachi.
Office: D-71, Block-7, Boat Basin, Clifton, Karachi.
Tel: 021-99332212/13 Fax: 0921-99332214.

www.pemra.gov.pk



**PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY
REGIONAL OFFICE, KARACHI**

TENDER DOCUMENTS

For

HIRING OF SECURITY SERVICES

TERMS & CONDITIONS

1. Each bidder must submit earnest money equivalent to 2% of bid amount in shape of Pay Order or Bank Draft in favour of PEMRA and earnest money of the successful bidder shall be retained during the bid validity period or one year whichever is later. No cheque will be accepted.
2. Detail of major clients list along-with their official telephone numbers.
3. The bidders shall provide attested copies of certificates:
 - i. Firm / Agency registration certificate.
 - ii. Valid security firm / agency license.
 - iii. NOC issued by the Ministry of Interior.
 - iv. A certificate to effect that the firm is not black listed.
 - v. GST Certificate.
 - vi. NTN Certificate.
4. Tender with incomplete supporting documents shall not be entertained.
5. Quoted rates shall remain effective finalization of the agreement.
6. Payment shall be made on monthly basis through cross cheque in Pak Rupees.
7. All government taxes / Levies shall be deducted at the time of making payment as per applicable rules at the time of releasing payment.
8. The firm / agency shall not subcontract any part or the entire security services.
09. PEMRA Sindh reserves the right to increase or decrease the number of security guards as per its requirement.
10. The offers/bids should be submitted in sealed envelope, addressed to the Deputy General Manager (Administration), PEMRA Sindh Region, Regional Office Karachi D-71, Block-7, Boat Basin, Clifton, Karachi.

(-SD-)

DEPUTY GENERAL MANAGER (ADMINISTRATION)

PEMRA, KARACHI REGION

Regional Office, Karachi: D-71, Block-7, Boat Basin, Clifton, Karachi.

Tel: 021-99332212/13 Fax: 021-99332214 Web: www.pemra.gov.pk

Sample of Agreement

AGREEMENT FOR SECURITY GUARDS SERVICES PROVISION

This Agreement is executed at Karachi on _____,2017 between **M/s _____** (herein referred to as Security Services Provider) having registered office _____ and existing under the laws of Pakistan and member of All Pakistan Security Agencies Association (APSSA) and **Pakistan Electronic Media Regulatory Authority Regional Office Karachi** (herein after referred to as client) for the purpose of providing protection and maintaining a security system through static guarding services in respect of the client's premises as covered under this agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. This Agreement shall commence from _____,2017 and shall continue for one year thereafter, until _____,2018. If not satisfied the agreement may however be terminated by given thirty (30) days prior notice in writing by either party any time.
2. This agreement shall in all respects be interpreted in accordance with and governed by the laws of Pakistan.
3. The Security Service Provider shall provide security guard at the monthly rates/location mentioned. Exact deployment number will vary as per demand of the client.

Category	Number/ Quantity	Shift Basis	@ Rate Per Month	Three Guards Amount Per Month
Armed Security Guard	03	2 Guards in Day & 1 Guard in Night		

4. Monthly bills will be payable in advance by the 5th of each month.
5. The Security Guard provider by the Security Service Provider shall not be used by the Client for any purpose other than contracted for.

6. The Security Services Provider will provide arms / ammunitions required by all its security guards for effective duties. Only Government license weapon will be provided by the Security Services Provider to the guard.
7. All security guards will be ex-armed forces or trained civilians.
8. Agreed number of guards shall remain duty without interruption and Security Service Provider will be responsible for replacement of guards in case of sickness, leave and any weapon found unserviceable. PEMRA may also ask to replace a guard without assigning any reason therefore and the Security Service Provider shall do so without any delay or objection.
9. Security Service Provider will not replace any security guard without giving prior information through in writing to client.
10. Security Service Provider is responsible to provide and upkeep the quality of following items to be given to each security guard deployed:

i.	Minimum 2 x pairs of Uniforms	ii.	1 x pair of DMS
iii.	1 x Sash & Waist Band	iv.	Name Plate
V	ID Badge	vi.	Head Gear
Vii	West Belt	viii	12 Bore Shot Gun or Pistol with 10 x rounds

11. Under no circumstances the Security Service Provider or its personnel would be regarded as the Client's employees.
12. Security Service Provider shall be responsible for his employee's discipline, pay rolls, and all other payments required under Government Laws in force.
13. The Security Service Provider will keep all information and shall not disclose it to any third party without specific written permission of PEMRA, which may come to his knowledge in strict confidence.
14. The Client will take all precautionary measures within the premises/ establishment etc. to avoid any damage, loss or injury to guards and provide necessary facilities, first aid, electricity, toilet, drinking water except food/refreshments) to facilitate the accomplishment of task.

15. All disputes shall be resolved by a joint inquiry (decided by both parties) Security Service Providers shall not in any manner be responsible for any losses occasioned or caused by or resulting due to force majeure.
16. Security Service Provider undertakes to indemnify the Client up to Rs. 500,000/= (Rupees Five Hundred Thousand only) on account of negligence of its guards which will be established by a joint inquiry.
17. At the time of termination of the Agreement all the dues of the Security Service Provider shall be cleared by the Client within (30) thirty days after vacation from the premises.
18. The Security Service Provider may be obliged to ensure that the guards are well equipped with licensed arms, wearing proper uniform and they may be literate at least to identify the visiting cards and gate passes both in Urdu and English.
19. The agreement shall be terminated by serving one month prior notice in writing to PEMRA. However, PEMRA may terminate agreement with immediate effect without assigning any reason.
20. PEMRA shall have the right to demand for the replacement of security guards at any time during the period of agreement.
21. The Security Service Provider will have to provide the police verification duly attested by the respective DC / SSP of every guard employed by him on commencement of the said agreement.
22. The Security Service Provider shall must ensure entry of his guard at local police station i.e. clients locality (police station).
23. The Security Service will provide the details (Company Authority Letter, copy of CNIC with Contact details) of each security guard prior deployment.
24. If the Security Service Provider fails to perform its duties / obligations under the agreement or the security guards fail to perform their duties to the satisfaction of the Authority, PEMRA shall have the right to deduct payment proportionately or

terminate the agreement with immediate effect any further compensation / payment to the Security Service Provider.

IN WITNESS WHERE OF the parties hereto have executed this Agreement at Karachi on the date and year first above written.

Signed for and on behalf of
M/s _____
Name: _____
Designation: _____

Signed for and on behalf of
PEMRA, Karachi Region
Name: _____
Designation: _____

Signed _____

Signed _____

Firm Stamp

Departmental Stamp

In presence of WITNESS:
Name: _____
CNIC: _____

In presence of WITNESS:
Name: _____
CNIC: _____

Signed _____

Signed _____

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