



**FEDERAL BOARD OF INTERMEDIATE AND
SECONDARY EDUCATION
H-8/4, ISLAMABAD**

No./FBISE/P&S./2023-24/346

Dated: 27-05-2024

TENDER NOTICE FOR HIRING OF SECURITY SERVICES

Federal Board of Intermediate and Secondary Education, Islamabad invites sealed tenders from reputable security companies duly registered with Ministry of Interior/ Concerned Home Department to provide security services including deployment of security personnel at its Head Office located at Islamabad for a period of one (01) year, further extendable on satisfactory performance. The security companies must be on Active Taxpayers List of FBR and fulfill the eligibility criteria/ terms and conditions as per tender document.

The sealed tender(s) along with earnest money which is fixed Rs. 100,000/- should be submitted on **EPAD (Mandatory)** and hardcopy in the FBISE before **12-06-2024 at 10:00 am**. Tender will be opened on same day at **10:30 am**. in presence of tenderer/representatives.

Tender documents containing terms and conditions for hiring of security services can be collected from the Assistant Secretary (Procurement & Store), FBISE on any working day during office hours. Cost of each tender document is **Rs.7,000/-** (non-refundable), Challan form can be printed from www.fbise.edu.pk and submitted in any branch of HBL, MCB, IBill and Easy Paisa.

1. This advertisement is also available on PPRA and FBISE's websites. The bidders are requested to frequently visit the websites for any updates/amendments.

**MUHAMMAD SULMAN
ASSISTANT SECRETARY (P&S)
Ph: 051-9269535**



Federal Board of Intermediate &
Secondary Education
Islamabad

**BIDDING DOCUMENT FOR
HIRING OF SECURITY SERVICES**

National Competitive Bidding

**Procedure
SINGLE STAGE-SINGLE ENVELOP**

**Federal Board of Intermediate & Secondary Education
H-8/4, Islamabad**

2024

TENDER DOCUMENT / TERMS & CONDITIONS
FOR HIRING OF SECURITY SERVICES

1. INTRODUCTION

The Federal Board of Intermediate & Secondary Education (FBISE) Islamabad established under FBISE ACT 1975 is an autonomous body of Ministry "Federal Education and Professional Training". It is empowered with administrative and financial authority to organize, regulate, develop and control Intermediate and Secondary Education in general and conduct examinations in the institutions affiliated with it.

2. INVITATION FOR BIDS

The FBISE invites bids from renowned Security Service Providers duly registered with Ministry of Interior/ Concerned Home Department and also on E-Pak Acquisition and Disposal System (**EPADS**) for the provision of security services, including placement of armed at the FBISE's Office, Islamabad for a period of one year, further extendable for another year on satisfactory performance.

3. DEFINITIONS

3.1. **Armed Guard** means, a person in proper uniform having experience of Armed Forces, who is on the payroll of Security Company and trained to provide the Security Services and equipped with useful arm & ammunition like AK 47, Pistol 9 mm and Repeater, along with valid license and other essentially required support for effective monitoring & communication which is required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel.

3.2. **Place of Posting.**

- i. Federal Board of Intermediate & Secondary Education, H-8/4, Islamabad

3.3. **Shift** means an uninterrupted duration of twelve hours beginning from 8:00 AM to 8:00 PM and 8:00 PM to 8:00 AM for day and night shifts, respectively. Every Security Guard will have to reach the duty place 15 minutes prior and bond to replace another security guard.

3.4. **Backup Support** means the logistic and communication support available with the company to provide assistance to the security guards, when required, for ensuring security of the premises.

3.5. Any other terms used in this tender shall be treated as its original and understandable meaning in respect of provision of Security Services smoothly.

3.6. Lethargic, inefficient, over and below age guards will not be accepted. One guard cannot perform continuous duty in two shifts. In case of such arrangements, the wage of such guards for the number of days shall be deducted from the monthly bill of the company.

4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week (24/7/365) at the concerned premises. For this purpose, duty rosters of the guards must be provided to the FBISE Assistant in-charge as well as Superintendent (Admin), FBISE. FBISE right to check the performance of the security guard and if the security guard performance is not well the company bond to replace the security guard. Physical fit and mentally strictly manner to deal with employees and public.

4.2 The Security Company / Firm is responsible to provide the Armed Guards (Security Guards) as per following minimum requirement/ standards: -

4.1.1 ARMED GUARD

Age: Range 25-50 years.

Education: Minimum Matric

Experience: Serving in field intelligence or Military Police or Armed Force and civilian.

Discipline: No major disciplinary entry in the record of service

Retirement:

Normal **Health:**

Sound health

Character: Verified by the Local Police/ Special Branch.

4.1.1 (a) LADY SEARCHER

Age: Maximum 35 Years.

Education: Matric or Equivalent.

Skills & Training: Must have good communication skills and be trained in front desk security protocols and public dealing.

Character: Verified by the Local Police/ Special Branch.

4.2.1. DRESS CODE

Minimum two (02) pairs of uniforms and shoes per years must be provided by the Security Company to each individual.

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform)

Summer:

T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (Ranger Type Uniform)

4.2.2. Security Company / Firm shall provide to the employer all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.

4.2.3. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 25-50 years.

4.2.4. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Assistant Director (Admin), FBlSE, Islamabad.

4.2.5. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.

4.2.6. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company and at least fifteen bullets/cartridges shall be available with each armed guard.

4.2.7. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.

4.2.8. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the FBlSE for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.

4.2.9. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.

4.2.10. The Security Company will be responsible to provide the **following additional facilities** to the Security Guards **at its own cost** at following places: -

4.2.10.1. Every Guard should have hand held scanner, whistle & torch at night.

4.2.10.2. The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.

4.2.10.3. The Company / Firm must provide urgently Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand.

4.2.10.4. The Company / Firm shall provide other security gadgets as per requirement.

4.2.10.5. The Company / Firm shall have the facility to provide food, own guard residence, pick & drop services on their official company vehicle.

5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained. A register for entry/ exit of visitors shall be separately maintained.

5.2. The Security Company shall be responsible to ensure the safety and security of the FBlSE's assets (moveable and immovable) including official vehicles parked in premises.

5.3. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges.

5.4. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling Officer(s) of the FBlSE thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill. Every Security Guard reached their duty 15 minutes prior and they are bond to replace the Security Guard.

6. GENERAL CONDITIONS

6.1. The FBISE at its discretion can increase/ decrease the number of guards in each shift on already approved tender rate of payment and on the same terms & conditions.

6.2. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the FBISE reserve the right to impose the penalty as per agreement/ tenderdocument.

6.3. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -

6.3.1. Attested photocopy of NADRA Computerized Card.

6.3.2. Original Service Card issued by the Security Company.

6.3.3. Photocopy of license/ certificate of weapon held by the guard.

6.3.4. Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.

6.4. The agreement would effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the FBISE for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.

6.5. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.

6.6. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.

6.7. The FBISE will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.

6.8. The Security Company / Firm will keep the FBISE free of any liability for the cause of compensation/legal course, if any employee of the Security Company claims in case of their injury, death etc.

6.9. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The FBISE shall in no way be responsible for any compensation in this connection.

6.10. One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.

6.11. The FBISE shall make the payment to the Security Company on monthly basis after submission of

bill in detail with attendance sheet with name duly verified by Security In-charge.

6.12. The payment of Security Company shall be released on monthly basis after the completion of all codalformalities as herein prescribed.

6.13. In case of any dispute or difference arising between the parties concerning the interpretation or effect of any clause of this Agreement, the matter shall be referred to the Grievance Committee of FBISE. The decision rendered by the Grievance Committee shall be final and binding upon both parties.

6.14. The Security Company shall be responsible to complete all documentation, if notified from time to time.

6.15. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with minimum placement of 300 Ex-Army Guards, Armed Guards and Un-Armed Guards round the clock.

6.16. **Affidavit** to the effect that there was no previous litigation of the contractor or his employees/guards with Ministry of Federal Education and Professional Training and its allied departments and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

6.17. The Security Company will ensure that they have enough financial capacity to pay at least three-month salary timely to the deputed Security Guards and Security Company should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/- (**copy enclosed**).

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL

7.1. The Security Company shall commence security services at location immediately after issuance of letter of award as per following deployment of Security Guards/Lady Searcher with security equipment:

<u>DAY SHIFT (8:00 AM to 8:00 PM) 12 hrs</u>	
Location	Armed Guards with Equipment
FBISE Office, H-8/4, Islamabad	07
FBISE Office, H-8/4, Islamabad	01(Lady Searcher)
Sub Total	08
<u>NIGHT SHIFT (8:00 PM to 8:00 AM) 12 hrs</u>	
FBISE Office, H-8/4, Islamabad	07
Sub Total	07
GRAND TOTAL	15

Note: Out of the Total requirement of Security Guards, minimum 50% Guards must be Ex-Army Service man and minimum 03 Security Guards have AK-47 in each shift.

8. PENALTY

8.1. In case of non-placement of required number of Guards, the FBISE has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.

8.2. In case of any damage/loss to the FBISE due to Security lapse herewith for determination of liability a three-member committee headed by Secretary, FBISE has to give initial findings to be considered by the management of the FBISE to take appropriate measures. The decision of the FBISE in this regard would be binding on the Security Company.

8.3. Besides penalty, the FBISE can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the FBISE as determined by the above Committee.

8.5. In case of absence of duty/lapse any guard from his place of duty more than three shifts in a month, the FBISE reserve the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.

8.6. In case of placement of Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the FBISE reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deem appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

9. PAYMENT

9.1. 100% payment will be made after every month.

9.2. The Security Company is required to submit the following documents along with bill: -

9.2.1. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.

9.2.2. Attendance sheet of the Guards daily and monthly duly verified by the site In-charge and countersigned by Superintendent (Admin), FBISE.

9.2.3. Copy of any/all correspondence made with the FBISE or any other agency/ person/organization during that month regarding this contract.

9.2.4. Any other details/documents, if required by the FBISE.

9.2.5. Evidence / support of all claims in bills.

9.2.6. List of deputed guards along with their cell numbers/ CNIC number and present address.

9.3. Payment shall be made by crossed cheque and online, approx. within 10 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due for the said month may also be accordingly delayed. The FBISE requires at least 10 days for processing of payment.

9.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Grievance Committee, FBISE and its decision shall be final and binding on both the parties.

10.2. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Director General, FBISE Islamabad, in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate the FBISE Redressal Committee of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees as per Bid Form (**Annexure-I**).

12. PRE-QUALIFICATION CRITERIA FOR BIDDERS

12.1. The Firms/ companies scoring minimum 70 Marks along with fulfillment of Mandatory Provisions will be considered to be financially evaluated (**Annexure-II**). However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer may not be considered.

12.2. Incomplete/ conditional bids shall be rejected.

13. VALIDITY OF BIDS

13.1. The bids shall remain valid for a period of one-year w.e.f. the date of opening of bids.

13.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

14. BID SECURITY / PERFORMANCE GUARANTEE

14.1. Bid shall be accompanied by original **Bid Security of Rs. 100,000/-** in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Secretary, FBlSE, Islamabad. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract.

14.2. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.

15. SUBMISSION OF BIDS: -

15.1. Interested Security company may submit their bids on E-Pak Acquisition and Disposal System (**EPADS**) of Public Procurement Regulatory Authority (**PPRA**), Islamabad. Bids will be opened in the committee room of FBlSE after deadline of submission of bids in the presences of bidders or their representatives who may wish to be presents. After evaluation and approval, the contract will be awarded to the responsive bidders.

15.2. Bids shall be accompanied with the following documents and as mentioned in Annexure II

15.2.1. List of all Directors along with the CNIC Number

15.2.2. Copy of Organogram.

15.2.3. Copy of NTN Certificate.

15.2.4. Copy of Certificate from relevant authorities where the services provided.

15.2.5. Copy of GST Certificate.

15.2.6. Annual Income Tax Returns and receipt for the last 3 years.

15.2.7. Bank Account(s) Information and statement for the last 3 years.

15.2.8. The FBlSE reserves the right to demand/call any other information for the sake of documents/information.

15.2.9. Bid Security amounting to Rs. 100,000/- must be uploaded on the EPADS along with the bid and the original bid Security will be submitted at the time of the opening of the bids.

15.2.10. Copy of valid Licenses of Security Company from Concerned Home Departments /Ministry

of Interior.

15.2.11. Minimum Three (03) years' experience with proven track record in the market as a security service provider (Attach Photo CoFBISEs of Evidence).

15.2.12. Experience with Government, Semi Government Organizations, Multinational Firms and Foreign Missions (Attach Photo Copies as Evidence), if applicable.

15.2.13. Details along with office addresses in the site locations i.e. Islamabad.

15.2.14. An undertaking on stamp paper that the company or its employees never involved in any litigation with FBISE and the company has never been blacklisted by any Government organization.

15.3. Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.

15.4. Deadline for submission of the bids 12th June 2024 at 10:00 am

15.5. Bids Open Date 12th June 2024 at 10:30 am

15.6. Bidders are requested to offer the services and quote the rates for PIE, Islamabad as required by the FBISE.

16. ELIGIBILITY

16.1. The Security Company / Firm shall be: -

16.1.1. Holding the valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.

16.1.2. Holding the valid NTN Certificate.

16.1.3. Holding the valid GST registration.

16.1.4 Having minimum Three (03) years' experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Foreign Missions.

17. INELIGIBILITY

17.1. If the Security Company / Firm is declared as Blacklisted by any Government organization.

17.2. If the Security Company / Firm declared as defaulter by any Government / Public Sector Organization.

17.3. If the Security Company / Firm involving in litigation with any Government/Public Sector Organization.

17.4. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.

17.5. If the organization does not have valid license from the Concerned Home Department and/ or Ministry of Interior.

17.6. Non-submission of prescribed Bid Security.

18. DOCUMENTS CONSTITUTING CONTRACT

18.1. The Security Company / Firm shall sign a contract agreement (**Annexure-IV**) with the FBISE, within one week from acceptance of the bid by the FBISE.

18.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

19. CANCELLATION OF CONTRACT

19.1. The Contract may be terminated earlier at any time by the FBISE for breach of any provision(s) of the agreement by the Security Company.

19.2. This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would amount to misconduct and the FBISE reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.

19.3. Upon the termination of this agreement the Security Company / Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the FBISE.

19.4. In case of any serious violation made by the Security Company / Firm, the FBISE can terminate the agreement without giving one-month notice.

**FEDERAL BOARD OF INTERMEDIATE &
SECONDARY EDUCATION H-8/4, ISLAMABAD**

BID FORM

1. Name & Address of Bidder: _____
 Telephone: Office/Cell _____
 Email: _____
 Sales Tax Number: _____
 National Tax Number: _____

2. Placement of security services at FBISE Office, Islamabad at following rates:

Required Service	* SINGLE RATE PER ARMED GUARD/LADY SEARCHER WITH EQUIPMENT PER SHIFT PER MONTH WITH OUT TAX (RS.)	TAX (Rs.)	* SINGLE RATE PER ARMED GUARD/ LADY SEARCHER WITH EQUIPMENT PER SHIFT PER MONTH WITH TAX (RS.)
Deploy Armed Guard & Lady Searcher <i>at FBISE Office, Islamabad</i> <i>Note: Out of the Total requirement of Security Guards, minimum 50% Guards must be Ex-Army Service man and minimum 03 Security Guards have AK-47 in each shift.</i>			

***DO NOT MENTION SEPARATE RATE FOR DAY & NIGHT SHIFT. ONLY QUOTE SINGLE RATE PER ARMED GUARD/LADY SEARCHER PER MONTH**

3. We shall abide by all the terms and conditions of the tender.
 4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
 5. Bids Security should be enclosed.

Signature: _____

Name: _____

Designation: _____

CNIC No. _____ (copy enclosed)

Date: _____

Official Seal/ Stamp: _____

**EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF
PRIVATE
SECURITY COMPANIES**

A)	Company Profile	
	Satisfactory service performed by Security Company / Firm	15 Marks
	Up to 05 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of Ex-Army Personnel/ Armed Guard along with weapons and ammunition held by the Company with license.	40 Marks
	Ex-Army Personnel (<i>Minimum 50</i>), list to be attached along with complete particulars (<i>i.e name, NIC, address, mobile number</i>)	10
	Civilian Guards with Security Training Certificates (<i>Minimum 50</i>) list to be attached along with complete particulars (<i>i.e name, NIC, address, mobile number</i>)	10
	AK-47 (<i>Nos.10 with Company License</i>)	10
	Repeater 12 bore (<i>Nos.15 with Company License</i>)	05
	Pistol 9mm (<i>Nos.15 with Company License</i>)	05
F)	Wage Certificate showing the expected salary of Security Guard	20 Marks
G)	Financial Soundness/ Status	25 Marks
	Bank statement for latest one year	10
	Credit worthiness undertaking showing the capacity of bidder to pay the salaries	15
	Annexure-III.	
	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
	Undertaking that company has never been involved in litigation with the M/O FE&PT/ Government of Pakistan.	Mandatory
H)	Bid Security Amounting to Rs. 100,000/-	Mandatory
	Total Marks	100
	Required Passing Marks for consideration of Bid	70

Note:

- i) *The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) *Minimum requirement to compete with other bidders is 70 marks. All the bidders having 70 marks or more will be treated equal and will be financially evaluated.*

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to FBISE, H-8/4, Islamabad that our Security Company _____ is financially sound to pay the salaries of deputed security guards and other related expenses for three months, if payment is delayed by the FBISE due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20____ between “Federal Board of Intermediate & Secondary Education, Islamabad” (hereinafter referred to as the Employer) of one part, and “M/S (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Employer is desirous of availing the security services/ trained security personnel/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide security services in conformity in all respects with the provision of the Contract.
5. The Employer hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Employer

Name: _____

Name: _____

Designation: _____

Designation: _____ Date _____

Date _____

