



SHAHEED ZULFIQAR ALI BHUTTO
MEDICAL UNIVERSITY

F.35.1/SZABMU/2024/TENDER-NO.35

Dated: 06.03.2024

TENDER NOTICE

FOR HIRING OF SECURITY SERVICES

- 01- Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU), Islamabad invites **Single Stage Two Envelop** sealed bids from interested eligible firm/agencies/companies registered with the government of Pakistan having at least three (03) year experience in the relevant field to provide Security Guards to be deployed at (SZABMU) initially for a period of one year, extendable after satisfactory performance of firms/agencies.
- 02- All NTN/GST/ATL Registered Firms/Agencies/companies having NOC from the Ministry of interior, Govt. of Pakistan are Eligible to Apply for Pre-Qualification.
- 03- Detailed Terms & Conditions, Scope of Works/Services is given in the bidding documents which can be obtained from the office of undersigned against the payment of **Rs1,000/- in shape of Pay Order/CDR** in favor of Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad on any working day during the office hours with written request. **(SZABMU NTN 90100304)**
- 04- Bidding will be carried out by adopting single stage two envelopes procedure as per PPRA Rule 36(b).
- 05- Bids (Technical & Financial) completed in all respect alongwith relevant documents must reach to the office of undersigned on or before **29th March, 2024 at 11:00AM** latest. The Technical Bids will be opened on the same date at **11:30AM** by the respective departmental purchase committee, in the presence of bidders or their representative, who may choose to attend, whereas, the Financial Bids shall be kept un-opened till the evaluation of Technical Bids. Financial bids of only technically qualified bidders shall be opened.
- 06- A CDR/Pay Order amounting to **Rs.50,000/-** (refundable) in favour of Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) must be attached **with the Technical bids** as bid security.
- 07- All the taxes including GST shall be paid by the successful firm/company.
- 08- The security firms/agencies black listed by the Govt. of Pakistan on account of poor performance are not eligible to apply. For further information, Purchase Officer may be contacted at 9107689
- 09- The SZABMU reserves the right to reject any or all bids as per PPRA Rules.

PURCHASE OFFICER

5th Floor, School of Dentistry Building, Shaheed Zulfiqar Ali Bhutto Medical
University, Ravi Road, G-8/3, Islamabad

051-9107689

SZABMU/2024/TENDER NO-35

**DOCUMENTS FOR PRE-QUALIFICATION OF
SECURITY FIRMS**

**FOR HIRING OF SECURITY GUARDS AT SHAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY, ISLAMABAD**



Last Date of Submission: **29th March, 2024 before 11:00AM**

Name of Firm to whom issued: _____

Date of Advertisement: _____

Name of Newspaper: _____

**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY, ISLAMABAD**


Authorized Signature

**SAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY, ISLAMABAD**

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**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY
GENERAL INSTRUCTION**

1. SZABMU intends to invite tenders from NTN/GST registered security companies having valid license for provision of security guards SZABMU.
2. Bidding will be carried out by single stage two envelope procedure.
3. Pre-qualification documents on the prescribed form duly completed in all respect sealed should reach to the office of the undersigned on or before **29th March, 2024 before 11:00AM** latest.
4. Following are the terms of reference for Pre-qualification: -
 - a) The Security Firms having three (3) years' experience in provision of security services are eligible for pre-qualification.
 - b) Security Firms or their fully operational/Finance office (established in Islamabad/Rawalpindi are eligible for pre-qualification.
 - c) Name of firms with list of Chief Executives and Managing Directors, Manager Operations and Manager Finance with office address, land line number to be provided.
 - d) Registration number of EOBI and ESSI with deposits during last financial year.
 - e) Provide list of clients of government and autonomous department for last 3 years with references.
 - f) Security Company will be required to arrange residential accommodation and messing facility for the security guards in close vicinity of duty area
 - g) Firm will provide one reliever (without any additional charges) after every six guards, who remain at the disposal of supervisor of the firm at the place of duty to cater leave/ sick etc.
 - h) Detail of weapons with type and licenses held by the company, which will be deployed at SZABMU and its offices.
 - i) Procedure of operational/surprise checks.
 - j) Eligibility criteria/procedures for recruitment/verification.
 - k) Type of communication equipment installed, with PTA license. Location of base station and coverage area in the city of deployment of guards and communications held countrywide.
 - l) Privileges / facilities entitled to the guards including week/monthly leave with pay and procedure of reliever/replacement.
 - m) The age of guards to be deputed should not be over 45 years and that of the supervisor should not be **above 55 years.**
 - n) Insurance of employees.
 - o) The company must be in possession of valid NOC from Ministry of Interior and NTN/GSTN/ATL.
 - p) Audited financial statement for last 3 years.
 - q) Security Company has to provide marginal analysis of the financial rates.
 - r) Pre-Qualification documents must be completed in all respect and all pages are to be attested /signed by Manager Operations and Manager Marketing as well. Incomplete documents will not be entertained for Pre-qualification.


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- s) Credential of the security companies can be verified from their offices if required so.
- t) The firms/Agencies providing unsubstantiated and/or incorrect information will be liable for disqualification and legal action without any opportunity qua clarification.
- u) Firms fulfilling the eligibility criteria will be evaluated on points basis, distribution of which is mentioned in Annex "C". 70% marks are essential to qualify for bidding process.
- v) **The financial bids of only technically qualified firms will be opened. The successful bidder will enter into contract agreement. The successful bidder shall deposit performance security/Bank Guarantee equal to 05% of one-year contract amount in SZABMU Account Section before signing of the contract.**
- w) **SZABMU reserves the rights to invite the next bidder in case the first bidder is unable to complete pre-requisite or failed to provide manpower, weapons and other security equipment's as per pre-decided scheduled, inclusive of all the formalities**
- x) A firm whose contract has ever been terminated by SZABMU or any other government department is not eligible for bidding.
- y) 4. SZABMU, reserves the right to reject any or all the firms (s) without assigning any reasons in the light of PPRA Rules.



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APPENDIX-B

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**ELIGIBILITY FORM FOR PROVISION OF SECURITY SERVICES AT
SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY**

1	Name of Firm	
2	Date of Registration of Firm	
6	Name of the Owner of the Firm	
4	Name of the Owner of the Firm (2 ND If any)	
5	Address of Head Office with Telephone/ Email/Fax number:	
6	Name of Manager Operation and office address: with landline / mobile phone/Fax/Email in (Islamabad/Rawalpindi).	Name: _____ Address: _____ Phone No. _____
7	Name of Manager Finance and Office address: With landline / mobile phone/Fax/Email in (Islamabad/Rawalpindi).	Name: _____ Address: _____ Phone No. _____
8	NTN Number	
9	Registration number of EOBI	
10	Registration Number/Certificates of social welfare:	
11	Firm is registered and having NOC from:	

(ENCIRCLE AND ATTACHED COPY)

(i) Ministry of Interior, Govt. of Pakistan.

(12. Insurance of employees and details of premium paid in last three (3) years.


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EVALUATION FORM FOR PROVISION OF SECURITY SERVICES AT SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY

1. Detail of Security services provided to Govt./Semi Govt. Department related to the Security Services for more than 25 people(s) with Security apparatus.

(15 Marks)

A. DETAILS

S#	Name of Department	Address			Name of Supervising Officer with Contact No.	
S#	Category	Duration of Contract with date			Rate per Person	Total Contract Amount
		From	To	Total Period		

B. DETAILS

S#	Name of Department	Address			Name of Supervising Officer with Contact No.	
S#	Category	Duration of Contract with date			Rate per Person	Total Contract Amount
		From	To	Total Period		

(10 Marks)

2. Details of weapons and other equipment that can be deployed on employer's demand.

S#	Nomenclature	Number available and can be deployed on employer's demand
1		
2		
3		
4		
5		


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3. Operational / Surprise Check (10 Marks)

- i. Once a day / after 24 hours by supervisor provided with motor cycle.
- ii. Twice a day / 12 hours by supervisor provided with motor cycle.
- iii. Thrice a day / at 8 hours by supervisor provided with motor cycle.

4. Number of Civilian/Ex-Army / Police Personnel's Employees Having Less Than 55 Years of Age (10 Marks)

S#	CATEGORY	TOTAL NUMBER
A		
B		
C		
D		

5. Eligibility Criteria/Procedure for Recruitment/Verification. (10 Marks)

(a) Eligibility Criteria for Induction: -

- (i)
- (ii)
- (iii)

(b) Recruitment Procedure

- (i)
- (ii)
- (iii)

(c) Verification Procedure

- (i)
- (ii)
- (iii)



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6. Communication System (Encircles and attaches copy)

(15 Marks)

- a. Base station established in Islamabad/Rawalpindi
- b. Type of equipment:
- c. PTA operating licenses
- d. Coverage area (attach map of Deployment alongwith highlighted of coverage area):

7. Privileges /Facilities Entitled for Guards

(10 Marks)

- a. Accommodation and messing
- b. EOBI
- c. ESSI
- d. Insurance in case of death while on duty upto Rs. _____.
- e. No of days off /leave with pay in month. _____
- f. Extra guards as a reliever will be provided without any extra charge.
- g. **Salary to the guards or to be disbursed on or before 5th of each month without waiting of invoice from client.**

8. Separate List of Government/ Semi Department Provided Security Services During Last 5 Years with Reference

(10 Marks)

9. Financial Position.

(10 Marks)

- (a) Copy of Audited accounts /reports for last three years from CA registered firms.
- (b) Copy of contribution deposited against EOBI, ESSI and insurance during last financial year.


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SZABMU/2024/TENDER NO-35

**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY**



FINANCIAL BID

**PROVISION OF SECURITY
SERVICES AT SZABMU**

Last Date of Submission: **29th March, 2024** before **11:00AM**

Name of Firm to whom issued _____

Date of Advertisement: _____

Name of Newspaper: _____

**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY, ISLAMABAD**
PHONE: 051-9107689

[Handwritten signature]

**SHAHEED ZULFIOAR ALI BHUTTO MEDICAL
UNIVERSITY**

FINANCIAL BID DOCUMENT

Sr#	DESCRIPTION	APPENDIX
1.	General Instructions	A
2.	Bid Form/Application	B
3.	Marginal Analysis	C
4.	Contract Agreement	D
5.	Terms and Conditions of the Contract Agreement	E
6.	Indemnity Bond	F



**SHAHEED ZULFIQAR ALI BHUTTO MEDICAL
UNIVERSITY**

- 1- In reference to pre-qualification process, qualified firms are invited to submit the financial bid to participate in tender for provision of security guards. Initial contract period will be of **One (01) Year** which will however be extended subject to performance of the Security Company. The Security Company will provide security services in **SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY** and its offices /formally requested by the employer.
- 2- Original Sealed Bids on the prescribed Application Form duly completed in all respects should reach in the office of undersigned on or before **29th March, 2024 at 11:00AM**, which will be opened in the presence of bidders or their nominees. Pre-bid meeting can be arranged with security companies to discuss the modalities.
- 3- Rates for security services should be quoted in accordance with approved wages by the Federal Govt. **(Not less than Rs.32,000/- for Security Guard and Rs.40,000/- for Supervisor)** with 4x days leave permonth for each category.
- 4- The firms are also required to submit Bid Application Form completed/signed by Manager Finance and Manager Operations.
- 5- Security Company will be required to arrange residential accommodation for the security guards in close vicinity of duty area.
- 6- One reliever on every 6x guards is to be provided by the security firm that will remain at the disposal of company supervisor without any additional cost.
- 7- Criteria/standard specified for provision of security guards will not be relaxed at later stage, so all the bidders may carefully read and understand general instruction/terms and conditions.
- 8- **The company/firm who succeeds/win in Tender will deposit a sum of 05% of approved bid price of one-year contract in favor of SZABMU as performance guarantee/ security money within one week after issuance of letter of acceptance. The same will be refunded within 30 days after completion of the satisfactory contract period and would be further retained in case of extension of contract.**
- 9- The successful bidder will enter into an agreement of contract on non-judicial stamp paper on the basis of terms and conditions as prescribed by SZABMU. Bidders are to give marginal analysis of their bids in accordance with their company rules.

- 10- An Indemnity bond on the prescribed Performa of SZABMU on Rs.100/- Stamp Paper shall be executed by the Security firms to meet losses and damages, in case of any loss and damage due to the negligence of all or any of the security personnel.
- 11- Successful bidders will provide/deploy **One(01) Supervisor and Twenty Five(25) security guards** and other security apparatus on **01st April, 2024 or any other date specifies by the SZABMU**. Addition/deletion in number of staff/equipment will be made at the time of signing of contract, if required. Security firm should provide particular of guards to the SZABMU along with copy of security clearance **before 20th April, 2024**. Physical inspection of the guards shall be carried out before **25th April, 2024** at any convenient venue.
- 12- Guard is to be placed on duty for not exceeding 8 hours' duty in 24 hours as per labor law. Shortage of guards/deployment of guards on double duty is strictly prohibited.
- 13- If successful bidder is unable to deposit security money and provision of information/guards on given schedule, next lowest bidder will be invited for provision of security guards on same terms and conditions/rates.
- 14- The contract can be terminated on 30 days' prior notice by SZABMU without assigning any reason. However, in case of any serious fault at the part of Security Company, the contract can be terminated at anytime without prior notice.
- 15- Payment of monthly charges shall be made to the Security Company within 15 days of receipt of invoice.
- 16- SZABMU, reserves the right to reject any or all the bid(s)



APPENDIX-B

BID APPLICATION

1. Name of Firm : _____
2. Name of owner of the firm (a) Name. _____
S/o _____
CNIC No: _____
- (b) Name. _____
S/o _____
CNIC No: _____
3. Address of Head Office : _____

Landline No: _____
Fax No: _____
4. Name of Manager Operations _____
and Office address in Islamabad/Rwp. / _____

Telephone No: _____
Cell: _____
Fax: _____
5. NTN Number : _____
6. EOBI Number : _____
7. ESSI Number : _____
8. Bid Price per person in figure Lump sum monthly charges. Marginal analysis of the bid to be provided on format attached at Appendix C:
- (a) For 01 Armed Security Supervisor : _____
- (b) For 01 Armed Security Guard : _____
- (c) For 01 Wireless Set : _____

9. **Bid Security (To be deposited with Technical Bid) Rs.: 50,000/-**

In Words : _____

10. Bank Draft / Pay Order No. : _____

Date _____ Amount _____

11. Last date for submission of bids in the Purchase Office, Shaheed Zulfiqar Ali Bhutto Medical University, G-8/3, Islamabad at **11:00AM** on **29th March, 2024**.

12. Date of opening of Technical Bid : **29th March, 2024 at 11:30AM**

13. Place of opening of Bids : Administration Department, SZABMU

Marginal Analysis Of Bid Rate Per Person

Armed Security Supervisor	
Per month Salary	
Monthly off (reliever cost - 04 days x Rs.) = Rs.	
Total Salary	
Accommodation	
Transport	
Weapons	
Uniform	
EOBI	
Insurance	
Social Welfare	
Terminal Benefits	
Depreciation & License fee	
Any other expenditure	
Total Liabilities	
Service charges	
Rate 01 Armed supervisor	
Armed Security Guard	
Per month Salary	
Monthly off (reliever cost - 04 days x Rs.) = Rs.	
Total Salary	
Accommodation	
Transport	
Weapons	
Uniform	
EOBI	
Insurance	
Social Welfare	
Terminal Benefits	
Depreciation & License fee	
Any other expenditure	
Total Liabilities	
Service charges	
Rate 01 Armed Guard	
Wireless Set	
Per Month Charges	

CONTRACT FOR PROVISION OF SECURITY SERVICES

This provision of Security Guards Contract is made effective this *(date of commencement)*

BETWEEN

"Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad (hereinafter referred to as **"the Employer"**, which expression shall, where the context so permits, include its successors-in-interest, administrators and permitted assigns)."

AND

"(Name of company), a company incorporated under the Companies Ordinance, 1985 with its registered office at *(Address of the company-----)* (hereinafter referred to as *"(the Name)"*, which expression shall, where the context so permits, include its successors-in-interest, administrators and permitted assigns).

Both the **Employer** and *(name of company)* may herewith be referred to individually as 'party' and collectively as 'the parties'.

The parties do hereby recite as follow: -

Whereas the *(Name of company)* is in the business of providing security services to SZABMU and in particular provides armed security guards for the purposes of securing the life and property of its employers.

AND WHEREAS the Employer seeks the provision of security services at its offices where required.

NOW THEREFORE, in consideration of the mutual benefits to be derived and the representations and warranties, conditions and undertakings contained herein and in Annexure A hereto, and intending to be legally bound, the Parties hereby agree as follows."

This contract shall be valid for a period of One (01) year from the effective date, which shall be **01st April, 2024**.

Annexure 'A' attached to the contract is by this reference incorporated into and becomes part of single contract between the Employer and the Contractor.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS CONTRACT ON THE DATE AS INDICATED BELOW:-

M/s (name of Company)
For & On behalf of the (name of
company')

**M/s Shaheed Zulfiqar Ali
Bhutto Medical University,
Islamabad for & on behalf of
the Employer**

Witnesses: -

Witnesses: -

1. _____

1. _____

2. _____

2. _____

TERMS AND CONDITIONS FOR PROVISION OF SECURITY SERVICES TO SZABMU

SECTION 1 Scope of Service

1.1 *(name of company)* will provide under mentioned armed security personnel from Civilian/Ex-serviceman strength and Security Apparatus to SZABMU and its attached offices (The Employer):-

Sr.#	Detail of Security Supervisor /Guards	SZABMU	Total
1.	Security Supervisors	01	01
2.	Security Guards (Armed)	25	25

- i. Security Supervisors and Armed Security Guards shall be armed with weapons as per requirements of the Employer, including pistol, short gun (repeater) and 7 mm rifle or compatible. The company will provide list of weapons along with services history of the allocated weapons serviceable and operationally fit and certificate of weapons fitness on quarterly basis.
- ii. One reliever after every six guards is to be provided by *the (name of company)* that would remain at the disposal of company's supervisor deputed at required locations.
- iii. If Security Firm is unable to provide requisite numbers of security staff, notice for noncompliance will be issued to the security company under intimation to the licensing authority (MOI) and Distt. Administration. After issuance of three noncompliance notices the employer reserves the right to terminate contract agreement at any time.
- iv. If security guard found performing more than 8 hours' duty even other than *SZABMU Offices/ Premises*, the wage of that particular duty will not be paid to the company.
- v. The security company conducts refresher training of its security staff on bi -annual basis and training certificate to be furnished to the SZABMU.
- vi. The security company shall provide security clearance of their security staff from Local Police (Temporary Address) and Home District (Permanent Address) and Special Branch before deployment at *SZABMU Offices*.
- vii. The company will maintain reserve pool of 2-3 security cleared guards for deployment on 24 hours' notice. Absentees will be replaced immediately by the company without any additional charges.

- 1.2 The security personnel will be healthy, medically Cat 'A'. The security company will present medical fitness of security staff for duty at the time of deployment and after that on six-month basis. Civilian guards if any will be nominated by the Employer, Security Staff are to be interviewed prior to their deployment on duty. Shifts to be rotated with two weeks' interval.
- 1.3 The Security Personnel will hold valid Computerized National Identity Cards and carry all the times their security and identification papers with them.
- 1.4 All Security Personnel shall be selected carefully by the (name of company).
- 1.5 The Security Personnel shall be employees of the (name of company) and shall perform duties for the Employer as per terms of contract.
- 1.6 The (name of company) shall observe the applicable Labor Laws and enactments in operation and enforce from time to time.
- 1.7 The (name of company) will ensure that security personnel do not indulge in unionism, strikes, undesirable activities, political agitation and unapproved group religious activities.
- 1.8 Security personnel will be posted on static places of duty or as requirement of the Employer. In case of mobile/escort guard's requirement, transport will be provided by the Employer. The (name of company) will provide security services in SZABMU and its offices on same terms and conditions/rates as and when required/formally requested by the employer.
- 1.9 Maximum age limit (s) will be adhered to:-
- a. Security Supervisor : Not more than 55 Years
 - b. Security Guard : Not more than 45 Years
- 1.10 An indemnity bond in the prescribed Proforma on Stamp Paper of Rs.100/- shall be executed by the (name of company) to meet the losses and damages due to the negligence of all or any of the security personnel of "The (name of company)" during currency of the running contract.
- 1.11 The (name of company) shall not employ as a security guard any person who:-
- a. Has been convicted of any offence involving moral turpitude or dismissed from government service.
 - b. Is not fit and proper person to be employed as security guard
- 1.12 The (name of company) should select guards/their reliever carefully and provide full particulars of the security personnel alongwith copies of CNIC, two photographs, verification and medical fitness certificate to the Employer before deployment of guards for approval. Frequent replacement of security guards would not be allowed.

- 1.13 The Employer reserve the right to discontinue the services of any security person deployed by *(name of company)* without giving any reason and the *(name of company)* will withdraw and replace that person immediately to the Employer.
- 1.14 The *(company)* has made no misstatement with regard to performance of its obligation under this contract and there is no fact known to the *(name of company)* or its agents or employees which would materially affect the Employer's decision in executing this Contract.
- 1.15 The *(name of company)* shall maintain insurance with responsible and reputable companies in such amounts and covering such risks as is prudent and is usually effected by entities or individuals engaged in operations similar to that of the *(name of company)* and shall furnish the Employer with evidence of compliance upon the request.
- 1.16 That there are no judicial or departmental proceedings pending, or to the best of its knowledge threatened for the liquidation or insolvency of the *(name of company)* or that could materially or adversely affect the performance by the *(name of company)* of its obligations under this Contract.
- 1.17 The execution, delivery and performance of these obligations vide running Contract by the *(name of company)* does not constitute a violation of any law, court ruling, governmental regulations, decision of an arbitrator of competent jurisdiction or contractual obligation applicable or relating to it and its assessments or business.

SECTION 2

Currency of Contract

- 2.1 Contract will be for the period of One (01) year
- 2.2 Contract will come into force from **01st April, 2024** and the *(name of company)* should deploy security personnel on that date (0700 hours).
- 2.3 The Employer may in writing, terminate contract upon serving 30 days' notice, and the same shall stand terminated forthwith upon expiry of 30 days from the date of issuance of such notice unless the said notice is withdrawn by the Employer or payment of half month contract price based on last month verified bill to the *(name of company)*.
- 2.4 In case, the *(name of company)* intends to terminate running contract, 90 days prior notice will be served to the Employer or payment of 30 days contract price based on previous month verified bill to the SZABMU.

SECTION 3

Payments

- 3.1 Staff for security services will be provided at fixed monthly cost as per following details: -
- | | | |
|-----|--------------------------------|------------------------|
| (a) | 1x Armed Security Supervisor : | Rs. 40,000/- (minimum) |
| (b) | 1x Armed Security Guard : | Rs. 32,000/- (minimum) |
| (c) | 1x Wireless Set : | Rs. |
- 3.2 The *(name of company)* shall issue to the Employer a consolidated Invoice by the last day of current month and payment will be made to the *(name of company)* within a reasonable

period on receipt of invoice. Payment to *(name of company)* shall be made after deduction of all applicable taxes, levies etc.

- 3.3 The Employer may also make pro rata deduction from the invoiced amount on account of the absence of any security staff or found asleep during duty or wearing improper/shabby dress or found receiving gifts or otherwise engaged in unauthorized or other activities which may be harmful for the Employer, which shall be determined by sole reference to Employer.
- 3.4 Security personnel will be considered to be on effective Pay Roll of the *(name of company)* from the date they report at the post of the Employer.
- 3.5 Pay to the security personnel will be disbursed by the *(name of company)* vides their own arrangements by or before **5th of each month**, without waiting for payment of monthly invoice, while no personnel would bear any lien against Employer. Wages of guards must be more than the minimum national wages, approved by the federal government. No invoice would be processed by the employer without enclosure of payment certificate (Salaries paid to the deployed staff) to be produced by the company on its letter head pad. The security company will be bound to open bank accounts for deployed security guards and supervisors, with the salary of all guards being disbursed into these accounts.
- 3.6 Payment towards workers Insurance, Social Security and EOBI or any other dues that may become applicable will be paid by the *(name of company)* at no extra cost to the Employer.

SECTION 4 **Inspection and Discipline**

- 4.1 Besides the Supervisor of *(name of company)*, the Employer will also exercise supervision on security personnel and report any misconduct of security personnel to the *(name of company)* for prompt remedial measures.
- 4.2 The *(name of company)* will replace any security person(s) as and when desired by the Employer and provide appropriate substitute at once.
- 4.3 In case of any dispute, joint inquires shall be held to fix the responsibility by the parties. However, decision of the Employer will be irrevocable.
- 4.4 The security personnel will be properly dressed in prescribed uniform while on duty. They will wear uniform as prescribed by the Licensing Authority and display Identity Card of the *(name of company)*.
- 4.5 Deputy Registrar (Admin), SZABMU will exercise command and control of security staff. Security personnel will follow the instructions of authorized officials of the *(name of company)* as and when directed.
- 4.6 Security Guards deployed at SZABMU and its offices other will be surprise checked by *(name of company)* and report on prescribed Proforma will be furnished to the Employer on weekly basis. Supervisor of the company appointed should take rounds of duty at regular intervals to check presence/absence of guards and brief them.



SECTION 5
Miscellaneous

- 5.1 The *(name of company)* will provide postal address, telephone/fax/email contact numbers of their offices to the Employer.
- 5.2 The *(name of company)* will provide medical services to the security personnel on their own terms and conditions. Medial First Aid Box is to be provided/maintained by the company for the security staff at place of duty.
- 5.3 The *(name of company)* will ensure that each security Supervisors and Security Guards renders 8 hours' duty in a day in Employer premises and not anywhere else.
- 5.4 The *(name of company)* is to ensure that all pre-requisite is to be completed before deputing of guard at *(name of SZABMU Office)* premises. List of all deployed guards along with reserve pool will be provided to Employer before commencement of contract.
- 5.5 In case of grant of long leave to security staff the replacement would be provided by the *(name of company)* without any extra charges.
- 5.6 In case of extra requirement of security staff the *(name of company)* will be bound to provide the staff within three days on submission of demand by the Employer. However, in case of urgency the *(name of company)* will take steps at his best to provide extra guards on short notice of the Employer.

SECTION 6
Arbitration

- 6.1 In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.
- 6.2 The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.
- 6.3 Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.



SECTION 7

Notices

- 7.1 All notices to be served under the Contract shall be in writing and delivered by hand or registered post/courier service at the address herein below;

Mailing Address of SZABMU

5th Floor, School of Dentistry Building,
Shaheed Zulfiqar Ali Bhutto Medical
University, Ravi Road, G-8/3,
Islamabad

Mailing Address of (name of company)

*(name and address of company
with*

landline and Fax number)

SECTION 8

Governing

- 8.1 This contract shall be governed by and construed in accordance with the laws of Pakistan and conditions spelled out in this Annexure will be binding on the parties.
- 8.2 The parties can amend the contract terms and conditions through written request and mutual understanding upon the approval of the Competent Authority.
- 8.3 No failure or delay on the part of the Employer to exercise any power, right or remedy under this Contract shall operate as a waiver thereof nor shall any single or partial exercise by the Employer of any power right or remedy preclude any other or further exercise thereof or the exercise of any power right or remedy. The remedies provided in this Contract are cumulative and are not exclusive of any remedies provided by the law.
- 8.4 The *(name of company)* shall not assign this Contract or its rights and obligations hereunder to any other person or entity, except with the prior written permission of the Employer.
- 8.5 Headings in this Contract are for convenience only and shall not be used to interpret or construe its provisions.
- 8.6 This Contract alongwith its annexure constitutes the complete and final obligations between the *(name of company)* and the Employer and supersedes any and all prior agreements, understandings, communications and arrangement whether oral or written between the parties with respect to the subject matter hereof.
- 8.7 If any provision of this Contract is held to illegal or invalid under present or future laws or regulations effective and applicable during the term of this Contract, such provision shall be fully severable and this Contract shall be construed as if such illegal or invalid provision had never comprised a part of this Contract and the remaining provisions of this Contract shall remain in full force and shall not be affected by the illegal or invalid provision or by its severance from this Contract.
- 8.8 In witness whereof the parties hereto have set their respective hands on the day month and year first written

M/s (name of Company)
For & On behalf of the (name of
company')

M/s Shaheed Zulfiqar Ali
Bhutto Medical University,
Islamabad for & on behalf of
the Employer

Witnesses: -

Witnesses: -

1. _____

1. _____

2. _____

2. _____

WEAPONS SERVICEABILITY STATE

QUARTERLY

It is certified that weapon as per details given below have personally inspected/ tested by me and found serviceable/operationally fit for deployment.

S No	Type of Weapons	Serial number of weapon	License Number	Deployed at (Locations)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

(Signature of Technical)

(Counter Signed)

Manager
Operations

(Name of Company)

**REPORT ON SURPRISE CHECK OF SECURITY GUARDS DEPLOYED AT SZABMU
AND ITS OFFICES**

Date:

S No	Location	Name of Guards	Date/Time	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Supervisor Signature
Name
Mobile No:

INDEMNITY BOND

This DEED of INDEMNITY is made on the _____ between _____
(Pvt.) Ltd. of the one part hereinafter called 'The Contractor'.

AND

Shaheed Zulfiqar Ali Bhutto Medical University through its Assistant Registrar (Establishment) hereinafter called 'The Employer'.

WITNESSETH AS FOLLOWS:

1. By this deed of indemnity, the Contractor agree to provide such indemnity as hereinafter the bearer has signed or given and may hereinafter from time to time sign or give through an instrument in favor of SZABMU. Indemnity pertains to all or any loss, damage stealing or removing of any movable or immovable property, owned and possessed by SZABMU, during the subsistence of accompanied agreement for providing security services by _____(Pvt.) Ltd. ("Agreement") to restore all or any loss, damage, stealing, during the surveillance and security of SZABMU Employees and assets.

2. Pursuant to the agreement _____(Pvt.) Ltd. shall indemnify and hold SZABMU harmless against all losses, claims, suits, proceedings, actions, costs, charges and expenses, which shall or any be referred, instituted or arise in consequence of _____(Pvt.) Ltd., its employees or agents, negligent or willful acts or omissions".

3. That _____(Pvt.) Ltd. further declares and covenant that if SZABMU suffers any loss in the event of default on part of _____(Pvt.) Ltd. or any action brought by a third party against SZABMU in connection with _____(Pvt.) Ltd. performance of the agreement, SZABMU shall hereby recover the amount of loss or claim from _____(Pvt.) Ltd.

4. The contents of the deed shall not restrain SZABMU from invoking all or any other remedies available to them, at law.

IN WITNESS WHEREOF, were hereby set our hands upon the date mentioned, herein above.

M/s (name of Company)
For & On behalf of the (name of company')

M/s Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad for & on behalf of the Employer

Witnesses: -

Witnesses: -

1. _____

1. _____

2. _____

2. _____