



INVITATION TO BID DOCUMENTS

Title of Work:
SECURITY GUARDS SERVICES FOR TF OFFICES

Bid Closing Date & Time:

**October 07, 2025 i.e. Tuesday
At 11:00 AM**

Technical Bid Opening Date & Time:

**October 07, 2025 i.e. Tuesday
At 11:30 a.m.**

Venue:



**75-A Chaman Housing Schème Airport
Road Quetta.
Ph (92-81)2864156-59**

Mansoor

TARAQEE FOUNDATION

The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____



INVITATION TO BID

Security Guards Service for TF Offices.

Last date & time for issuance of ITB:	October 06, 2025 till 05:00 PM
Deadline for Tender Submission	On or before October 07, 2025 up to 11:00 AM
Tender Opening date and Time:	October 07, 2025 at 11:30 AM
Tender Fee:	Not Applicable

ITB issued to:

(Mention firm/company's name)

ITB received by:

(Signature of person receiving ITB on behalf of firm)

Name:

(Name of person receiving ITB on behalf of firm)

CNIC No.:

1. GENERAL INFORMATION

The Office of the **Taraqee Foundation** referred to as **(TF)** invites sealed bids from qualified Vendors / Service Provider Firms duly registered with the Government of Islamic Republic of Pakistan having a valid NTN and STRN/BRA certificate submit a firm offer for the Security Guards Service for Quetta Head Office and other offices in Quetta & Balochistan. The offers from the successful bidders would form the basis for an award of a contract.

2. BIDDING DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A:** Price Proposal form (Financial offer)
Annex B: Technical Proposal Form
Annex C: Technical Evaluation Criteria
Annex D: Vendor's General Information.

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SECTION I: BIDDING INFORMATION

a) **QUERIES**

- i) Bidders are required to submit all their enquiries in respect of this invitation to bid by e-mail to admin@taraqee.pk by **October 06, 2025 at 11:00AM**, TF may, at its discretion, copy any reply to a particular question to all other invited bidders.

IMPORTANT:

- Any direct correspondence of your offer with the client will result in disqualification of the offer. Please bring your offer directly to the address provided in the “SUBMISSION OF BIDS” section of this ITB.
- Security Company must ensure that the guard will be smartly dressed up.
- Security Staff should be medically and physically fit.
- Every guard will be equipped with weapon & ammunition.
- In case, guard do not meet above criteria or produce disciplinary problem will be replaced immediately.
- The selected bidder will provide two uniforms (wet weather/winter/summer) clothing to each guard.

Past Experience and Certifications:

Firms having at least five (05) years relevant experience in dealing with similar nature of work and having valid **Active Tax payer certificate**, (BST/GST & Income Tax registrations certificates) are eligible to participate (please attach company profile/ certificate of reputation and copies of BST/GST & Income Tax registration certificates with the tender form).

IMPORTANTS:

- Firms are required to quote all rates in Annex A;
- Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected;
- **Rates should be inclusive of all taxes.**
- Escalation of rates under whatsoever circumstances is not allowed;
- Conditional tenders will not be entertained and will be rejected;
- **Vendor should have valid Income Tax, BST and GST certificate (if applicable). If a vendor fails to provide such documents, the company will be rejected directly without further processing the evaluation of the technical offers.**

Note: Vendors not providing the NTN, GST/BST and Call Deposit will be disqualified at the initial screening.

YOUR OFFER:

Please submit your offer using the submission templates provided (Annex –A). It should conform to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation. Your offer should clearly include the following information:



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IMPORTANT:

Firms are required to quote all rates (for each job/work) without skipping any job/work in Annex A. Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected, escalation of rates or withdrawal/ surrender in the submitted bid form is not allowed.

CONTRACT TIME:

Contract with successful firm will be initially for one year and may be extended for further one year with mutual consent of both parties.

EARNEST MONEY:

Your offer must be accompanied with Bid Security of a lumpsum amount of **Rs. 100,000- (Rupees One hundred thousand only) (refundable)** in shape of **Call Deposit/ Pay Order or Demand Draft** made out in favor of **Taraqee Foundation. Bids received without Bid Security will be rejected.** The Bid Security received from the successful bidder will remain with TF for 90 days (Ninety-days). Bid Security received from unsuccessful bidders will be returned back to bidders after the completion of bidding process.

CLEAR AND LEGIBLE OFFER:

Only those bids/ offers will be considered for evaluation which are absolutely clear, unambiguous and legible. Any unavoidable cutting/ overwriting must be signed and stamped. Use of correction pen/ correcting fluid is not allowed. Use of correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction which could cause implication in future will not be accepted.

- 1) **OFFERS** made for part of the requirement as listed in the attached Annex-A will not be accepted.
- 2) **COST:** The cost should include applicable taxes and any other charges of all required works/jobs.
- 3) **CURRENCY:** Your proposal must be prepared in Pakistani Rupees only.
- 4) **LANGUAGE:** Bids shall be prepared in English.

SITES:

TF Head Office Quetta and other offices with in Quetta/Balochistan as per requirement.

5) PERFORMANCE SECURITY CHARGES:

Performance security @ **Rs.2000/-** will be charged for following conditions or as elaborated further during the period of services.

- a. If charge handing/taking is exercised with delay(s)
- b. Absent from duty
- c. Guards perform duties without Arms.
- d. Misbehavior or unethical talks
- e. Uniform is found uncomplete, old, damaged or not cleaned
- f. Misuse of Organizational assets
- g. Guard sleeping at duty
- h. Use of any drugs Alcohol, Smoking, chewing tobacco or any other form of unauthorized drugs.

6) BID VALIDITY:

The bid submitted must remain valid for acceptance for at least **ninety (90)** days from the Invitation to Bid closing date or as appropriate.



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7) VENDOR'S GENERAL INFORMATION:

The vendors are requested to complete and submit with their offer the vendor's general information form (Annex E), together with the necessary supporting documentation. All the companies are required to submit registration documents for example:

And those applicable from the following documents

- ✓ National Tax, GST/BST certificate
- ✓ Tax Returns for Last Three Years
- ✓ Updated 06 months bank statement (April 2025 to September 2025) along with Bank Account maintenance Certificate.
- ✓ Five work order /Contract/Agreement of previously provided services for five years
- ✓ Audit Reports of Last Three Years
- ✓ Valid License from Ministry of Interior and Provincial Government
- ✓ Any other documents

1) BID EVALUATION

Vendor Registration

The qualified vendors will be added to the Tender Analysis Report after investigation of suitability based on the submitted Vendor's general information form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a constructor such as:

- Ability to respond quickly to Agency's needs,
- Timely response,
- Dependability services.
- Compliance with the mentioned TF Terms and Conditions

2) Financial and Technical Evaluation

All bids from vendors will be evaluated based on the weightage system (70% to technical offer and 30% to financial offers). The vendor scoring highest points after the calculation of scores from technical and financial will be awarded with the contract.

b) SUBMISSION OF BIDS AND DOCUMENTS

Bids must be submitted in two (02) separately sealed envelopes as follows:

The outer envelope should be marked and addressed as mentioned below.

1. (one) sealed envelope containing technical part of the offer having the following documents;

- 1.1. Duly filled Vendor's General Information Form
- 1.2. Valid License from Interior Ministry and Provincial Government
- 1.3. National Tax Number Certificate, STRN Certificate and BST Certificate
- 1.4. Certified Audit Report Three Years (2022-2023-2024) or Tax returns for last three years (2022-2023-2024)

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- 1.5. Updated 06 months bank statement (April 2025 to September 2025) Along with Bank Account maintenance certificate.
- 1.6. Contracts/Agreement of previously provided services
- 1.7. Updated Company Profile
- 1.8. Copy of Call Deposit.

2. (one) sealed envelope containing commercial part of the offer having the following documents;

- 2.1. Duly filled Price Proposal Form
- 2.2. Original Call Deposit



Both the envelop A and envelop B should be sealed and be put in envelope C having written the below mentioned details as illustrated above. The envelopes should be brought by the representative of the firm/company on the closing date and time as mentioned above.

Chief Executive

Taraqee Foundation Balochistan

[HOUSE NO. 75-A, CHAMAN HOUSING SCHEME, AIRPORT ROAD,QUETTA](#)

PHONE: 081-2864156-59

IMPORTANT:

Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and will not be considered for evaluation.

All bids must be received latest by: (Closing Date and Time) on or before October 07, 2025 (11:00AM).

LATE SUBMISSION OF BIDS:

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

The offers must bear your official letter head, clearly identifying your company.

Bid Opening:

Sealed envelope containing **financial part of the offer** will only be opened for evaluation if the vendor's **technical part of the offer** has passed the technical Evaluation and has been accepted by TF Technical Committee as meeting the technical specifications. The Technical Bids will be opened in front of the representatives from the companies submitted their firm offer and the Bid Opening Committee of TF on **October 07, 2025 at 11:30 AM**.

c) BID ACCEPTANCE

TF reserves the right to accept the whole or part of your bid. Please note (*The lowest offer is not the only criteria for acceptance of the offer*) refer to the stated evaluation criteria (Para B above). Information provided by the bidder will constitute the basis for eventual award of contract.

The bidder agrees and accepts the above-mentioned terms and conditions Signature / Stamp: _____

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TF may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective vendors in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by TF at its own initiative or in response to a clarification requested by a prospective supplier.

d) CURRENCY AND PAYMENT TERMS FOR WORK ORDERS

Any Work Order (WO) issued as a result of this ITB will be made in Pakistani Rupees (PKR). Payment will be made within Ten (10) days of each month after submission of invoice. Applicable Government tax(s) at admissible rate(s) shall be deducted at source from the payment made to the selected vendor(s).

DISPUTE RESOLUTION

In case of any dispute or disagreement between TF and the vendor, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan and the venue for arbitration will be Quetta.

Yours sincerely,

Babar Shahzad
Assistant Management Procurement
Taraqee Foundation Quetta



TARAQEE FOUNDATION

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INVITATION TO BID DOCUMENTS

Title of Work:

SECURITY GUARDS SERVICES FOR TF OFFICES

FINANCIAL PROPOSAL

Venue:

	75-A Chaman Housing Schème Airport Road Quetta. Ph (92-81)2864156-59
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Signature

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Annex – A

PRICE PROPOSAL SHEET – SECURITY GUARDS SERVICES

S No	Description	Unit	Quantity	Unit Rate Including All Taxes Rs.
1	Armed Security Guard	No	01	

Name of the Bidder: _____

Authorised Signature: _____

Company Name: _____

Company Stamp: _____

Date: _____

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Annex B
Technical Proposal Form

Particulars	Description	Attachments (Annexure Nos.)
Name of the Firm:		
Address: Telephone, Fax & E-mail		
Valid License from Ministry of Interior and Provincial Government		
Year of Establishment (attach any documentary evidence or furnish a statement on Oath)		
Income Tax registration certificate (Attach Active certificate)		
Call Deposit of Rs. 100,000/- in the shape of Pay order or demand draft in favor of TF	Yes ☐ No ☐	
Banker's name and Contact details		
Experience related to Similar Work. (Completed projects). Please indicate name of client and value of service agreement in a separate annex. Attach Contracts/Agreements (if any)		
Assignment/ projects in hand. Please indicate name of client and value of service agreement in a separate annex. Attach service agreement (if any)		
Affidavit: (that the firm has not been blacklisted by private, Govt. Semi Govt. and Autonomous Body)		
Tax Certificate (Attach the NTN certificate, BRA and GST Certificates)		
Contact Person:	_____ Name & Designation	
Date: _____	_____ Authorized Signature & Stamp	

Note: Attach all the required documents with proper Annexure for technical evaluation of the firm.

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Annex C
Technical Proposal Evaluation Criteria

Technical proposal will be evaluated as per the following criteria;

Sr.	Grading	Score
1.	Experience related to similar work in last Five years (work orders/ Contracts/Agreements)	15
2.	Updated 06 months bank statements (April 2025 to September 2025) Along with Bank Account Maintenance Certificate	05
3.	Income Tax returns for last three years. OR Certified Audit Reports for last three years (2022-2023-2024)	10
4.	Valid License from Ministry of Interior and Provincial Government	10
5.	Experience with UN, NGOs and Private companies	10
6.	Back Ground Check Certificate from Special Branch	10
7.	Performance certificates, affidavit for not blacklisting and, client list with their contact details.	10
Total Marks		70

Note: Minimum score required to qualify technically is 50% i.e. 35 marks. Vendor/Firm should preferably be in this business for minimum 3 years. Score will be calculated on weight age basis. 70% will be given to Technical and 30% to Financial offer.



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Annex E
VENDOR'S GENERAL INFORMATION

Particulars	Description	Attachments (Annexure Nos.)
Name of the Firm/ Company		
Address: Telephone, Fax & E-mail	Address: Tele: _____ Fax: _____ e-mail _____	
Year of Establishment (Attach any documentary evidence showing year of establishment)		
Income Tax registration number		
Sales Tax registration number		
Bid Security – In the shape of Pay Order/ Call Deposit/ Demand Draft in favor of TF	Yes ☐ No ☐	
List of previously completed assignments - Experience related to Similar Work. (Completed projects). Please indicate name of client and value of project in a separate annex.		
Assignment/ projects in hand. Please indicate name of client and value of project in a separate annex.		
Audit Reports or Income Tax Returns for the year 2022, 2023 and 2024.		
Contact Person (Name & Designation) Date: _____	Name: _____ Designation: _____ _____ Authorized Signature & Stamp	

Experience

Recent Contracts with International Organisations and/or Local Organizations

Organisation:	Value:	Year:	Goods/Services Supplied:	Destination:
_____ PKR _____	_____	_____	_____	_____
_____ PKR _____	_____	_____	_____	_____
_____ PKR _____	_____	_____	_____	_____
_____ PKR _____	_____	_____	_____	_____

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Other

Please list any Disputes your Company has been involved in with International Organisations and/or Local Organizations over the last 3 Years:

List any National or International Trade or Professional Organisations of which your Company is a member.

Certification:

I, the undersigned, hereby accept the basic General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Name: _____ Date: _____

Signature: _____ Stamp: _____



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