

Tender No. 6506
UNIVERSITY OF AZAD JAMMU & KASHMIR



TENDER DOCUMENT
FOR
SECURITY SERVICES

Issued To: _____

Engr. Ahsan Muhammad Khan
Director Administration
Contact: 0301-5399756



TENDER NOTICE

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of Single Stage (Two Envelope Procedure) as per AJK PPRA rules.

S.No.	Tender Name	QTY	Opening Time & Date
1.	SECURITY SERVICES	Detail in Tender Document	June 19, 2026 at 2:30 PM

- Tender Document will be immediately available after publishing of this Tender Notice under AJK PPRA rules.
- Tender Fee (Non-Refundable and Mandatory) is PKR 6000/- (Cost of bidding document only) can be paid through university Bank Challan available at The University website or Demand Draft in favor of Director Finance & Planning University of Azad Jammu & Kashmir Muzaffarabad.
- The Bid Security, of PKR 50,000/- in the form of "CDR, Bank Draft, Pay Order" in favour of Director Finance & Planning, University of Azad Jammu & Kashmir, Muzaffarabad. A copy of the Bid Security shall be attached with the **Technical Bid** and the original Bid Security shall be annexed with the **Financial Bid**, without which the offer shall be rejected being non-responsive.
- All Government/State of AJK Taxes shall be deducted at the time of payment under rules.
- Incomplete/Conditional tender shall not be entertained.
- AJK PPRA rules shall be followed during the bidding process.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, after opening of the Technical Bids. Bids received after due date and time or bids without Bid Security in shape of CDR, Bank Draft, Pay Order or less than required amount or Bid Security in shape of Cheque/Cross Cheque shall be summarily rejected.
- The University reserves the right to modify/withdraw/cancel the bids/tender under AJK PPRA Rules, Section 33, at any time prior to award of contract and the decision of the Committee shall be final.
- The bidders/firms must not be blacklisted by any government agency for which an affidavit on stamp paper, duly signed by the owner of firm should be attached with the technical bid.
- Bidders may obtain further information and bidding documents from the Office of Director Administration, Room # 39, Administration Block, Chehla Campus on or before June 17, 2026.
- All sealed bids must be delivered to the office of Director Administration, Room # 39, Administration Block, Chehla Campus upto June 19, 2026 at 11:00 AM through Registered Post and will be open on same day at 02:30 PM in the presence of bidders or their authorized representatives who choose to attend.
- For obtaining any further information or clarifications, please contact the officer named below.


(Prof. Dr. Saadat Hanif Dar)
REGISTRAR

Bid Data Sheet (Information for the Bidders)

1	Procuring Agency	University of Azad Jammu & Kashmir
2	Tender Number	6506
3	Name of Tender	Security Services
4	Tender Document available place	Office of the Director Administration, University of Azad Jammu & Kashmir Chehla Campus, Muzaffarabad.
5	Cost of Tender Document	PKR 6000/- through University Bank Challan available at the University website or Demand Draft in favor of Director Finance & Planning, University of Azad Jammu and Kashmir, Muzaffarabad
6	Bid Security	The Bid Security, of PKR 50,000/-, in form of CDR, Bank Draft, Pay order in favor of Director Finance & Planning University of Azad Jammu and Kashmir Muzaffarabad.
7	Performance Guarantee	10% of Contract Value after Letter of Acceptance
8	Tender Addressed to	Director Administration, UAJK, Muzaffarabad
9	Contact Number	0301-5399756
10	Due date, time and place of submission of Tender Document	19-06-2026 till 11:00 AM Director Administration, Room No. 39, Admin Block, Chehla Campus, University of Azad Jammu and Kashmir, Muzaffarabad.
11	Date, time and place of Technical Bid Opening	19-06-2026 at 02:30 PM Committee Room, Admin Block, Chehla Campus University of Azad Jammu and Kashmir Muzaffarabad.
12	Date, time and place of the Financial Proposals	Shall be intimated to technically Qualified bidders
13	Duration of Security Services	Till the 30 th June, 2027.

Terms and Conditions of the Tender

Eligibility Criteria

1. Company / Firm be registered for last 03 years.
2. Company / Firm be registered in Labor & Human Resource Department.
3. Company / Firm be registered in AJK Social Security Department.
4. Company/ Firm registered with EOBI will be given preference.
5. Registration of ISO Certification will be given preference.
6. Bank statement showing sound financial position of the company for the last Two (02) years.
7. Working staff of company / firm should not be less than thirty (30) employees, attach list on non-judicial paper with their CNIC Numbers.
8. Affidavit on PKR 100 Stamp Paper for not Blacklisted.
9. Active Taxpayer (updated).
10. Sales Tax Registration Certificate.
11. Sign Stamp of all the bidding documents.

Technical Evaluation Criteria

Under AJK PPRA Rules # 29, Technical Bids will be evaluated on the following criteria and Financial Bids of only those bidders will be opened who fulfilled the criteria:-

Evaluation Criteria			Requirement
Sales Tax Active Status in AJ&K			Mandatory
Income Tax Active Status AJ&K			Mandatory
Conformance to the required specification of items given in Schedule of Requirement			Mandatory
At least two relevant Contracts received in the last three years			Mandatory
Physical Verification of setup			Mandatory
Affidavit /Bidder's Undertaking on stamp paper			Mandatory
S. No.	Item Name and Description	Marks	Maximum Marks
1	Experience of the Bidder		20
1.1	Security Services rendered to small scale Organizations (at least 02 years' experience)	5	--
1.2	Security Services rendered to medium scale Organizations (at least 02 years' experience)	10	--
1.3	Security Services rendered to large scale Organizations (at least 02 years' experience)	20	--
	(Copies of valid agreement will be provided)		
2	Weapon Requirement	--	10
2.1	2 marks Each for per 10 licenses	2	--
3	HR Strength with proof	--	20
3.1	05 marks for each 50 skilled employees	5	--
4	Technical Evaluation of Services	--	40
4.1	Company / Firm be registered in AJK Social Security Department	5	
4.2	Company / Firm be registered in Labor & Human Resource Department	5	
4.3	Registration with EOBI	10	
4.4	Registration of ISO Certification	10	
4.5	Registration with relevant Interior Ministry	10	
5	Training Capacity of Armed Guards		10
5.1	Training provided by company itself	5	
5.2	Training provided by Govt Security Agencies	5	
TOTAL		--	100

Minimum marks required for qualification are 70 (Seventy).

Adequate Insurance Coverage for employees & third party will be responsibility of Security Company.

Submission of audited financial statements for the last 03 years.

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Demonstration (If necessary) of Multimedia Projector will be held for confirmation of specifications of the quoted model.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical Evaluation Committee.

The Technical Evaluation Committee may ask for physical Demonstration of any item given in the Tender Document for confirmation of specifications. Percentage for quantity increase or decrease is 15%. The performance guarantee shall be 10 percent of the contract amount in the form of bank guarantee under AJK PPRA Rules 2017. The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Procuring Agency.

SCOPE OF WORK

A- INTRO:

1. The successful contractor shall provide complete Security for entire area of Chehla Campus, University of Azad Jammu & Kashmir.
2. The Total Area of the University is approx. **366 Kanals** having a covered area of approx. **1,991,040 sq. feet** includes General offices, Building comprising of ground plus Multiple floors, Hostel buildings (Boys/Faculty), Management offices all Class rooms, Laboratory, Conference room, Seminar hall, Libraries, Masjid area, Principle office, Faculty/Department offices, Guest house, Residential Quarters/ Houses.
3. The contractor shall engaged skilled and experienced Security Staff in order to ensure high standard of security services for the University of AJ&K.

B- BREAKUP OF AREA

UNIVERSITY SIDE		
1.	Name of Building	Details
2.	Main Gate & Post Office	Single Building
3.	Administration Block	Two Story Building
4.	Student Financial AID	Single Building
5.	Parking Sheds	Single Building
6.	Main Stores	Single Building
7.	Canteen	Single Building
8.	Psychology Department	Two Story Building
9.	Sociology Department	Two Story Building
10.	Management Sciences /BBA Department	Two Story Building
11.	Officer Mess	Single building
12.	Guest House	Two Story Building
13.	Education Department	Two Story Building
14.	Masjid	Single Story Building
15.	Boys Hostel	Single Story Building
16.	Generator Room	Single Story Building
17.	Male Faculty Hostel	Single Story Building
18.	Mass Communication & Urdu Department	Two Story Building
19.	Central Library	Triple Story Building
20.	Software Engineering Department	Two Story Building
21.	Institute of Kashmir Studies	Single Story Building
22.	Electrical Engineering Department	Two Story Building
23.	Fatimah Tuz Zahra Girls Hostel	Triple Story Building
24.	Guest House	Two Story Building
25.	Residential Houses 04 no	Two Story Building
26.	Female Faculty Hostel 01	Two Story Building
27.	Residential Block III (04 Quarters)	Two Story Building
28.	Residential Block IV (04 Quarters)	Two Story Building
29.	Residential Block V (04 Quarters)	Two Story Building

30.	Residential Block VI (04 Quarters)	Two Story Building
31.	Khadija Tul Kubra Girls Hostel	Single Story Building
32.	Lawns / Gardens/Nursery/ Parking Areas / Generator Areas / Entrance / Boundaries/ Grounds	Multiple Open Areas
33.	Boys Hostels	Single Story Building
34.	Lawns / Gardens/ Parking Area / Generator Areas / Walkways / Entrance / Boundaries	Multiple Open Areas

Other Mandatory Requirements

- a) The company shall provide armed security guards fully equipped with licensed and latest weapons, Shot Guns/ Rifle, Pistols, Revolvers (with Bullets) in good and working condition.
- b) Guards shall be required for 12 x hours shift as per UAJK requirement or as per government policy and shall be engaged for 7 days a week basis.
- c) AS per UAJK requirement, Metal Detector, Emergency Light/ Torches, Walkie Talkies and Complete Uniform including Service Card, Jersey in winter, Socks, Shoes and Caps will be provided by the Security Company.
- d) The Security Company will provide medical fitness Certificate and duly verified Security Guards clearance from concerned police station (s).
- e) Guard should be retired/ ex-armed forces personal (Not removed from service) well trained and within the age limit as per government rules.
- f) In case any of the Security Guard provided by the Security Agency is found guilty of misconduct he will be repatriated to the Security Agency forthwith for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within 03 hours.
- g) In case of any absentee/ illness or weekly rest/ leave of any Security Guard, replacement will be provided by the contractor/ security service provider. The University Management reserves the right to make deductions on pro-rated basis, of which it will be sole judge, if the attendance of the Security Guard is irregular/ absent.
- h) The University Management reserves the right to increase and decrease the number of Security Guards and Supervisor at any stage during the contract period. The contractor/ security service provider should be bound to provide the service accordingly
- i) Any other conditions(s)/ clause(s) may be included as deemed fit by Procurement Department where necessary/ applicable.

Note: Rates will be quoted inclusive of all Weapons and Security Equipment which are required for security services. Furthermore, University can increase/ decrease the No. of Security personals according to their requirement and budgetary provision.

COMPANY/FIRM/CONTRACTOR PROFILE	
1. Name of the Company/Firm and Complete registered address (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corp.)	
2. Details of Contact Person: -Name -Designation -Contact No: -Fax No(s) -e-mail address	
3. Statutory Details (photocopy to be attached) -Registration No. of the Firm - Sales Tax Registration No.	
4. Year of commencement of Business/Security services	

5. List of present and past clients as per the following format.

Sr. No.	Name of the organization/contractor with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served
1					
2					
3					
4					
5					

6. Volume of business done during the last three years (please submit documentary evidence)

Details of annual financial turnover	2023-2024	2024-2025	2025-2026

TERMS AND CONDITIONS

Please read the Terms & Conditions carefully before filling up the document. The terms and conditions of the Tender invited for the agreement of Hiring Security Services at University of Azad Jammu & Kashmir Muzaffarabad are as follows:

1. Earnest money of PKR50, 000/- will be deposited through bank drafts, from the parties along with the application.
2. Tenders received without the prescribed Earnest Money Deposit (EMD) shall be rejected.

EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- i. An agreement is not signed in the prescribed form within ten days of the allotment;
 - ii. The Contractor does not commence Hiring Security Services within One month of allotment of contract.
3. The contract will initially be allotted for a period of one year (subject to fulfillment of terms & conditions and satisfactory services). Afterwards the contract will be awarded on yearly basis on satisfactory performance otherwise the tender of services will be re-advertised.
4. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
5. The UAJK reserves the right to reject tender in any stage without assigning any reason.
6. The UAJK reserves the right to change any condition of the tender before opening of the Bids.
7. The successful bidder will have to enter into an agreement with the UAJK before taking charge of the commencement of work.
8. A performance guarantee must be furnished by the Companies/Firm/Service Provider in the shape of either a CDR or a Bank guarantee upon signing of Contract, which shall be 10% of the total value of the agreed amount / contract amount calculated for Six (06) months' time or 30th June, 2027. This will be released after completion of warranty period of one year from the date of supply of the services.
9. ***EMD of the unsuccessful bidders will be returned, without interest, within a period of six months from the date of award of contract.***
10. If the Contract is terminated by the Contractor without giving stipulated period of notice (i.e. three months) or fails to observe the terms & conditions of the Tender, the Security Deposit will be forfeited without prejudice to the UAJK Management's right to proceed against the contractor for any additional damages that the UAJK suffers as a result of the breach of the aforesaid terms and conditions. Rates should be quoted in Pak Rupees.

11. Single stage-two envelopes bidding procedure shall be applied. The bidders should

provide “TECHNICAL PROPOSAL and FINANCIAL PROPOSAL” separately in two legal size envelopes with proper sealed and stamped.

12. The estimate amount of this tender is for one year (30.06.2027). Service will be started from the contract award and contract is extendable on the satisfactory performance as per PPRA Rules after expiration on dated 30.06.2027 but extension is subject to discretion of the Procuring Agency under AJKPPRA Rules.
13. Tender will be opened by the Committee in the presence of the bidders or representatives of the firms on the given date, time, and place.
14. The tender received after the deadline date and time will not be entertained in any case.
15. The tender will be evaluated in the light of AJKPPRA 2017.
16. The competent authority reserves the right to accept or reject the whole tender process at any stage.
17. Partial participation in tender is not allowed.
18. Rates must be inclusive of all taxes.

STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

1. The UAJK can impose any condition(s) at any time which it deems proper.
2. The Contractor shall be responsible for engaging adequate number of trained/semi trained manpower required for providing services.
3. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
4. The Contractor, prior to the commencement of the operation of contract, make available the particulars of all the employees who will be deployed for Security Services. Such particulars, inter alia, should include *age/date of birth, permanent address, police verification report and profile of the health status* of the employees.
5. The Contractor shall be responsible for timely payment of wages to his workers as per Minimum Wages Act of Government and fulfill all other statutory obligations and submitted undertaking on stamp paper. The Bidders must adhere to the minimum wage rate (notified by Labour & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/GST/any other government organization) while preparing financial bid.
6. The Contractor shall ensure proper discipline among his workers and further ensure that they do not indulge in any unlawful activity.
7. Employment of child is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
8. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the UAJK by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the UAJK. As a result of the acts of the Contractor, if the UAJK is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the UAJK or the UAJK reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the UAJK.
9. The Contractor shall be personally responsible for the conduct and behavior of his staff and any loss or damage to UAJK's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within stipulated time as intimated. The decision of the UAJK's designated officer in this regard shall be final and binding on the Contractor.
10. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
11. All work shall be carried out with due regard to the convenience of UAJK. The orders of the concerned authority shall be strictly observed.

12. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the UAJK's campus, including Canteen.
13. Lunch/Dinner or any refreshment and residence will not be provided by this UAJK.
14. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with UAJK. UAJK shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.
15. The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the UAJK.
16. The Contractor will provide uniform to his/her employees.
17. The consumable items related Security will be arranged by the supplier himself.
18. Blacklisted Firms and those found involved in "Corrupt Practices" are not allowed to participate in Bidding.

TERMINATION OF THE CONTRACT

1. The Contract can be terminated by either party, i.e., UAJK or the Contractor, after giving **three-month notice** to the other party extendable by mutual agreement till alternate arrangements are made. However, UAJK reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. UAJK decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
2. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the security services, UAJK reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
3. The contractor shall engage skilled and experienced staff in order to ensure high standards of Security services for University of Azad Jammu & Kashmir Muzaffarabad
4. The Service Provider shall maintain the attendance of deployed staff under the supervision of Administration of the University. The Administration of the University on daily basis will verify the record of the same.
5. Service provider shall be bound to pay its staff before 10th of each month and salaries shall not be linked to any other payment which contractor is entitled to receive from the Procuring Agency.
6. Service Provider shall pay its personnel not less than the minimum wages as notified by Government of the Punjab and any other labor laws of Pakistan including other benefits mandated by the law.
7. Service Provider will distribute salaries through Bank Account / Easy Paisa / Jazz Cash or any other mode and the proof of the same must be readily available with service provider all the time and must be attached with the respective monthly invoice.
8. Service Provider is liable to pay contributions to EOBI and PESSI of Security Personnel employed against the instant contract.

9. The services provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Security Personnel deployed to this University. File of Security Personnel will be maintained by Service Provider and a copy will be shared with the Administration of the University.
10. The Procuring Agency reserves the right to direct the service provider for replacement of Security Personnel and the service provider shall be bound to obey the directions of the Procuring Agency. Non-compliance may result in punitive action or contract cancellation against the Service Provider. The Procuring Agency also reserves the right to cancel the contract at any time or subject to availability of budget or required services as per prevailing scenario etc.
11. In the event of any illness / injuries resulting from any accident to their Security staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.
12. In case of any disputes among the Security staff, the service provider shall resolve the same at the earliest to ensure that there is no interruption in the provision of Security services.
13. The Security Staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the University or the Procuring Agency.
14. The service provider will ensure that all Security Staff deputed at the University is adequately immunized against all types of communicable diseases/COVID-19 and preventively monitored through health check-ups.
15. The Security staff will be allowed leave(s) as per the relevant labor laws. However, the service provider shall ensure that 100% Security Staff is available for duty all the time.
16. The service provider shall be bound to provide trainings, as deemed necessary by the University, to its Security staff for Security of the University.
17. Service Provider in the performance of its services shall secure, maintain at its own expense all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the University / government.
18. Service Provider shall immediately upon receipt of request replace any Security staff who may be considered undesirable and incompetent by the procuring agency / University's administration.
19. The Human Resource (HR) as mentioned in this Contract may increase or decrease subject to the approval of the Competent Authority/Procuring Agency as per need & ground circumstances of the University.
20. The Procuring Agency/University can surrender any extra Security staff at any time.
21. The service provider's performance will be monitored on daily basis by the assigned Focal Person/Administration of the University.

PENALTY

1. The UAJK reserves the right to impose a penalty as stated in penalty section on the Contractor for any serious lapses in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
2. If the UAJK is not satisfied with the quality of services, provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to
3. Improve or rectify the defect(s), failing which the UAJK will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

1. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion

PRICE BID

The shifts would be for 12 hrs. Each. The plan given above should be based on this consideration.

SPECIFICATIONS and Schedule of Requirement

Security Services

Sr. No.	Description	No. of Person	Unit Rate with GST	Total Amount with GST
1	Security Supervisor Male			
2	Security Guards Male			
3	Security Guard Female			
Total (with all taxes)				

Note: Partial Bidding is not allowed.

Payment for Services provided:

Payment may be made in Pak. Rupees.

- (i) The invoice of the Service Provider shall be submitted as follows;

Invoice Checklist (to be attached with invoice)			
Sr.	Description	Annexure	Attached
1.	Covering Letter / Noting signed by the Estate Office (Covering letter must have proper Letter No., Date, Breakdown of Penalties and Consolidated Weekly & Monthly Obtained Score) and Counter signed by the Registrar Office.	A.	
2.	Original invoice/bill(s) signed by the Estate Office & Registrar	B.	
3.	Reviewed note/comments signed by the Procurement Cell under P P R A Rules 2017.	C.	
4.	Daily activity log form	D.	
5.	Penalties Calculation Sheet signed by the Estate Office & counter Signed by the Registrar Office. Respective Supervisor is responsible to complete the documents/record & submission of invoice etc.	E.	
6.	Report for consumption of cleaning material (verified by Estate	F.	
7.	Other proofs/any supporting documents etc.	G.	
8.	Salary Disbursement Report	H.	
9.	Verified attendance report by Estate Office & counter signed by the Registrar Office	I.	
10.	Performance Satisfactory report signed by the Estate Office & counter signed by the Registrar Office.	J.	
11.	Following forms maintained by Service Provider signed by the Estate Officer and Supervisor.	K.	
	a) Weekly Report.	L.	
	b) Monthly Checklist of Deployed Staff.	M.	
	c) Complain/Report slips (If any).	N.	
12.	Any other document if required for processing of payments.	O.	

Note:

- a) The Service Provider must submit the invoice in proper File Cover.
- b) It is mandatory for Estate Officer to Sign (signature & stamp) each page of the invoice/penalty/all other relevant documents and the Registrar Office will verified/counter sign with covering letter. The Estate Officer will ensure the work of Service Provider as per contract and performance satisfactory report must be signed/attached. The authority of the University can depute any monitoring person as per need or circumstances etc. time to time or give instructions any time under the AJKPPRA Rules 2017. The invoice file along with all required documents will be reviewed by the Procurement Cell before sending in the Treasure Office. The Treasure Office will process the payment/invoice/bill after completion of codal formalities under AJKPPRA Rules 43.
- c) The page numbering of the whole invoice must be done adequately and documents must be attached in the same sequence / order as mentioned in the table.

Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate through official notification; the contract price based on minimum wage rates shall be adjusted on prorate basis, as decided by the Procuring Agency.

Fines and Penalties:

Sr.	Summary of Penalties	Penalties in PKR
1	2	3
1.	Attendance less than 100% (Absent / Vacant / Not Deployed) (It should be the responsibility of Service Provider to maintain 100% attendance (each day) of HR as mentioned in the Contract. In case any of service provider's personnel(s) as mentioned under the contract is (are) absent / Vacant / Not-deployed, for every missing personnel that was required to stay on duty for that particular day, a penalty as mentioned in column 03 shall be charged)	PKR500/- per person per day
2.	Staff is found without uniform. Supervisor will wear Distinctive vest.	PKR 500 will be charged for each such staff for that particular day.
3.	In case any of service provider's personnel deployed under this contract is not present at his assigned place of duty during inspection or is a habitual late comer or leaves early.	Penalty of PKR 200/- per vacant point / late arrival / early leaving per shift will be imposed.
4.	If any worker (after performing duties for complete month) is not paid minimum wage as per the number of days he / she performed the duty.	PKR 2,000 / staff shall be imposed for that particular month.
5.	Procuring agency may desire to replace any personnel with justifiable reason and failure to do so shall be considered a breach of contract.	PKR 2,000 per Day will be imposed for non-compliance of directions of procuring agency.
6.	When Service provider fails to deploy able bodied personnel not below the age of 18 having valid CNIC.	PKR 5,000 per worker per month
7.	Any protest or strike observed by the Security staff etc. will be considered a breach of contract and may lead to issuance of show cause notice / explanation letter in addition to the fine mentioned in column 03. Three show cause notices / explanation letters may lead to blacklisting proceedings along with forfeiture of performance guarantee, as per discretion of the procuring agency.	PKR 100,000 per incident per day till calling off the strike.
12.	If Service Provider fails to maintain the situation of Security as described in Daily Monitoring section.	PKR 3,000 for High Risk Area

Important Points:

- a) If the strike continues for more than 5 days, the process for termination of contract and forfeiture of Performance Guarantee of contract may be initiated after the generation of an official report by the University.
- b) In case damage occurs due to gross negligence or unsatisfactory performance of the service provider, the procuring agency reserves the right to withhold Performance Guarantee or recover the damages, occurred to the equipment / infrastructure of the University due to such negligence, from the invoice of service provider or do both.
- c) The amount of the penalty will be imposed / approved / recommended by the Estate Office and counter signed by the Registrar Office.

Note: The administration of the University and service provider shall create a Whatsapp Group to address the operational issues and complaint management for immediate response. However, official correspondence shall be made as per Govt. norms. The Estate Office will share the details of the performance penalties from time to time to the Service Provider.

Annexure- A Technical Proposal Covering Letter

To

Director Administration,
University of Azad Jammu &
Kashmir Chehla Campus,
Muzaffarabad.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure- B

Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal	<i>Envelope A</i>
3	Financial Proposal	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Income Tax Registration Certificate		
3	Copy of Sales Tax Registration Certificate		
4	Affidavit/Undertaking on the Stamp Paper		
5	Specifications of quoted items on the Letter Head of the bidder		
6	Two Supply Orders for supply of relevant items received in the past		
7	The specified catalogues / brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B :Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

Annexure- C**Bid Form**

A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
<u>2</u>	Year of Incorporation	
<u>3</u>	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
<u>4</u>	Contact Person	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
<u>5</u>	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) **Bid Security (Please do not mention amount of CDR)**

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. 6506**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Security Committee of University of Azad Jammu & Kashmir is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under AJKPPRA Rules 2017.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan & in AJK&K.

[Name and Signatures of authorized Person along with stamp]

Annexure- E Financial Proposal Form
(to be attached with Financial Proposal)

To

Director Administration,
University of Azad Jammu &
Kashmir Chehla Campus,
Muzaffarabad.

Dear Sir,

With Reference to your Tender No.16/2022 OF SECURITY SERVICES; Please find attached our Financial Proposal for the sum of PKR (insert amount in words and figures). This amount is inclusive of all taxes.

We have attached the Bid Security of amount PKR 50,000/- (Fifty two Thousand only) having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,
Authorized Signature

Annexure- F**Price Schedule**

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

HIRING OF SECURITY SERVICES

Sr. No.	Description	No. of Person	Unit Rate with GST	Total Amount with GST
1	Security Supervisor Male	01		
2	Security Guards Male	09		
3	Security Guard Female	02		
Total (with all taxes)				

Annexure- G Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [University of Azad Jammu & Kashmir] (hereinafter called “the University”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier (Supply of Security Services) for the supply of those goods and related services in the sum of PKR [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR, Demand Draft or Pay Order.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For University of AJ&K

for the Supplier:

Signature

Print Name

Title