

Tender No.28-5/22-Admin

**HIRING OF SECURITY SERVICES**  
**FOR FREQUENCY ALLOCATION BOARD,**  
**ISLAMABAD**

**INVITATION TO BID**

1. Frequency Allocation Board, a public sector organization invites sealed bids from well reputed Security Companies having license from Government Authorities for provision of round the clock security services for its Headquarters at Islamabad and countrywide Monitoring Stations. Requirements are given below:-

Sr.#	Place of Duty	No. of Guards	Remarks
a.	FAB HQs, Islamabad.	8	1x Lady Searcher (During Working Hours) 5 x Day, 2 x Night
b.	FMS, Karachi NED.	2	1 x Day, 1 x Night
c.	FMS, Karachi Ghaggar.	3	2 x Day, 1 x Night
d.	FMS, Quetta.	3	2 x Day, 1 x Night
e.	FMS, Hyderabad.	2	1 x Day, 1 x Night
f.	FMS, Lahore.	2	1 x Day, 1 x Night
g.	FMS, Gilgit-Baltistan.	1	1 x Day
h.	FMS, Multan.	2	1 x Day, 1 x Night
i.	FMS, Peshawar.	4	2 x Day, 2 x Night
j.	FMS, Tarnol.	2	1 x Day, 1 x Night
k.	FSMS & MF/HF Wani	4	2 x Day, 2 x Night
l.	FMS, Khairagali, Murree Hills	2	1 x Day, 1 x Night
m.	FMS, Faisalabad	2	1 x Day, 1 x Night
<b>Grand Total :</b>		<b>37</b>	

2. The bidding process will be conducted under "Single Stage, One Envelope" method laid down in PPRA Rules. Bidding documents, containing detailed terms & conditions, method and procedure for submission of bids, bid security, bid validity, guarantee etc, are available for the interested bidders at FAB HQs, Plot No. 112, Sector H-10/4, Islamabad (Monday to Friday from 9 am to 5 pm). Price of the bidding document is Rs. 500/- (non-refundable). Bidding document can also be downloaded from the websites of FAB at [www.fab.gov.pk](http://www.fab.gov.pk) and PPRA at [www.ppra.org.pk](http://www.ppra.org.pk), free of cost.

3. The bids prepared in accordance with the instructions in the bidding documents, must reach at FAB HQs Plot No. 112, Sector H-10/4, Islamabad on or before **23<sup>rd</sup> June 2022 (Thursday)**, by **11:00 am**. Bids will be opened on the same day at **11:30 am** at **FAB HQs, Islamabad**.

4. The Frequency Allocation Board reserves the rights to accept or reject any or all proposals as per PPRA Rules.

**Chairman TEC**

Frequency Allocation Board, Headquarters

Plot No. 112, Sector H-10/4, Islamabad.

Ph. No. (+92-51) 9257721, 9257747

Email : [info@fab.gov.pk](mailto:info@fab.gov.pk) , Website : [www.fab.gov.pk](http://www.fab.gov.pk)



(TENDER DOCUMENT)

FOR

HIRING OF SECURITY SERVICES

FAB

Government of Pakistan  
**FREQUENCY ALLOCATION BOARD**  
Headquarters, Plot No.112, H-10/4, Kahayan-e-Jouhar Islamabad  
[www.fab.gov.pk](http://www.fab.gov.pk)  
Phone No. 051-9257747, 9257721

## **INVITATION TO THE BIDDERS**

### **1. INTRODUCTION**

- 1.1 Frequency Allocation Board (FAB)** an autonomous Organization of Federal Government and desires to hire well-reputed Security Services Company to provide security services at following countrywide FAB locations:

<b>S. No.</b>	<b>Location</b>
a)	FAB HQs, Islamabad.
b)	Frequency Monitoring Station, Karachi NED.
c)	Frequency Monitoring Station, Karachi Ghaggar.
d)	Frequency Monitoring Station, Quetta.
e)	Frequency Monitoring Station, Hyderabad.
f)	Frequency Monitoring Station, Lahore.
g)	Frequency Monitoring Station, Gilgit-Baltistan.
h)	Frequency Monitoring Station, Multan.
i)	Frequency Monitoring Station, Peshawar.
j)	Frequency Monitoring Station, Tarnol.
k)	Frequency Monitoring Station, Wani
l)	Frequency Monitoring Station, Khairagali, Murree Hills
m)	Frequency Monitoring Station, Faisalabad

- 1.2** Important terms and conditions to be adhered by all bidders are attached as **Annex-B.**

### **2. INSTRUCTIONS TO BIDDERS**

Bidders must ensure that they submit all the required documents indicated in Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. It is intimated that no objection shall be entertained regarding the terms and conditions of the Bidding Documents at the later stages during tender process.

### **3. GENERAL TERMS & CONDITIONS OF THE TENDER**

- 3.1. Scope of Work:** Security Company would be hired as per evaluation criteria of this document to provide security services as mentioned in **Annex-B.** Successful bidder would enter to a security services contract of one year

extendable up to a maximum of three years period on yearly basis upon satisfactory performance

- 3.2. Source of Funds:** The Frequency Allocation Board is a self-funded organization and will make payment from its own resources.
- 3.3. Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per Rule 36 (b) of PPRA Rules, 2004. "The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 3.4. Company / Firm Profile:** Company / Firm Profile along with relevant documents be attached with this document.
- 3.5. Validity Period:** The procurement contract will be awarded within bid validity period i.e. 120 days as per PPRA Rules.
- 3.6. Issuance of Purchase Order:** Purchase Order shall be issued from the office of the **Frequency Allocation Board**.
- 3.7. Rejection / Rights reserved by FAB:** FAB reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by PPRA and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the FAB's action.
- 3.8. Disclosure of Confidential Script / Material:** All rights reserve with the FAB and no information either in written / electronic media / copying form should be disseminated without the permission of the FAB.
- 3.9. Bid Security:** The bidder shall furnish a bid security / earnest money equivalent to **2% of the total value of bid** in the form of a Bank / Demand Draft, Pay Order in favour of the **Frequency Allocation Board** as per **Annex-C**. Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the FAB as non-responsive.
- 3.10. Performance Guarantee:** The successful bidder shall furnish performance guarantee @ **5% of the total bid price** valid for the period of contract as per **Annex-D**.
- 3.11. Form of Contract:** The contract agreement will be signed between FAB and the successful bidder as per specimen attached at **Appendix-VII**.
- 3.12. Language of Documents:** Bid document and related correspondence will always be in the English language. The bid document should have a covering letter on printed letterhead of the firm. All pages of the bid shall be signed / initiated and shall bear official seal of the person(s) authorized to sign / endorse.

- 3.13.Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as provided in dispute clause of PPRA rules.
- 3.14.Mistakes in Calculation:** The agency will be liable for any mistakes in calculation of price / rate / amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
- 3.15.Financial Proposal:** Financial Proposal shall be read / filled carefully, the page must be signed by the bidder and is to be submitted with the envelope containing the Financial Proposal as per specimen at **Annex-E**.
- 3.16.Clarifications of Tendering Documents:** A prospective bidder requiring any clarification(s) may notify to FAB or an Officer authorized on its behalf in writing. The FAB or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids. Copies of FAB response will be forwarded to prospective bidders (if not already clarified in the tender document).
- 3.17.Deadline for submission of bids:** Bids should be submitted in sealed envelopes containing necessary information regarding tender notice and warning message **“DO NOT OPEN BEFORE THE 11:00 hours on 23<sup>rd</sup> June, 2022**. The Opened, e-mailed or faxed bids will not be accepted.
- 3.18.Opening of Bids:** FAB's relevant committee will open all bids on **23<sup>rd</sup> June, 2022 at 11:30 hours** in the presence of company's representatives who choose to be present at FAB HQs.
- 3.19.Force Majeure:** (a) The firm shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- (b) If a Force Majeure situation arises, the Firm shall by written notice served on the FAB, indicate such condition and the cause thereof. Unless otherwise directed by the FAB in writing, the firm shall continue to perform under the supply / work order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 3.20.Award of Contract:** FAB will award the Contract as per **Appendix-VII** to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered a bid that is **Most Advantageous Bid** to FAB, provided that such Bidder has been determined to be eligible and technically qualified to satisfactory perform the contract.
- 3.21.Integrity Pact:** In case the bid price exceeds Rs.10 Million then the bidder must have to sign Integrity Pact as per specimen attached as **Appendix-V**.
- 3.22.Responsiveness of Bids:**
- (a) The valid bid security is submitted.
  - (b) The bid is valid till required period.

- (c) The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- (d) Compliance to all important terms and conditions of Tender Notice and tender document as per specified formats.
- (e) The bidder is eligible for tendering and possesses the requisite experience.
- (f) The bid does not deviate from basic requirements.

**3.23.Other:** PPRA Rules will be followed for all other terms and conditions not specified / mentioned / ambiguous in this tender document. Kindly read PPRA Rules available on [www.ppra.gov.pk](http://www.ppra.gov.pk) for further details.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; Stamp:</b>	

FAB

#### 4. MANDATORY CONDITIONS FOR THE BIDDER

S. No.	Eligibility Criteria	Requirement	Attached (Yes / No)
1)	Application letter of Intent for participation in tendering process.	Mandatory	
2)	Attested copy of NTN Registration Certificate and Tax Returns.	Mandatory	
3)	Office details at Islamabad/Rawalpindi and all provincial headquarters with Phone Numbers/Addresses.	Mandatory	
4)	Attested copy of firm's valid membership with Security Agencies Association (APSAA).	Mandatory	
5)	Attested copies of EOBI / Social Security Registration of employees.	Mandatory	
6)	Attested copy of Company's Employees Valid Insurance Policy.	Mandatory	
7)	Attested copy of registration with SECP/Registrar of Firms etc.	Mandatory	
8)	Attested copy of Valid NOC(s) of Ministry of Interior/Provincial Home Departments for providing security services in the country.	Mandatory	
9)	Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per <b>Specimen at Appendix-I.</b>	Mandatory	
10)	Certificate on company's letterhead that if selected, the firm would deploy security supervisors/guards, which would be security wise cleared by Mol / Police. Non compliance to the same may result in immediate termination of contract leading to forfeiture of performance security and blacklisting of firm as per <b>Specimen at Appendix-II.</b>	Mandatory	
11)	Duly signed and stamped Compliance Certificate as mentioned vide <b>Annex-A</b> of this document.	Mandatory	
12)	Duly signed and stamped Compliance to Scope of Work as mentioned vide <b>Annex-B</b> of this document.	Mandatory	

S. No.	Eligibility Criteria	Requirement	Attached (Yes / No)
13)	Duly signed and stamped certificate / undertaking on Rs. 100/- Stamp Paper by company as mentioned vide <b><u>Annex-F</u></b> of this document.	Mandatory	
14)	Undertaking / Certificate from firm that it has its own Armourer (Name / Office Card) which will check the weapons at least once in a month, after deployment of guards <b><u>Specimen at Appendix-VI.</u></b>	Mandatory	
15)	Attested copy of ISO 9001:2000 or any other Standard / Quality Services Certification for the security company services.	Mandatory	



## 5. EVALUATION CRITERIA

The evaluation of the bids received will be carried out on the following criteria:-

S.No.	Evaluation Criteria	Points
<b>A. Technical Evaluation Criteria</b>		
i.	Years of experience for providing security services (2 marks for each year)	10
ii.	Existing Clients: i. Corporate bodies/Multinational/Embassies (9 points max) ii. Factories/ Educational Institutes/Govt offices (6 points max) iii. Commercial centers/Hospitals/Banks (3 points max) (Copies of valid agreement will be provided as evidence)	18
iii.	Previous client's certificate of good conduct upto 10 clients 1 point for each client's letter (Letters from previous clients must be attached for points)	10
iv.	Company's Guards to be deployed, if: (i. Ex-Armed Forces (100%) = 12 marks) (ii. Ex-Armed Forces (60% & above) = 8 marks) (iii. No Ex-Armed Forces = 4 marks) The certificate must be attached on official letterhead & seal of the firm, as per specimen attached at <b>Appendix-III</b>	12
v.	Audited reports/financial statements of the last three years duly audited by a qualified Chartered Accountant firm. (Must include Auditors Comments with seal and signatures) i. F.Y 2020-2021 = 1 points ii. F.Y 2019 = 1 points iii. F.Y 2018 = 1 point iv. None = 0 point	03
vi.	<u>Company's Average Banking Account Balance</u> <u>(Financial Year 2020 / 2021):</u> 5 Million & above = 3 points Between 3 to 5 Million = 2 points Between 2 to 3 Million = 1 point Below 2 Million = 0 point.	03
vii.	Physical inspection of the company's offices / services / equipment by FAB.	15
viii.	Presentation	14
<b>Total Points</b>		<b>80</b>
<b>B. Financial Evaluation Criteria</b>		
To qualify for financial evaluation, the bidders must secure 60% marks / points in Technical Evaluation. Furthermore, the formula for financial scoring is that the lowest bidder gets 40 points and the other bidders score 40 multiplied by the ratio of the lowest bid divided by the quoted price.		

**Example:**

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 40

Financial scoring of the second lowest bidder will be =  $(A/B) \times 40$

Financial scoring of the third lowest bidder will be =  $(A/C) \times 40$

Technical scoring out of 80 = A

Carried Forward & Prorated Technical scoring =  $A \times 0.60$

Points obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).



ANNEX-A**General Compliance Certificate**

The bid must accompany all the requisite documents mentioned in tender evaluation criteria of this document.

The following be signed and attached with the bids as a general compliance to tender document requirements, if agreed upon:

Name of Firm: .....

Name of Representative: .....

Mailing Address with Phone: .....

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.....

.....

Signature of authorized Officer and Seal of the Company: .....

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.....

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FAB

ANNEX-B**Security Company's Scope of Work**

**1. Aim:** To establish foolproof security arrangements to ward off any subversive/untoward incident. The following are the scope of work to be performed if hired for provision of security services for FAB.

**a. Mechanical Security System:-**

- (i) The company shall provide **“Hand-Held Metal Detectors”** wherever required by FAB.
- (ii) The company shall provide **“Car-Search Mirror Detectors”** wherever required by FAB.
- (iii) The company shall provide **“Walk through Gate”** if required by FAB, on separate payment.
- (iv) The company shall utilize already available CCTV cameras, monitors and DVRs wherever required by FAB.
- (v) The company shall provide communication in shape of **“Walkie Talkies intercommunication system”**, wherever required by FAB.
- (vi) The company shall provide and install the equipment mentioned at serial No i, ii, iii, and v from the first day of this agreement, if required by FAB, till its end /termination, whichever occur earlier.
- (vii) The company shall provide its above listed equipment in good quality and condition and ensure its proper activation / operation through out the period of contract agreement.
- (viii) The ownership of the company's above listed equipment shall rest with the company. However, it shall not be replaced after its installation from the location without the prior written approval of the FAB Management.
- (ix) During the period for which the equipment is taken out for repair or replacement, the company shall provide its replacement of the same nature, quality and condition, without affecting security services. However, upon termination of this agreement, the company shall be permitted to remove all its apparatus /equipment installed in the premises.

- (x) The company shall ensure activation of the equipment round the clock, seven days a week, without any interruption.
- (xi) The possible use of Hand Held Metal Detector, Car search mirrors, walk through gates and walkie-talkies, will be defined in a mutually agreed Standing Operation Practices to be devised at each location.
- (xii) The company shall be responsible for the maintenance of its equipment.
- (xiii) The FAB Administration shall provide adequate space, light and power at the premises for installation and operation of the equipments, if needed.
- (xiv) The company shall be responsible for proper and effective use of Mechanical Security Systems.
- (xv) The company shall comply with all the instructions as and when given by the FAB Management regarding services and use of all equipment.
- (xvi) The company shall be responsible to provide **“Walk Though Security System of 60 zones”** and central alarm service, as and when / wherever, required by FAB.

**b. Security Guards:-**

- (i). The company shall provide Armed Security Guards in each location to provide security cover round the clock, and also 02 Nos. Security Guards with Semi-automatic pistol/pump action shotgun (Ex-Armed Forces (preferably)) duty timing 12 hours, seven days a week, as per schedules.
- (ii). The company shall provide and ensure that each guard on duty has received and understood written instructions of basic duties and has the following in his possession.
  - 1. Company card and copy of Computerized National Identity Card (CNIC).
  - 2. Torch for guards on evening and night duties:
  - 3. Standard Uniform.
  - 4. Weapon(s) with ammunition of agreed kind and quality.
- (iii). The Armed Guard will be called **“Standing Security Guard”** and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the company under all circumstances.

- (iv). The company shall be bound to execute the directives of the FAB's Standing Security Orders, which will be conveyed to the company.
- (iv). The company shall also be responsible for following: -
- a. Maintenance of weapons / equipment issued to guards.
  - b. Firing practice of deployed guard as agreed.
  - c. Safety / security / training lectures for deployed guards as agreed.
- (v). Guards provided by the company should not be less than 30 years and not more than 55 years of age. Bulky/overweight persons will not be accepted.
- (vi). The company shall be responsible to provide satisfactory services at all key points/offices of FAB premises with the following conditions: -
- a. The company shall maintain extra guards to be readily available with the company as the substitute for the supervisors/Guards who become absent /short/sick at the company's own enrollment for which the FAB Management will not make an extra payment.
  - b. The company shall deploy energetic, smart and healthy, well trained ex-armed forces personnel (preferable) or well-trained civilians as mentioned in Clause 15 of this tender document, with perfect turnout, smart uniform and fully competent to meet security requirements/demands at sensitive/vulnerable points of the FAB HQs and its countrywide offices in consultation with the security in charge of the FAB Management designated for the purpose.
  - c. Upon unsatisfactory performance of the supervisor/guards as determined by the FAB Management, the contract agreement shall be terminated by giving one month's notice to the Security Company. Unsatisfactory includes: -
    - Absence of security guard(s) from duty
    - Non-Attendance of office in time
    - Casual performance of duty by guard(s)
    - During the period of agreement, the responsibility of any loss and damage due to such and unsatisfactory performance will be that of the security company.

- d. Daily attendance sheet shall be marked in the register at the point by the security supervisor as well as daily attendance sheet by the security company head-office. Month-wise bill be submitted to FAB HQs, on 1<sup>st</sup> of every month regularly. Payment will be made against the services rendered satisfactorily by 10<sup>th</sup> of every month.
- e. The guard services must be on shift basis according to labor laws each day with different guards at each shift shall be provided by the company to FAB.
- f. The company shall maintain **a supervisory network of its own** to ensure the presence of active performance of duties by the security guards and working of mechanical security system round the clock, seven days a week.

**2. The guard's duties shall inter Alia include the following:-**

- a. Prevention of entry into offices /installation premises trusted in the charge of the company, of any person not authorized by FAB Management, or any person who lacks proper identification or intrudes the secured premises.
- b. Prevent pilferage of items/equipment/property belonging to FAB from the premises placed under the charge of the company as per written instructions issued by the authorized officer of the FAB Management. The proper inventory list will be prepared and checked by both the parties or any part of the property will not be removed without a proper gate pass.
- c. Inform the concerned authorized officer of the FAB Management promptly and accurately, of any occurrence detrimental to the security of the installation premises and property of the FAB placed under charge of the company.
- d. To take proper action in case of emergencies like: -

- (i). Fire, rising of alarm and proper communication to fire brigade and officer in-charge of the installation and arrange rescue activities.
  - (ii). Forced Entry will be promptly reported to the local police station, FAB security incharge and Security Company's head office for appropriate action.
  - (iii). Law and order situation will be promptly reported to the local police station, FAB Security incharge and the security company head office of the company for appropriate action. All entry points shall be closed under such situation.
  - (iv). To carry out daily checking of all security lights, entry points and locked premises for their effectiveness after office hours or on closed holidays.
  - (v). Patrolling/picketing the installation as per specific written orders peculiar to the installation prepared by the company and approved by the FAB Administration.
  - (vi). To properly brief the relieving guard, about any situation concerning the security.
- e. Security guards must have undergone, Fire Fighting training and elimination of the subversive activities. Further coordination with concerned secret agencies; special police, local police and civil defense authorities will be done at site and to take immediate remedial measures.
- f. The guard shall perform duties including security of FAB personnel, installations, its property and fire fighting in any eventuality of a fire disaster or any other likely attack by the human being or group of human beings.
- g. It shall be the responsibility of supervisor/guards of the company to check up fire fighting equipment installed in FAB building/premises and give their comments in a register to be counter signed by the concerned officer of FAB, who will advise the concerned security supervisor for its regular maintenance.

h. During the validity of the contract agreement, in case damage occurs to the property or personnel of the FAB and due to out break of fire or any other eventuality caused by the negligence of the security guards, the company shall be wholly responsible and liable for paying for such losses occurred to FAB, as a result of their negligence, to be decided by a committee consisting of representatives, in equal number of both the parties, which will decide the matter after considering the following:-

- (i). Negligence of security guards amounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
- (ii). Negligence of guards in case of the fire, or other disaster, which is caused by any act omission and commission of security guards.
- (iii) Any fire/disaster, which erupts from out side as a result of any calamity and accident and is beyond the control of security guards, will not fall under the indemnity clause.
- (iv) The Company shall notify its representatives who will be contracted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

### **3. Confidentiality:**

The company shall ensure that all employees performing, the services shall not any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the FAB or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the FAB Management there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of FAB management.

### **4. Responsibilities of the Company:**

- a. In addition to the services to be performed by the company specified above, the company shall provide at no additional cost to the FAB such supervision of its employees as necessary to adequately fulfill its obligation.
- b. The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
- c. The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the FAB nor any of its personnel shall be held liable for either of the above in any manner.
- d. The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with FAB employees.
- e. The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the FAB management regarding their service matters that is the sole responsibility of the company.
- f. The FAB may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
- g. The deployment of security guards at all vulnerable points as per agreement will be placed from date. However, for any new site, for which an order of deployment will be issued by FAB management, the company shall be responsible to deploy security guards and install the security system after the issuance of work order within seven days. In case of delay and during the period of delay if any incident takes place, it shall be covered under the indemnity clause.
- h. The Security Company will use its own frequency for communication (Walkie-Talkies) to the FAB.

##### **5. Restriction of Assignment /Take over**

- a) The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest

herein or there under, any such assignment or sub-contacting by the company shall entitle the FAB to terminate its services forthwith.

- b) If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the FAB shall be entitled to terminate its services forthwith.

Name of Firm & Seal : \_\_\_\_\_

Name of Representative : \_\_\_\_\_

Mailing Address with phone : \_\_\_\_\_



ANNEX-C**FORMAT OF BANK GUARANTEE****BID SECURITY**

Bank Guarantee No.-----  
Dated at Islamabad, the -----

**THE DIRECTOR, (Administration)**  
FREQUENCY ALLOCATION BOARD  
HEADQUARTERS,  
PLOT No. 112, SECTOR H-10/4,  
ISLAMABAD.

Dear Sir,  
WHEREAS **M/S** \_\_\_\_\_ (hereinafter called the Prequalifying Party)  
have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of  
Bank Guarantee in your favor in the sum of \_\_\_\_\_ **(IN FIGURE)**  
\_\_\_\_\_ **(IN WORDS)** against your tender Notice No. \_\_\_\_\_ dated  
\_\_\_\_\_ for supply / installation of \_\_\_\_\_.

**WE HEREBY AGREE AND UNDERTAKE:**

- i. To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Prequalifying Party in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Prequalifying Party from the date of opening of bids until the expiry of the validity of their offer.
- ii. To keep this guarantee in full force from (date) \_\_\_\_\_ up to \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Prequalifying Party offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Prequalifying Party.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature & Seal: \_\_\_\_\_

ANNEX-D**FORMAT OF BANK GURANTTEE****FOR PERFORMANCE BOND**

Bank Guarantee No.-----

Date of Issue -----

Valid up to -----

Value (Rs.) -----

FROM: \_\_\_\_\_

TO,  
 THE DIRECTOR, (Administration)  
 FREQUENCY ALLOCATION BOARD HEADQUARTERS,  
 PLOT NO. 112, SECTOR H-10/4,  
 ISLAMABAD.

**SUBJECT: B/G AND DATE FOR \_\_\_\_\_ ON BEHALF OF \_\_\_\_\_ FOR DUE**  
**AND FAITHFUL PERFORMANCE ORDER NO. \_\_\_\_\_**  
**DATED \_\_\_\_\_.**

Whereas **M/s** \_\_\_\_\_ (hereinafter called the Contractor) have requested us to furnish a Bank Guarantee in your favor in the sum \_\_\_\_\_ **(IN WORDS)** \_\_\_\_\_ as performance security against order **No.** \_\_\_\_\_ **dated** \_\_\_\_\_ to be concluded between the Contractor and FAB Headquarters, Plot No. 112, Sector H-10/4, Islamabad.

WE HEREBY AGREE:

- 1). To make an un-conditional payment of \_\_\_\_\_ to you on demand without any further question or reference to the Contractor upon failure of the Contractor to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date up to the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till \_\_\_\_\_ whichever date is later. The faithful completion of the order by the Contractor will be intimated by the FAB.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims there under must be submitted to the Bank of \_\_\_\_\_ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Authorized Signature: \_\_\_\_\_ &amp; Seal of bank

Witness: \_\_\_\_\_

Sworn &amp; Sign before me

This day of .....

## ANNEX-E

**FORMAT FOR QUOTING OF RATES****1. MANDATORY****1.1 Armed Security Guards:**

The following number of armed security guards must be present at each location i.e. HQ FAB and Countrywide Monitoring Stations of Frequency Allocation Board round the clock i.e. 24 x 7, 365 days a year:-

(Amount in Pak Rs including Taxes)

Sr.#	Place of Duty	No. of Guards	Total number of Guards proposed for day & night shifts each day	Monthly Rates per guard	
				Each Guard	Total Guards
1.	FAB HQs, Plot No. 112, Sector H-10/4, Islamabad.	08	Supervisor = 1 # (day)		
			Guards = 4 # (day)		
			Guards = 2 # (Night)		
			Lead Searcher = 1 (During Working Hours)		
2.	FMS, T&T Complex, Plot No. A-2, Industrial Area, Hayatabad, near Mohsin Match Factory, Peshawar.	04	Guards = 2 # (Day)		
			Guards = 2 # (Night)		
3.	FMS, Near: T&T Exchange, Kohat Road, Tarnol, Islamabad.	02	Guards = 1 # (Day)		
			Guards = 1 # (Night)		
4.	MF/HF and Sat/MW Monitoring Station, Kohat Road, Wani, Islamabad.	04	Guards = 2 # (Day)		
			Guards = 2 (Night)		
5.	FMS, Wafaqi Colony, Dhanna Singh Wala road, near Police Station, Jauhar Town, Lahore.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
6.	FMS, Baha-ud-Din Zakaria University, Multan.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
7.	FMS, near Textile Department, MUET Jamshoro University, Hyderabad.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
8.	FMS, NED University, near VHF/UHF Tower, Karachi.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
9.	MF/HF Monitoring Station, Plot No. A-1183, Gulshan-e-Hadeed, Phase-II, Bin Qasim, Ghaggar Karachi.	03	Guards = 2 # (Day)		
			Guards = 1 (Night)		
10.	FMS, Baluchistan University, near Boys Hostel, Quetta.	03	Guards = 2 # (Day)		
			Guards = 1 # (Night)		

11.	FMS, Gilgit-Baltistan. Brig Sherullah Baig Road, Adjacent to SCO Tower, Jutial Gilgit	01	Guard = 1 # (Day)		
12.	FMS, Khairagali, Murree Hills. Plot# 91-B, Khairagali Township, Khairagali.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
13.	FMS, Faisalabad. House No. 46-B, Street No. 84, Block-B, City Housing (Pvt) Ltd, Phase-1, Faisalabad.	02	Guard = 1 # (Day)		
			Guard = 1 # (Night)		
<b>Grand Total</b>		<b>37 Nos.</b>			
<b>Total rate for 1 x year (12 months)</b>					

### 1.2 Walkie-Talkie System:

Walkie-Talkie System may be provided at all locations to be utilized by each guard present on duty to communicate with his Security Base Stations / Central Office.

(Amount in Pak Rs including Taxes)

Sr. No.	Place of Installation	No. of Walkie Talkies	Monthly rate per Walkie Talkie	Monthly rate for total no. of Walkie Talkies
1.	FAB HQs, Plot No. 112, Sector H-10/4, Islamabad.	02		
2.	FMS, T&T Complex, Plot No. A-2, Industrial Area, Hayatabad, near Mohsin Match Factory, Peshawar.			
3.	FMS, near T&T Exchange, Kohat Road, Tarnol, Islamabad.			
4.	MF/HF and Sat/MW Monitoring Station, Kohat Road, Wani, Islamabad.	02		
5.	MF/HF Monitoring Station, Plot No. A-1183, Gulshan-e-Hadeed, Phase-II, Bin Qasim, Ghaggar Karachi.	02		
6.	FMS, near Textile Department, MUET Jamshoro University, Hyderabad.			
7.	FMS, Wafaqi Colony, Dhanna Singh Wala road, near Police Station, Jauhar Town, Lahore.			
8.	FMS, Baha-ud-Din Zakaria University, Multan.			
9.	FMS, NED University, near VHF/UHF Tower, Karachi.			
10.	FMS, Baluchistan University, near Boys Hostel, Quetta.	02		
11.	FMS, Gilgit-Baltistan. Brig Sherullah Baig Road, Adjacent to SCO Tower, Jutial Gilgit			
12.	FMS, Khairagali, Murree Hills. Plot# 91-B, Khairagali Township, Khairagali.			
13.	FMS, Faisalabad. House No. 46-B, Street No. 84, Block-B, City Housing (Pvt) Ltd, Phase-1, Faisalabad.			
<b>Grand total</b>		<b>08</b>		
<b>Total rate for 1 x year (12 months)</b>				

## 2. OPTIONAL / ON REQUIREMENT BASIS

### 2.1 Requirement of Additional Guards:

I) Additional Armed Guard(s) will be required by FAB, at any time, at any of its countrywide location(s) on-call basis, to accompany FAB's Monitoring Team(s) during field visits. These visits may extend for few hours, up to a week or more. FAB's representative would intimate the Security Company for any such requirement at least 6 x hours before commencement of task/requirement.

II) Additional Armed Security Guards (Ex-Armed Forces only) equipped with semi-automatic pistol/Pump action shotgun will be required by FAB, at any time, at any of countrywide location(s) at our offices and on-call basis, to accompany FAB's Monitoring Team(s) during field visits. These visits may extend for few hours, up to a week or more. FAB's representative would intimate the Security Company for any such requirement at least 6 x hours before commencement of task / requirement.

- i) Rate Per Day for 1 x additional Armed Security Guard for Field duties (on Call Basis) Rs: \_\_\_\_\_
- ii) Rate Per Day for 1 x additional Armed Security Guard for Office duties (on Call Basis) Rs: \_\_\_\_\_
- iii) Rate Per Day for 1 x additional Armed Security Guard (Ex-Armed Forces (preferably)) equipped with Semi-automatic pistol/pump action shotgun for Field duties (on Call Basis) Rs: \_\_\_\_\_
- iv) Rate Per Day for 1 x additional Armed Security Guard (Ex-Armed Forces (Preferably)) equipped with Semi-automatic pistol/pump action shotgun for office duties (on Call Basis) Rs: \_\_\_\_\_

### 2.2 Monthly Rates of Allied Security Equipment

- i. Hand-Held Metal Detector : Rs. \_\_\_\_\_  
(Rate per Item including taxes)
- ii. Car-Search Mirror (Rate per Item) : Rs. \_\_\_\_\_  
(Rate per Item including taxes)
- iii. Walk-Through Gate (Rate per Item) : Rs. \_\_\_\_\_  
(Rate per Item including taxes)
- iv. Vehicle Scanner : Rs. \_\_\_\_\_  
(Rate per Item including taxes)

## SUMMARY OF TOTAL PRICE QUOTED

### 1. Mandatory

- (a) 12 x Months amount for total Armed security guards = Rs. \_\_\_\_\_
- (b) 12 x Months amount for total Walkie talkie system = Rs. \_\_\_\_\_

### 2. Optional / On Requirement Basis

- (a) Per day amount for Armed Guard at FAB HQs = Rs. \_\_\_\_\_
- (b) Per day amount for Armed Guard on Field Duties = Rs. \_\_\_\_\_
- (c) Per day amount for Armed Guard (Ex-Armed Forces preferably) with Semi-automatic pistol/pump action shot gun at \_\_\_\_\_

- FAB HQs = Rs. \_\_\_\_\_
- (d) Per day amount for Armed Guard (Ex-Armed Forces preferably) with Semi-automatic pistol/pump action shot gun on field duty = Rs. \_\_\_\_\_
- (e) Per day amount for hand-held metal detector = Rs. \_\_\_\_\_
- (f) Per day amount for Car-Search Mirrors = Rs. \_\_\_\_\_
- (g) Per day amount for Walk-Through Gate = Rs. \_\_\_\_\_
- (e) Per day amount for Vehicle Scanner = Rs. \_\_\_\_\_

**Total Bid Price (Mandatory)** = Rs: \_\_\_\_\_

**2% Earnest Money.** = Rs: \_\_\_\_\_

Name of Firm & Seal : \_\_\_\_\_

Name of Representative : \_\_\_\_\_

Mailing Address with phone : \_\_\_\_\_

Note : Total Bid Price will be calculated on Mandatory Requirements.

FAB

Annex-F**(Must be Printed on Rs. 100/- Stamp Paper)****UNDERTAKING / CERTIFICATE**

IF PROVIDED INFORMATION WITH THE BID DOCUMENT FOUND FALSE, OR ANY CRIMINAL PROCEEDINGS FOUND IN ANY COURT OF LAW, THE SERVICES OF THE HIRED SECURITY AGENCY WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND MAKING ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE SECURITY GIVEN BY THE FIRM WILL ALSO BE CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

FAB

**ATTESTED BY NOTARY PUBLIC**

Appendix - I

**(Must be Printed on Rs. 100/- Stamp Paper)**

**BLACK-LISTING CERTIFICATE**

CERTIFIED THAT M/S. \_\_\_\_\_ HAS NOT  
BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR  
ORGANIZATION IN PAKISTAN..

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

**FAR**

**ATTESTED BY NOTARY PUBLIC**

Appendix - II**(Must be Printed on Company's letterhead )****SECURITY CLEARANCE CERTIFICATE**

CERTIFIED THAT M/S. \_\_\_\_\_, WILL  
 BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS, WHO WOULD  
 BE SECURITY WISE CLEARED BY MOI / POLICE. IF FOUND NON-  
 COMPLIED, FAB MAY IMMEDIATELY TERMINATE THE CONTRACT  
 LEADING TO FORFEITURE OF EARNEST MONEY OR PERFORMANCE  
 SECURITY AND FURTHER TO BLACKLISTING OF THE FIRM.

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

Appendix - III**(Must be Printed on Company's letterhead )****CATEGORY OF SECURITY GUARDS**

CERTIFIED THAT M/S. \_\_\_\_\_, WILL  
 BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS, WHO ARE EX-ARMED FORCES PERSONNEL / EX-ARMED FORCES PLUS WELL TRAINED CIVILIANS / WELL TRAINED CIVILIANS. IF FOUND NON-COMPLIED, FAB MAY IMMEDIATELY TERMINATE THE CONTRACT LEADING TO FORFEITURE OF EARNEST MONEY OR PERFORMANCE SECURITY AND FURTHER TO BLACKLISTING OF THE FIRM.

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

Appendix - IV**(Must be Printed on Company's letterhead )****SECURITY GUARDS AGE CERTIFICATE**

CERTIFIED THAT M/S. \_\_\_\_\_, WILL  
 BOUND TO DEPLOY SECURITY SUPERVISORS / GUARDS, WHO WOULD  
 ARE HAVING AT LEAST 5'6" HEIGHT AND WITHIN THE AGE BRACKET OF  
 ..... YEARS. IF FOUND NON-COMPLIED, FAB MAY  
 IMMEDIATELY TERMINATE THE CONTRACT LEADING TO FORFEITURE  
 OF EARNEST MONEY OR PERFORMANCE SECURITY FURTHER TO  
 BLACKLISTING OF THE FIRM.

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

Appendix – V**AFFIDAVIT  
INTEGRITY PACT****DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Contract Value: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

FREQUENCY ALLOCATION BOARD:

Signature: .....

[Seal]

(Name of Security Firm)

Signature: .....

[Seal]

Appendix - VI**(Must be Printed on Company's letterhead )****COMPANY'S ARMOURER CERTIFICATE**

CERTIFIED THAT MR. \_\_\_\_\_, BEARING  
 SERVICE CARD NO. \_\_\_\_\_, CNIC # \_\_\_\_\_ IS WORKING AS  
 ARMOURER FOR M/S. \_\_\_\_\_ WHO WILL  
 EXAMINE / CHECK WEAPONS OF THE DEPLOYED ARMED GUARDS /  
 SECURITY SUPERVISOR(S) AT LEAST ONCE IN A MONTH.

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal : \_\_\_\_\_

## Appendix – VII

# FORM OF CONTRACT

(Specimen Purpose only)

## CONTRACT FORM AGREEMENT

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ 2022 between M/s \_\_\_\_\_ (Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the FREQUENCY ALLOCATION BOARD, HQS PLOT NO. 112, SECTOR H-10/4, KHAYABAN E JOUHAR, ISLAMABAD. (hereinafter referred to as the FAB, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider.

AND WHEREAS the

FAB is an autonomous body, enacted by the Cabinet Division. The FAB intends to Hire security services \_\_\_\_\_ on rate contract basis, therefore, invited bids through Open or Advertised / Limited / Single Tender enquiry dated \_\_\_\_\_

WHEREAS the Contractor (successful bidder) submitted his bid vide \_\_\_\_\_ in accordance with the bid document and was selected as 'successful bidder' pursuant to the bidding process and negotiation on contract prices, awarded the 'Letter of Acceptance' (LoA) No. \_\_\_\_\_ to the Contractor on \_\_\_\_\_.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in :

### (Conditions of Contract) of Tender Document.

(Signature of Contractor/ (Signature of Authorized Officer of the FAB)

Authorized Representative)

Name \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Seal of the Firm/Company Seal of the FAB

Witness: Witness:

(Signature ) (Signature)

Name of Witness \_\_\_\_\_ Name of Witness \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_