

GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE PRODUCTION  
RAWALPINDI

**TENDER NOTICE**

**Outsourcing of Services of Security Guard, Naib Qasid, Sweeper and Farash**

Sealed bids are invited from reputed and experienced firms/vendors, registered with the relevant tax authorities and listed on the Active Taxpayer List (ATL), and having their own offices/manpower/expertise in the procurement of works and services, for the Financial Year 2025-2026.

<b>Procuring Agency</b>	Ministry of Defence Production, Pak Secretariat-II, Adam Jee Road, Rawalpindi.
<b>Number of Tender(s):</b>	One
<b>Annual Procurements:</b>	Provision of Outsourcing of Services of Security Guard, Naib Qasid, Sweeper and Farash
<b>Closing Time, Date &amp; Place:</b>	The tender must be uploaded online on EPADS system of PPRA by 11:00 AM on 25 <sup>th</sup> November, 2025.
<b>Opening of Bids:</b>	11:30 AM on 25 <sup>th</sup> November, 2025 in the Library/Conference room of Ministry of Defence Production, Pak Secretariat-II, Adam Jee Road, Rawalpindi

2. Rs. 200,000/- bids Security of quoted price of the tender in shape of Bank Draft/Pay Order (refundable) infavour of D.D.O Ministry of Defence Production, Rawalpindi, must be attached/ uploaded with the bids and present it in original at the time of bid opening.
3. Ministry of Defence Production, Rawalpindi, invites the submission of proposals/ bidding documents online through the E-Pak Acquisition and Disposal System (E-PADS) portal of PPRA in a **Single-Stage, Two Envelope procedure**. Bids submitted other than EPADS will not be considered or entertained.
4. All Government Rates & Taxes shall be applicable at the time of supply / work order in the quoted rates. The competent authority reserves the right to accept or reject the tender, in whole or in part, in accordance with the PPRA Rules, 2004. The number of employees can be reduced/increased on requirement basis. Blacklisted firms/bidders are not eligible to participate in the bidding process. The firms/bidders must submit a separate affidavit confirming this.
5. The electronic bids must be submitted by using EPADS on or before 25<sup>th</sup> November, 2025 till 11:00 AM (closing time). Electronic Bids will be opened by the Purchase Committee using EPADS on the same day i.e 25<sup>th</sup> November, 2025 at 11:30 AM in the Library at 3<sup>rd</sup> Floor of MoDP.
6. The detailed Terms & Conditions can be downloaded from the website of Ministry of Defence Production ([www.modp.gov.pk](http://www.modp.gov.pk)) and the PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)).



**(MERAJ GUL)**

Section Officer (DP-1)  
Ministry of Defence Production,  
Pak Secretariat-II, Adam Jee  
Road, Rawalpindi. ☎051-9272094



**TENDER/ BIDDING DOCUMENT**

**OUTSOURCING OF SERVICES**  
**OF SECURITY GUARD, NAIB QASID, SWEEPER AND**  
**FARASH**

**NATIONAL COMPETITIVE BIDDING**  
**SINGLE STAGE TWO ENVELOP**

**MINISTRY OF DEFENCE PRODUCTION (MODP)**  
**GOVERNMENT OF PAKISTAN**  
**RAWALPINDI**

**NOVEMBER, 2025**

**F.No.4/4/2025/DP-2**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF DEFENCE PRODUCTION**  
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**Tender Notice for Outsourcing of Services of Security Guard, Naib Qasid, Sweeper and Farash**

Ministry of Defence Production, Rawalpindi, invites sealed bids through E-PAD from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide services of Security Guard, Naib Qasid, Sweeper and Farash for Ministry of Defence Production (MoDP), Rawalpindi, for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. The service provider must be on tax payers list of FBR and fulfil the eligibility criteria / terms and conditions as per the bidding document.

2. Bidding shall be carried out by Single Stage Two Envelope Procedure. Further, any bids not submitted through EPADS shall stand rejected as per **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website ([www.ppra.org.pk/doc/epronotif.pdf](http://www.ppra.org.pk/doc/epronotif.pdf)). For registration and guidance on EPADS, you may contact EPADS UAN: 051-111-137-237.

3. Earnest Money (bid Security of Rs. 200,000/- amount must be submitted in the form of a Bank Draft or Pay Order in favor of DDO, MoDP. The bidder must either seal the Earnest Money in a separate small envelope or present in original at the time of bid opening, in accordance with Rule 25 of the PPRA.

4. Bids shall be valid for 90 days. In case of unsuccessful tenders, Earnest Money (Bid Security) will be released/ returned within a fortnight and in case of successful bidder the same shall be released on furnishing of performance security/ guarantee 10% of total bid amount.

5. Blacklisted firms and Bidders cannot participate in bidding process. A certificate to the effect that the Bidder has never been Black Listed by any Ministry/Division/Department /Government Organization should accompany the Bid.

6. Interested firms may apply through EPADS with the subject "Tender for Outsourcing of Services of Security Guard, Naib Qasid, Sweeper and Farash in MoDP" by 11:00 AM on 25<sup>th</sup> November, 2025. The tender will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives.

7. Procuring agency reserves the rights to reject any or all bids in terms of Rule- 33 of PPRA Rules 2004. In case public holiday is announced on bid submission & opening date the same shall be held on the next working day on the same time.

8. This Tender Notice is also available on the PPRA/ EPADS website ([www.ppra.gov.pk](http://www.ppra.gov.pk)) and the Ministry of Defence Production website ([www.modp.gov.pk](http://www.modp.gov.pk)).

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# **TERMS AND CONDITIONS**

## **1. INTRODUCTION**

The Ministry of Defence Production is an executive ministry of the federal Government of Pakistan with objectives of development and production of ordnance and machinery for the Pakistan Armed Forces. For more information, you can visit the official website: <https://modp.gov.pk>

## **2. INVITATION TO BIDS**

MoDP invites bids from reputed experienced firms duly registered (active) with Federal Board of Revenue/Tax Department to provide services of Naib Qasid, Security Guard, Sweeper and Farash for MoDP, Rawalpindi, for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. Single stage - Two envelope procedure shall be adopted for submission of bids.

## **3. SCOPE OF SERVICES AND REQUIREMENTS**

The successful contractor will provide the services of Security Guard, Naib Qasid, Sweeper and Farash as per following:

### **A. NAIB QASID (06)**

1. Age: 18-35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

### **Scope of Services**

1. Carrying of official files/ papers from one place to another within and without office premises.
2. General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc.
3. Conducting visitors to the officers.
4. Providing drinking water to the officers and staff.
5. Carriage of steel boxes containing secret/confidential files from one officer to another.
6. Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.
7. Any other duty that may be assigned to him by his Officer Incharge during working hours.

## **B. SECURITY GUARD (03)**

1. Age: 18-35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Must be authorized by a reputable security company to work as a security guard.

### **Scope of Services**

1. Monitor and control entry and exit points for staff, visitors, and vehicles.
2. Verify identification and maintain visitor logs.
3. Deny unauthorized access to restricted areas.
4. Conduct regular patrols of the premises (internal and external) to deter and detect signs of intrusion or suspicious activity.
5. Report any irregularities or safety hazards to the concerned authority.
6. Ensure all doors, windows, gates, and entrances are properly secured.
7. Monitor and control entry and exit points for staff, visitors, and vehicles.
8. Verify identification and maintain visitor logs.
9. Prevent theft, damage, or misuse of company property.
10. Greet and assist visitors in a courteous and professional manner.
11. The security guard must be equipped with the necessary security equipment, such as a metal detector and other relevant equipment.

## **C. SWEEPER (06)**

1. Age: 18-35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

### **Scope of Services**

1. Daily continuous cleaning/ mopping/sweeping of all floors, hand rails, main entrance, staircases, lobbies, Aluminium panels, glass windows, panels of windows, toilets, washrooms and sanitary fittings.
2. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas. Arrangement/ provision of other supplies, as may be necessary.
3. Cleaning of Dust Bins with garbage bag and collection of garbage from offices and all common areas.
4. The Contractor shall be responsible for any damage to the property caused during cleaning and office keeping activities.
5. Workers shall be bound to display their identity cards on their shirts during office hours.

6. Workers shall be provided uniforms of approved colour and design by the contractor.
7. Buffing Terrazzo or marble flooring with buffing machine.
8. Spray of disinfectants in toilet/washrooms and urinals to kill bacteria, insects etc.
9. Checking of drains, sewerage lines and pits in order to ensure proper functioning of sewage disposal.
10. Workers shall be required to assist the office staff in moving office furniture or any other objects from one room to another when needed.

#### **D. FARASH (03)**

1. Age: 18-35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

#### **Scope of Services**

1. Dusting of the office furniture.
2. Any other duty that may be assigned by Officer In charge for management of MoDP office.

#### **The Contractor shall comply with the following conditions of service:**

1. The workers as well as the Contractor shall adhere to all policies and norms specified by the MoDP.
2. The Contractor shall certify that the workers provided are not addicted to drugs or alcohol.
3. The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
4. The Contractor shall ensure to hire qualified staff as per tender document.
5. The Contractor shall submit the copies of **CNIC** of the hired employees as well as submission of necessary particulars of workers with local police station.
6. The contractor must be provided with all the necessary equipment related to the job description.

#### **Duty Hours**

1. Staff shall remain on duty from **08:30 A.M to 04:30 P.M** (Monday to Friday).
2. Half staff availability on weekends and public holidays, as needed.
3. Two staff members shall remain on standby until office closure.

#### **Supervision and Materials**

1. The firm shall deploy a supervisor to ensure punctuality, attendance, and service quality.

2. All cleaning materials, tools, and related equipment shall be provided by the vendor.

### **Terms of Payment**

1. Monthly payments will be made upon submission of verified invoices.
2. Wages of absent staff will be deducted if no substitute is provided.
3. Deductions due to poor performance will be as per contract terms.

### **Bid Submission Procedure**

1. The firm must submit a detailed proposal, including details of equipment and materials to be provided.
2. Single Stage – Two Envelope Procedure will be adopted.
3. Bids should be submitted online on EPADS on or before 11:00 AM, 25<sup>th</sup> November 2025.
4. Bids will be opened on EPADS on the same day at 11:30 AM in the presence of bidders or their representatives.

### **Bid Security**

1. A bid security of (Rs. 200,000/-) in the form of Call Deposit Receipt (CDR) in favour of the DDO/Section Officer (Accounts), Ministry of Defence Production, must be enclosed with the financial bid.

### **Termination Clause**

1. The Ministry of Defence Production reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or breach of terms.

### **Liability**

1. The firm / vendor shall be responsible for any damages caused by negligence or misconduct of their staff.
2. Wages of the absent workers will not be claimed in case substitute is not provided.

### **General Provisions**

1. The Ministry of Defence Production reserves the right to accept or reject any or all bids with assigning adequate reason(s), as per PPRA Rules.
2. The firm / vendor must ensure continuity of services during unforeseen circumstances.

### **General Terms of Contract**

1. The contract shall be valid till **30<sup>th</sup> June 2026**, extendable by mutual consent.
2. Only bids from E-PADS (Federal) registered vendors will be entertained.

**ON STAMP PAPER**

**UNDERTAKING FINANCIAL STABILITY**

I/We hereby undertake and give assurance to Ministry Defence Production (MoDP), Government of Pakistan, that our Company/Firm is financially sound to pay the salaries of workers for three months, if payment is delayed by the MoDP due to unavoidable circumstances or bills are not verified by us in time as the case may be.

\_\_\_\_\_

**SIGN & SEAL OF CEO/Director**

**Name:** \_\_\_\_\_

**CNIC #:** \_\_\_\_\_

**GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE PRODUCTION  
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**BID FORM**

1. Name & Address of Bidder:  
Telephone: Office/Cell  
Email:  
Sales Tax Number:  
National Tax Number:
2. Providing office support staff services at MoDP Office, Rawalpindi, at following rates:

<b>Required Service</b>	<b>Unit Rate</b>	<b>Applicable Taxes</b>	<b>Qty</b>	<b>Total Price (inclusive of all Taxes)</b>
Security Guard			03	
Naib Qasid			06	
Sweeper			06	
Farash			03	
<b>Total Amount</b>				

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

Signature:

Name:

Designation:

CNIC No. (copy enclosed):

Date:

Official Seal/ Stamp: \_\_\_\_\_

## PERFORMANCE EVALUATION CRITERIA

<b>A</b>	<b>Experience</b>	
	<b>Satisfactory service performed by Firm</b>	<b>25 Marks</b>
	Up to 03 years (Proof to be enclosed)	10
	Up to 05 years (Proof to be enclosed)	20
	Above 10 years (Proof to be enclosed)	25
<b>B</b>	Proof of executing minimum three (03) contracts to ensure proven track record in the market.	<b>Mandatory</b>
<b>C</b>	<b>Company profile / Firm</b> must provide NTN, GST and Active Tax Payers list of FBR	<b>Mandatory</b>
<b>D</b>	Registration/Incorporation/Business Certificate and number of business years in Pakistan.	<b>Mandatory</b>
<b>E</b>	<b>Address Details.</b> A detailed list of addresses/ phone numbers of the Firms must be provided.	<b>Mandatory</b>
<b>F</b>	Undertaking that the company has never been blacklisted by any Government organization	<b>Mandatory</b>
<b>G</b>	Undertaking that company has never been involved in litigation with the MoDP Government of Pakistan or any other organization.	<b>Mandatory</b>
<b>H</b>	<b>List of workers on the Panel of firm.</b>	<b>25 Marks</b>
	Must have minimum 50 workers with Name, Addresses and CNIC No. (Proof of the same i.e. registration of worker with EOBI or some other Govt dept to be provided)	25
<b>I</b>	<b>Financial Soundness/ Status</b>	<b>50 Marks</b>
	Credit worthiness undertaking showing the capacity of bidder as per Annexure-I.	20
	Bank statement for latest one year showing turnover of an amount of Rs. 10 Million	10
	Bank statement for last three years showing return an amount of Rs. 20 Million	20
<b>Total Marks</b>		<b>100</b>
<b>Required Marks for Qualification</b>		<b>60</b>

**Note:**

- i. The bidder is required to enclose the documents/information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.
- ii. **The bidder who obtain qualifying marks (60) and quoted lowest cost will be selected and as the Most Advantages bidder, subject to fulfilment the other mandatory requirements.**

**UNDERTAKING**

(Accept able only as per provided format)

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. We have gone through all the conditions of tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents.

Dated this day of \_\_\_\_\_ 2025-26.

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

**FORM OF CONTRACT AGREEMENT**

**THIS AGREEMENT** is made on the \_\_\_\_\_ day of 2025-26 between "Ministry of Defence Production (MoDP) Pak Sectt. II, Rawalpindi" hereinafter referred to as the MODP of one part, and "M/S \_\_\_\_\_" having offices at \_\_\_\_\_ part. (here in after referred to as the Contractor) of the other part.

**WHEREAS** the MoDP is desirous of availing the services of Naib Qasid, Security Guard, Sweeper and Farash of the Contractor as per rates/terms & conditions contained in the letter acceptance/ tender documents/ bid and the contractor has accepted to provide the said services rates and terms & conditions contained in letter of acceptance/tender documents.

**NOW THIS AGREEMENT WITNESSETH** as follows:

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

**Sign & Seal on behalf of Contractor**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Sign & Seal on behalf of Client:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_