

FATA UNIVERSITY



BID SOLICITATION DOCUMENTS (Single Stage one Envelope Procedure)

Hiring of Security Firm / Company

For

**PROVIDING SECURITY SERVICES AT
FATA UNIVERSITY**

<i>Procurement Ref No:</i>	<i>FU/Security/2026/03</i>
<i>Last Date/Time for Submission:</i>	<i>July 06, 2026 at 11:00 AM</i>
<i>Opening Date/Time:</i>	<i>July 06, 2026 at 11:30 AM</i>
<i>Tender processing Fee:</i>	<i>Rs. 3,000/- (Non Refundable)</i>

(2026-27)

FATA UNIVERSITY
Darra Adam Khel FR Kohat
Ph: 091-5885510, Web site: www.fu.edu.pk

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1. COPY OF ADVERTISEMENT

NOTICE INVITING TENDER

FATA University FR Kohat, invites Bids from eligible firms/companies, in accordance with KPPRA procurement Rule 2014, through EPADS under the *Single Stage – one Envelope Bidding Procedure*, having the following necessary particulars for the services mentioned below:

Name of Services	Estimated Cost Rs. (For One Year)	Bid Security 2% of E/Cost (In Rs.)	Last date & time of bid submission	Opening Date & Time
Security Services at FATA University	30 Personnel's		July 6 th , 2026 11:00 AM	July 6 th , 2026 11:30 AM

Terms and Conditions:

1. Bids shall be submitted electronically through the online Portal link: <https://kp.eprocure.gov.pk/>.
2. Bid submitted other than EPADS shall not be entertained.
3. The firm (s) shall be registered with Tax departments (FBR/KPRA) and on the active tax payer list of the Tax Authorities.
4. The firm (s) must be registered from Ministry of Interior/KP Government valid license holder.
5. The Licensed Security firms having at least 10 years of relevant experience for the provision of Security Services.
6. Bidding documents along with RFP can also be downloaded from university website: www.fu.edu.pk and also available on KPPRA website: www.kppra.gov.pk.
7. The bid must be accompanied by Rs. 3000/- (non-refundable) as tender processing fee, in favor of "VC FATA University", in shape of CDR/Bank Draft only.
8. Original Bid Security 2% of the Annual estimated cost in the name of "VC FATA University" shall be placed with the bid documents.
9. All Taxes shall be deducted as per the Government rules issued from time to time.
10. Incomplete/disfiguring/overwriting/conditional/late bids will be considered as non-responsive.
11. The Authority reserves the right to accept /reject all the applications / bids as per KPPRA rules.
12. The scope of services may increase/decrease.
13. The detailed terms and conditions are given in the RFP which can be downloaded from the University website or KPPRA website (s).

Director Administration
Phone: 091-5885500

2. INTRODUCTION:

The FATA University, FR Kohat being the only public sector University in the erstwhile FATA invites sealed bids from the eligible bidders Firm/Company for Hiring of Security Firm / Company for Providing Security Services through open

Competitive Bidding under rule 6(2) (a) "Single Stage Single Envelope" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1. SCOPE OF SERVICES:

1.1. Scope of Services for Service Provider: -

The Service Provider Shall: -

1. Provide, render and ensure Security Services as assigned by the Company on round-the clock basis, 24 hours per day, 7 days per week including Sundays and holidays.
2. The Security Personnel shall be present all the time (24 hours per day, 7 days per week including Sundays and holidays) for performance of duty at the FATA University, FR Kohat.
3. Be responsible for all acts done by the personnel engaged by the company and shall remain polite and courteous to staff, students and visitors. Service Provider shall have trained staff properly to deal with the Security situation. Security personnel must be in proper full company uniform. The Security personnel must be equipped with, gun, metal detector and one Whistle.

4. Ensure that all Security personnel are alert, punctual, physically fit, in good health, without physical / mental abnormalities and possess good physique, necessary skills, expertise and experience to satisfy requirements of security work.
5. Be responsible for sending personnel replacement immediately if the assigned personnel do not report on time or leaves earlier. Shall also ensure that no security personnel leave premises unless they are properly relieved by next personnel.
6. Check visitors/students/staff entering the FATA University and retrieve any kind of arm and ammunition from such visitors and keep it in his safe custody till his return.
7. Ensure timely payment to security personnel, not later than 15 days from the submission of bills.
8. Safeguard all movable and immovable property inside the FATA University.
9. Abide by all rules and regulations of the FATA University and directions by the Director Administration FATA University.
10. Replace any personnel engaged by the company, if work is not found satisfactory by the FATA University.
11. That Security personnel engaged by the company shall not be above 47 years of age. The Minimum qualification for Security personnel shall be Matric.
12. Be liable to penalize if the services above are not satisfactory.
13. Provide additional security personnel in accordance with mechanism established above (if required).

3. **BIDDING PROCEDURE:**

- The bidding procedure as given in KPPRA Rules 2014 (amended till date) i.e., **Single Stage - One envelope procedure**, will be followed..
- Proposals must include the complete name and address of bidder's registered national firm and the name, mailing address, and telephone number of the person the Company should contact regarding the proposal.
- A copy of the certificate of incorporation or charter or an equivalent document for proof of registration of the bidding entity must be attached with the proposal.
- Furthermore, provision of documentary proof of the competent and authorized signatory on behalf of the entity to enter into contract with the Company is mandatory at the time of proposal submission.
- Proposals must confirm that the bidder will comply with all provisions / conditions in this RFP.
- Proposals must be signed by a Company officer empowered to bind the executing agency.
- Bidders must provide comprehensive narrative statements that illustrate their understanding of the requirements of the Bid.
- List of present clients with complete information like contact person with complete address (This information is required for feedback from the present and previous clients.)
- Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all services as illustrated in Section 1 "Scope of Services" and as per Tender Specifications described.
- Proposals submitted against RFP should provide straightforward, concise information that satisfies the requirements of this RFP. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this RFP.

- Modified Proposals: Bidders may only submit one proposal for evaluation. Any alternate or modified proposal submitted after due date will not be acceptable.

4. TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder is the bidder who is:

- a) Registered with Security and Exchange Commission of Pakistan or copy of Certificate of Incorporation or Registration or equivalent.
- b) Must be registered / Active with Tax Authorities and having valid Income Tax and having sound financial strengths can participate.
- c) Possess valid KPRA Registration.
- d) Registered with Ministry of Interior, Government of Pakistan, or Home Department, Government of Khyber Pakhtunkhwa as Security Services Providers.
- e) Must be involved in relevant business for 10 years or more.
- f) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;
- g) Conditional tenders will not be accepted;
- h) Joint ventures or consortiums are not allowed

Each paper of the tender document must be stamped and signed by the authorized signatory of the Security Company / agency.

5. BID SECURITY:

The bidder shall furnish the Bid Security (Earnest Money) as under:

- For a sum equivalent to 2% of the total Bid Cost in shape of CDR calculated on (annual Cost) and denominated in Pakistani Rupees.
- In the form of Call Deposit Receipt in favor of VC FATA University;
- Have a minimum validity period of Ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

Deficient bid security is not acceptable and will be returned to the bidder, declaring him as disqualified.

6. Performance Guarantee:

The successful bidder (Services Provider) shall be required to furnish a Performance Guarantee, equivalent to one month's security services Charges in the form of a Bank Guarantee or Bank Draft/CDR in favor of the VC, FATA University, within one week of the issuance of the Letter of Award/signing the Contract Agreement. Failure to submit the Performance Guarantee within the stipulated period shall render the award of contract liable to cancellation, and the Bid Security/Earnest Money Deposit (EMD) shall be forfeited in favor of the University. The Bid Security of the successful bidder shall be adjusted against the required Performance Guarantee

7. CONTRACT DURATION:

The contract duration shall be for a period of One (01) year starting from signing of the Contract and it may be renewed for further periods on the same Terms and Conditions mutually agreed upon by the concerned parties and based on performance.

8. MODE OF PAYMENT:

The Service Provider will be providing all necessary support documents along with

invoices:

- a) The Service Provider shall apply for Payment for monthly rendered services to the FATA University. The Application for payment shall be accompanied by invoices receipts or other documentary evidence as the procuring agency may require, state the amount claimed, and set forth in Work Order / Contract Agreement.
- b) The FATA University shall pay the monthly service charges verified by 10th of each month in lump sum through cross cheque/E-payment in the name of Security Agency/Company and in Pakistani Rupees.

9. TENDER VALIDITY:

The bid shall be valid for a period of Ninety (90) days from the last date for submission of the tender. The FATA University may solicit the bidder's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing.

10. GENERAL TERMS & CONDITIONS:

- I. The Service Provider should have licenses for automatic weapons and will provide weapons and metal detector devices to the security guards. No additional / separate charges will be paid by the FATA University, in this respect.
- II. The Service Provider will be responsible for getting each guard medically examined by a registered medical practitioner and provide medical certificate for their fitness.
- III. Similarly, the Service Provider shall provide character certificates / police report of each security Personnel with verified antecedents / background.
- IV. Security Personnel provided by the Service Provider should not be more than 47 years of age. The guards should be well trained and capable enough to handle the situation.
- V. The security personnel deputed to the FATA University will preferably be a retired Army, Air force or arm forces personnel. During duty hours the Security personnel will be directly answerable to the Director

Administration of the FATA University.

- VI. During the contract, the firm will provide Security Services as per the contract agreement signed between the FATA University and the Service Provider.
- VII. The contract will be initially for a period of 01 year, which can be extended for further period with mutual consent and based on performance.
- VIII. Availability of additional guards (if so required) will be ensured within 24 hours of intimation on the same terms and conditions.
- IX. The FATA University reserves the right to declare disqualified a firm/company if it finds, at any time, that the information submitted was false and materially inaccurate.

- X. In case the offer is withdrawn, amended, or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
- XI. The participating bidders will have to give in writing to the effect that they have carefully read all the terms & conditions of the tender documents, and they accept them as well.

11. REQUIRED DOCUMENTS FOR PROPOSAL:

Bidders are required to attach the following documents with Bid:

- i. Firm / Company's profile. Name, address, phone, fax, e-mail address and contact Person.
- ii. Evidence of minimum 10 years of experience of underwriting Security Services Provider's business in Pakistan (Registration Document with concerned Government body). **(Mandatory)**
- iii. Proof of financial stability – audited Financial Statements for last 3 Years.
- iv. Scope of Services (signed & stamped) for acceptance – **Mandatory**
- v. Copies of Tax / KPRA registration certificates (Active Status)– **Mandatory.**
- vi. Registration with Security and Exchange Commission of Pakistan or copy of Certificate of Incorporation or Registration or equivalent – **Mandatory.**
- vii. List of existing clients with name and contact persons, telephone numbers and addresses.
- viii. Registration with EOBI and ESSl.
- ix. List of Previous Clients.
- x. List of equipment's offered.
- xi. List of staff, number of employees in the firm / company.
- xii. Affidavit on stamp paper that the bidder has not been blacklisted or debarred for Public Procurement by Govt, Semi-Government, Private,

Autonomous body or any other national /international organization –

Mandatory.

- xiii. Bid Security (Earnest Money) in the form of Call Deposit Receipt in favor of VC FATA University – **Mandatory**
- xiv. NOC issued by the Ministry of Interior, Government of Pakistan or Home Department Government of Khyber Pakhtunkhwa for such services – **Mandatory.**
- xv. Performance certificates by the major clients at least three where Security Company has been providing security services.

Bidder is required to provide all the above documents, however failure to provide mandatory documents shall cause the proposal to be considered non-responsive and the proposal may be rejected.

12. SUBMISSION CRITERIA & SCHEDULE:

Tender Schedule is as per following

Sr.#	Activity	Dates
1	Tender/RFP issue date	
2	Proposal submission dead line	
3	Opening of BIDs (in presence of applicants, who choose to appear, at the committee room of the FATA University.	

The Procurement Entity i.e., The FATA University may reject all or any Bid.

13. **AWARD OF CONTRACT:**

The Final assignment award will be on the basis of **Least Cost Method** among the technically qualified bidders. The successful bidder will have to sign an Agreement on stamp paper/E stamp Paper with the FATA University as per Annexure-I and every document submitted in the tender proposal as well as the policy documents. Number of Security Guards required may be increased or decreased as per requirements of the University. The FATA University reserves the right to cancel the process at any time as per Government Policy with cogent reasons.

14. Agreement (Annexure-I)

This agreement is made on _____ 2026 and enforced with effect from _____ between the M/S _____ hereinafter referred to as First Party or "Service Provider" (which expression shall include its legal representative, assignees and administrators of the second part). The FATA University, FR Kohat hereinafter referred to as Second party:

Therefore, both the parties have agreed to the following terms and conditions:

1. The agreement between the parties is initially for 01-Year commencing w.e.f. date of signing of the Contract subject to terms and conditions mutually agreed between the parties, and extendable by mutual consent of both the parties.
2. The Second Party should pay the Service Provider a monthly amount of Rs. _____/- for the services mentioned in RFP/Tender documents.
3. The Second Party shall pay the company an amount mentioned in para-2 above by 10th of each month in lump sum through cross cheque/E-payment in the name of Company of Service Provider after deduction of government taxes etc.
4. The appointees will operate in the Head office on the direction of the authorized staff of the FATA University and in case of any issue, it will be reported to Security Company immediately for rectification.
5. The Service Provider will be responsible to always ensuring proper replacement / relief of Security Guards including holidays, claiming no extra remuneration.
6. In consonance with the proceeding clause, the Service Provider will be responsible to depute a total of _____armed security guards (preferably armed forces servicemen) on the places indicated by authorized officers of the FATA University for 24 hours on 12 Hours Shift basis.
7. The staff is bound to perform their duties at the appointed locations only. The Service Provider will be responsible for any illegal act of staff. In case of any untoward loss, a joint inquiry will be held to investigate and apportion

responsibility accordingly.

8. In case of Security Personnel proceeding on leave or does not arrive on duty due to any reason, the Service Provider will be responsible to provide alternate security guard at his/her place.
9. On a written report from employer, unsuitable guard (s) will be replaced within 24 Hours by the Company.
10. The responsibility to pay compensation in shape of provision of medical, housing, transportation facilities etc. or payment of monetary compensation in case of on-duty injury / death of a security guard shall lay on the Service Provider. The second party at no extra cost i-e The FATA University.
11. The FATA University is at liberty to terminate the contract at notice (in writing) of 01-Month in advance with justified reason (s).
12. The Company can terminate the Contract of Service Provider for poor performance and violations of terms and conditions of the Contract. In such case Performance Security of the Service Provider will be forfeited.
13. The University shall have the right to increase or decrease the security guards at any time.
14. The Vice Chancellor, FATA University will act as Arbitrator under the Arbitration Act in case of any dispute arising out of the agreement.
15. The Service Provider will be responsible for the Uniform, Shoes, Weapons, and a Metal Detectors required by security personnel at the premises.
16. All necessary including KPRA taxes on services will be deducted as per Government Policy.
17. SOPs (Standing Operating Procedures) and security instructions for deployment of guards will be provided by the Second Party's Authorized Official and all guards will abide by these SOPs/ instructions fully.
18. Contract will be revived, revised and renewed in the last month of the expiry of contract on the conditions specified in other sections or mutually decided later on.
19. The Hiring / Firing of those Guards allotted to the FATA University shall be done through the consent of Second Party.

20. The Scope of Work and other Terms and Conditions mentioned in Tender Documents are part and parcel this Agreement.

21. The successful bidder (Services Provider) shall be required to furnish a Performance Guarantee, equivalent to one month's security services Charges in the form of a Bank Guarantee or Bank Draft/CDR in favor of the VC, FATA University, within one week of the issuance of the Letter of Award/signing the Contract Agreement. Failure to submit the Performance Guarantee within the stipulated period shall render the award of contract liable to cancellation, and the Bid Security/Earnest Money Deposit (EMD) shall be forfeited in favor of the University. The Bid Security of the successful bidder shall be adjusted against the required Performance Guarantee

14. Service Level Agreement

Each non-compliance of the Scope of Services, Term and Conditions of the Contract will be penalized. The following penalties will be applicable and will be deducted from the monthly charge of the Service Provider: -

S. No	Violations	Penalty in PKR
1	Security Personnel not wearing proper Uniform or in shabby conditions or untidy	Rs. 1000 per instance
2	Misbehavior with staff or Visitors	Rs. 500 per instance
3	Not carrying required weapons detectors or whistle	Rs. 500 per instance
4	Late arrival to duty	Rs. 500 per hour
5	Absence from duty (if not replaced)	Rs. 500 per day
6	Laziness during duty	Rs. 200 per instance
7	Damage or loss to the FATA University's property	Equal to the loss Amount By Joint Inspection Committee.

8	Smoking in office	Rs. 1000 per instance
9	Not following instructions of the FATA University's authorized representative	Rs. 500 per instance
10	Misuse of the FATA University's assets such as Air-conditioning, Light etc.	Rs. 1000 per instance
11	Sleeping during duty	Rs. 2000 per instance
12	Any other violation of the Contract	Rs. 500 per instance

The contract shall be governed by and constructed in accordance with the laws of Pakistan / SBD of KPPRA Rules 2014 (amended till date) For Services. In witness whereof both parties have set their hands on the date and day mentioned above.

Party-1

Party-II

For Security Company

For FATA University

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Company Seal: _____

Official Seal: _____

Date: _____

Date: _____

WITNESSES

Witness 1

Witness 2

Name: _____

Name: _____

CNIC: _____

CNIC: _____

Signature: _____

Signature: _____

15. Proposal Submission Form (Annexure-II)

To
The Director Administrations,
FATA University FR Kohat.

Dear Sir,

We, the undersigned, offer to provide security services to all employees of the FATA University in accordance with your tender Notice dated _____. Our attached Financial Proposal is for the sum of Rs: _____. The amount is inclusive of Provincial and Federal takes, which shall be levy on such services.

Our financial proposal shall be bidding upon us subject to the modifications resulting from agreement negotiations, up to expiration of the validity period of the Proposal, i.e. Before the date indicated in Bidding Document / Contract.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely

Authorize Signature [in full and initials: _____

Name and title of Signatory: _____

Name of Firm: _____

Address: _____

Financial Evaluation Form

(For 3 Shifts – 08 Hours Duty)

Item	Description	Qty	Unit Rate (Excl. Tax)	Taxes	Unit Rate (Incl. Tax)	Total Cost
1	Security Guards (Male)	27				
2	Security Guards (Female)	03				

Total Amount in words:

Authorized Signature with Company Seal

16. Undertaking for Proposal (Annexure-III)

To,

Director Administration,
FATA University, FR Kohat

Dear Sir:

- a. We (Name and Address of the Bidder), having read, understood and accepted the RFP/Tender Documents, including the Addendum (s), if any, offer to provide security services to the FATA University in conformity with your Tender Notice dated _____ in ____ published subsequently on EPADS/KPPRA website.
- b. We undertake that the Tender shall have a minimum validity period of 90-days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
- c. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of the award of the tender.
- d. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this _____ day of 2026

Signature: _____

CNIC: _____

Name: _____

Designation: _____

Address: _____

Note: The Tender Form should be on the letter head of the Bidder.

17. Undertaking for Bidder (Annexure-iv)

As owner (s) of

M/s _____

It is certified that I/We:

- c) Are provider of Security Services with more than 10 years of experience;
- d) Accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- e) Shall observe all the conditions and rules/ regulations framed by Government of the Pakistan and security companies' guidelines for the purpose and shall provide security services as per specifications and the terms and conditions of this Document;

Signature and Stamp of the Bidder