



GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS OFFICE
20 Mauve Area, G-9/1, Islamabad

TENDER NOTICE NO. 02 / 2025-2026

FOR PROVISION OF SECURITY GUARD SERVICES

Large Taxpayers Office Islamabad invites sealed bids (Single Stage Two Envelope) from GST/ Income Tax Registered and Well-reputed Security Service Companies having their registered office in Rawalpindi / Islamabad for Provision of Security Services;

S. No.	Description	Detail
1.	Security Guards Services	Tender documents and TORs can be obtained/ downloaded from PPRA website/E-Pads

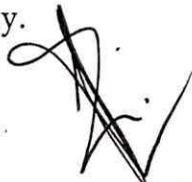
TERMS AND CONDITIONS;

The intending bidders participating in the bidding process shall provide/upload on E-Pads the following Documents:-

1. Company / Firm Profile.
2. Have valid and active National Tax Number and Sales Tax Registration Number.
3. Affidavit declaring that the Company is not blacklisted by any Government Department - Federal or Provincial.
4. Statement of standing experience in the relevant business.
5. Any other formality / document that may be required by the department.
6. Quoted rates shall be applicable up to 31.10.2026.
7. Hard copy of bid money/security shall be submitted in Office of the undersigned before 1200 Hrs on the opening date.

INSTRUCTIONS FOR BIDDERS;

1. Tender documents of the above mentioned services may be obtained/downloaded from PPRA website/E-Pads. Tender document includes technical qualification criteria.
2. Rates should be quoted inclusive of GST. Income Tax and GST withholding will apply as per prescribed rates.
3. Sealed bids shall reach in office of the undersigned and be uploaded on E-Pads on or before 30-09-2025 at 12:00 p.m. The tenders will be opened by the Purchase Committee in the presence of bidders or their representatives at 12:30 p.m. on the same date.
4. Rs. 200,000/- of bid money of quotation (refundable) in the name of DDO, LTO, Islamabad in the shape of Pay Order should accompany with the quotation.
5. Services are required on full-time basis. Minimum wage rate as prescribed by the Government will be ensured.
6. Agreement will be executed initially for a period of one (01) year which will mutually be extended for further one (01) year on same terms and conditions. However, the agreement can be terminated by either side through one month written notice.
7. The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule-33, Public Procurement Rules, 2004.
8. In case of unsatisfactory services during the year, the bid security will be forfeited in favour of Department and firm will be black-listed along with any other punitive measures that may be taken.
9. The Purchase Committee shall announce the results of bid evaluation to the firm giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.
10. Incomplete bids / offers will not be considered in any case.
11. All Terms and Conditions contained in PPRA Rules, 2004 as amended vide S.R.O. No. 140(I)/2021 dated 2nd February, 2024 shall apply.


(MUHAMMAD SAQIB ABBASI)
Secretary Purchase Committee
LTO, ISLAMABAD
Phone No. 9106136/9106612



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS' OFFICE
Plot No. 20 Mauve Area, G-9/1, Islamabad**

TENDER DOCUMENT

FINANCIAL YEAR: 2025-2026

FOR PROVISION OF SECURITY GUARD SERVICES,

NAME OF FIRM M/S

**FURTHER TO OUR ADVERTISEMENT IN THE PPRA AS WELL AS IN NEWSPAPERS
PROVISION OF SECURITY GUARD SERVICES, YOU ARE INVITED TO SUBMIT
YOUR BIDS IN THE LIGHT OF DETAILS GIVEN BELOW**

1.0 CONTRACT

The Contract shall mean the agreement entered between the parties i.e "the purchaser" (Large Taxpayers Office on the behalf of the President) and the "Seller" (Bidder).

2.0 DETAILS OF SERVICES

As per Annexure "A".

3.0 RECEIPT AND OPENING OF TENDER

Sealed tenders (Single stage Two envelops) should reach this office on 30-09-2025 (Tuesday) by 12:00 p.m and will be opened on same day in the presence of the bidders or their representatives at 12:30 p.m. (In case of Government holiday next working day will be considered)

- Envelops should be marked separately as Technical and Financial.
- For any clarification or further information in necessary, the bidders may contact Secretary Purchase Committee Office of the Chief Commissioner Large Taxpayers Office, Islamabad on Phone No. 051-9106136/051-9106612

4.0 RATE

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Rates would be valid for one year up to 31.10.2026.

5.0 BID SECURITY

Bid may be accompanied with call deposit of Rs. 200,000/- of the bid price as earnest money in favour of Drawing & Disbursing Officer LTO, Islamabad.

6.0 BID VALIDITY

Bids shall be valid for a period of 30 days after its receipt.

7.0 RIGHT RESERVED

- The purchase Committee reserves right to accept/reject any or all tenders without assigning any reason
- The competent authority reserves right to increase/decrease the number of persons of Security staff in the tender

8.0 DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- Tender submitted without earnest money.
- Offers received after specified date and time.
- Offers received without any of documents required in tender
- Concealment, mis-statement etc.

9.0 EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation, and compliance to specification and rate. Sample be also submitted where required.

10.0 TERMS OF PAYMENT

- The payment will be made in full on monthly basis after satisfactory discharge of services of company/firm
- Income tax and sales tax at source will be deducted as per rules/order in vogue.

11.0 GENERAL INFORMATION

- Company Name & Address.
- Year of establishment in Pakistan
- List of the other products marketed by the company.
- Office in Pakistan



(MUHAMMAD SAQIB ABBASI)
SECRETARY PURCHASE COMMITTEE
LTO, ISLAMABAD

SECURITY GUARDS SERVICES

It is informed that the Building of Large Taxpayers Office Islamabad is one of the high raised structure. In order to cope with the security threat, a dedicated security staff needs to be deployed to take due care of the situation arising from time to time. The building of Large Taxpayers Office is the main road which often used by a number of VVIPs, foreign dignitaries and High Government Officials besides a large number of general public. A continuous Argus eye needs to be placed upon them to supervise their deployment and working. A full fledged security staff consisting of Security Guards is a prerequisite to be deployed in the building.

This office intends to hire the Services of Security of Eighteen (18) Security Guards (17 Guards & 01 Supervisor) on the following Terms and Conditions:-

JOBS/TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES

- a. The firms will provide NOC from Ministry of Interior.
- b. The institute will maintain the attendance register for security personnel.
- c. The Security Guards should be physically fit & strong, mentally alert and preferably in the age group of 40-50 years. Minimum 10th Standard education is a must for the guards. Preference will be given to agency offering Ex-servicemen
- d. All security guard should wear clean uniforms, shoes, belts, caps, name plate and badges regularly supplied by the agency.
- e. Security Guards will be responsible for the security of LTO Building.
- f. Security Guards will also be responsible to check all incoming and outgoing vehicles at the gates. Any suspicious, doubtful, problems, they may report immediately to their supervisor who further report to Administrative Officer for necessary action.
- g. The Security Guards will have to maintain exemplary discipline and be polite always and should follow the rules of LTO, Islamabad issued from time to time.
- h. The duty hours of the Security Personnel will be 12 hours per day during the month.
- i. The Security Agency should sign an agreement for acceptance of contract.
- j. The period of contract is one year. The contract can be foreclosed without assigning any reasons by giving one month's notice on either side.
- k. The Security Guards are expected to know firefighting in case the situation demands.
- l. Materials or things should be allowed to move out of LTO Building only with proper gate pass issued by the Security Officer/ Administrative Officer. A register must be maintained for the materials movement.

- m. Monthly bills will be paid by cheque only to the agency and the institute will not take any responsibility to pay salary to the security guards of others.
- n. In case of emergency or on special occasions when more security guards are required by the office, additional security guards should be provided by the agency at short notice in addition to the regular member of guards on additional payment at the agreed rates on man-day basis.
- o. The Security Guards should not be changed during the period of contract unless for valid reason
- p. Security Company fulfilling the eligibility criteria as mentioned in Technical qualification will be evaluated on point basis. 70% marks are essential to qualify for bidding process.
- q. The Procurement Authority reserves the right to invite the next lowest bidder in case the 1st bidder is unable to complete the requisite equipments or pre-decided formalities.
- r. Services should be up to the standard and satisfaction of the Administration.

TECHNICAL QUALIFICATION EVALUATION MARKS

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| a. Security Firm having its own Training School duly accredited by MOI.
Nos. | 15 |
| b. Security Firm registered with EOBI and PESSI
Nos. | 10 |
| c. Security Firm having operational Experience of more than 20 years
Nos. | 10 |
| d. Firm having international and local clientele.
Nos. | 10 |
| e. Firm having over 12000 static guards nationwide.
Nos. | 10 |
| f. Firm with valid ISO Certificates
Nos. | 10 |
| g. Firm having valid AK-47 License.
Nos. | 10 |
| h. Vendor Number should be allotted from AGPR.
Nos. | 10 |
| i. The firms having audited accounts/reports for at least three years.
Nos. | 15 |