

From The Inspector General of Police,
Punjab, Lahore.

To The Additional Director,
Computer Bureau, Police Department,
Punjab, Lahore.

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14-02-2020

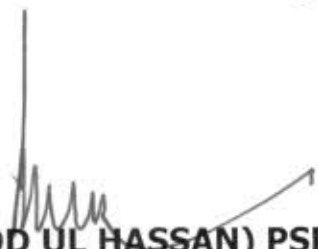
No. AD-III/ 3190 /E-XV,

Dated 13/2 /2020.

Subject: - **INVITATION NOTICE FOR PRE-QUALIFICATION OF THE FIRMS/ TESTING AGENCIES FOR RECRUITMENT IN PUNJAB POLICE.**

Memo:

An invitation for pre-qualification of firms for recruitment in Punjab Police is enclosed herewith for floating on Punjab Police website accordingly, under intimation to this office.


(MAQSOOD UL HASSAN) PSP
DIG/Establishment-II,
For Inspector General of Police
Punjab, Lahore.

CC.

Add; IGP/Establishment, Punjab/CPO.

S.A/RCB

Co - 1 to 2

PUNJAB POLICE
Bidding Documents

for

Hiring services of registered testing agency for conducting
recruitment tests for various

vacant positions

1. Description of Work

Punjab Police invites technical and financial proposals/bids from well reputed testing agencies/companies/organizations registered in Pakistan for providing the services to conduct the written/skill tests in Pakistan for selection of the best human resource in efficient, fair, transparent, merit based and reliable manner. The selected testing agency will be bound to comply with all instructions provided in the Scope of Services as provided in this document.

Timelines/Deadlines

- Bids submission deadline: **28.02.2020**
- Opening of Technical Bids: **28.02.2020**

2. Responsibilities of the Testing Agency

The selected testing agency shall be responsible for the following activities as a scope of work (but not limited to it) and as per guidelines Punjab Police:

- i. The selected agency will hold tests in accordance with requirements of various posts like Constables, Intelligence Operators, Senior Station Assistants, Police Station Assistants, Hardware & Network Technicians & Sr. Procurement Specialist etc. or any other portfolio for appointment in the Punjab Police.
- ii. The selected company shall be responsible to coordinate with the Punjab Police to develop the "Guidelines for Candidates" which would serve as a guiding tool for the candidates taking written/Skill test. The Guidelines may include a sample/model paper for such tests.
- iii. The selected agency shall be required to register candidates for taking requisite tests for selection against the vacant posts. The agency shall assign an "Application No.", Roll Number with record of "Date of Receipt of Application" along with the record of particulars of Fee Challan paid in banks. The "Application No." and "Date of Receipt of Application" should be duly traceable, if required and will be provided to the applicants as acknowledgement of receipt of application. The agency shall ensure a mechanism that no application is entertained after the expiry of last date of submission of applications. However, the registration forms received after the

deadline shall duly be recorded to ensure transparency and proper record keeping for further reference.

- iv. The selected agency under no circumstances shall receive any application directly from any candidate in person/ by hand but to register candidates who send their applications forms via courier/registered postal mail/online.
- v. The agency shall develop a valid and reliable database for maintaining record of all applicants against advertised posts. This database containing classified information will not be used for any other purpose.
- vi. The agency shall be responsible for answering and redressing any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty / ambiguity faced by them during the process, by maintaining an exclusive telephone facility in addition to emails, SMS etc.
- vii. It will be responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respects; in case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to Punjab Police. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- viii. Lists of eligible candidates along with their roll numbers and test venue details etc. shall be uploaded on the Testing agency's website well in time before the test date. Also SMS and/or emails (if applicable) will be sent to each candidate informing him/her of the particulars mentioned on roll number slips so as to ensure his/her participation in the Test.
- ix. The agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates ensuring timely delivery through a courier service/SMS/Pakistan Post/E-mail.
- x. The agency shall arrange test centers / examination halls through its own resources ensuring all types of arrangements viz. security,

arrangement of invigilators, and other facilities etc. for the smooth holding of tests.

- xii. The selected executing agency shall be responsible to keep record of all registration/application forms for at least one year after completion of the project. Furthermore, the agency shall provide any or all registration/application form(s) to Punjab Police as and when required. However, record keeping mechanism/methodology may be finalized as per the comfort of Punjab Police in the agreement signed with successful testing agency.
- xiii. The agency shall also take attendance sheets from each center.
- xiv. The agency shall print and display instructions for candidates at each test center at prominent places.
- xv. The selected agency must ensure that the test process is fair, transparent, secure and open to audit by external auditors. This is a key requirement on the part of the agency as the result of written test is a prime determinant for final selection. The Testing Agency shall allow presence of authorized officers from Punjab Police at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.
- xvi. The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written/skill /Psychological test(s).
- xvii. Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheets under supervision of authorized officers shall be the responsibility of the testing agency.
- xviii. The selected agency shall develop MCQs/Descriptive type tests for various posts. The portions of the test and their weightage shall be decided in consultation with Punjab Police.
- xix. The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Punjab Police after announcement of the written test result.
- xx. The testing agency shall be bound to provide original or authentic copy (whichever is applicable) of any record related to this

- Recruitment if so required by the Punjab Police.
- xxii. The test shall be conducted at the convenient locations in **all the district of Punjab, irrespective of number of candidates**
 - xxiii. The selected agency shall provide a merit list of the candidates taking written test as per merit criteria provided by Punjab Police **within Fifteen (15) days**. Merit list will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC No., father name, employment record, address, domicile, mobile no., alternate phone, fax and email etc.
 - xxiv. The selected testing agency shall share all documents and data with Punjab Police relevant to the selection process in both hard and soft copies.

3. Terms & Conditions

- i. Proposals must reach the office of DIG/Establishment-II, CPO, Punjab.
- ii. Technical and Financial proposals should be submitted in separate envelope with words "Technical Proposal" and "Financial proposal" should clearly be written on the top left corner of envelop. Technical Proposals will be opened on due date and time as in Tender Notice, by the Purchase Committee in presence of bidders or their authorized representatives who will attend the proceedings. The bids will be scrutinized for initial screening in the light of core requirements of the procuring agency (like Bid Security, NTN/Sales Tax Numbers, Affidavit of Non-Black Listing of firm, required experience for taking such test for Government agencies etc.). The bids of bidding firms who do not qualify in initial screening will be rejected straight away and no Technical Evaluation will be carried out but returned to the respective bidders. The bids found qualified in initial screening will be considered for Technical Evaluation. After Technical evaluation, Financial Proposals of only technically qualified bidders will be sought on a date/time to be announced subsequently.
- iii. The Financial Proposal shall be inclusive of all applicable taxes and must be quoted in Pak Rupees as per format given in the bidding documents.
- iv. **Bid security amounting to Rs.200,000/-** (Rupees two hundred thousand only) in shape of Bank Draft, Pay Order etc. in favor of Punjab Police, **must be attached with Technical Proposal.**
- v. **Affidavit on stamp paper (original and latest)** of Rs.100/- duly

attested by Notary Public showing that company has never been blacklisted by any Government/semi Government/autonomous body: no Inquiry is pending before NAB/FIA and no incidence of paper leakage.

- vi. **The bidding firms should have been registered with Sales Tax and Income Tax Departments** (copy of NTN certificate & Sales Tax certificate must be provided).
- vii. The bidding firms must produce proof of financial soundness (Bank Statement / Turnover of **latest 03 financial years** (2017, 2018 and 2019 in PKR).
- viii. The bid validity period will be effective till completion of whole process.
- ix. Punjab Police reserves right to reject any or all the proposals, submitted in response to this RFP/tender notice prior to acceptance as per Rule-35 of Punjab PPRA-Rules 2014.
- x. Incomplete proposals will be rejected.
- xi. Bids received through fax/Telex/email and after due date/ time will not be considered.
- xii. As per Punjab PPRA-Rules 2014, the Successful bidder will be bound to submit **Performance Bank Guarantee ("PBG")/Security @ 5% of the estimated contract value** which will be released after successful completion of project or may be forfeited if the performance of the bidder is found to be poor/unsatisfactory.
- xiii. All applicable taxes will be deducted as per rules and shall be the responsibility of the bidder.
- xiv. Any delay in conducting the written test and sharing of results with Punjab Police will attract penalty of 0.25 % per day after given timeline, of the total contract price. Punjab Police reserves the right to recover penalty by adjusting the payment to be made to the testing agency or from the Bank guarantee. In case recovery is made through bank guarantee then the testing agency will be bound to resubmit, without loss of time, the full bank guarantee, provided the agreement is not terminated. However, Punjab Police reserves the right to relax the penalty if it is satisfied by the written justifications provided by testing company giving reasons beyond their control or because of force majeure. In any case relaxation of penalty rests with the satisfaction of Punjab Police.
- xv. Punjab Police shall have the exclusive rights to undertake surprise check of the center where written test would be or being conducted.

- xvi. The contract will remain valid for a period of one year and the Testing Agency will be bound to undertake the responsibility of conducting test on the quoted fee in respect to different posts announced by the Punjab Police.
- xvii. **Based on the performance of Testing Agency, the Punjab Police shall have the powers to consider extension in contract period for taking another assignment of the Punjab Police by the approval of the appropriate committee including reps of the departments for another period of one year as may be deemed appropriate.**

4. Technical Evaluation Criteria

For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this RFP, the following criteria will be applied. For this purpose the agencies shall submit documentary proof along with the Technical Bid in shape of sections, chapters, Annexure etc. in an organized manner and as per requirement /format mentioned in the bidding documents.

Note. A company obtained 70 marks in the technical evaluation criteria below will be qualified and the financial bids will be opened only of the successful bidders.

Sr. No.	Description of work/ requirement	Marks Breakup
1	<p>Company Profile and Experience: Must be a registered body with SECP and having experience of similar work of test conducting in government agencies and its departments.</p> <p>03 Years More than three years</p> <p>Note. Company having less than 3 years' experience will be dis-qualified. Company experience will be considered for registration with SECP.</p>	<p><u>20 Marks</u></p> <p>10 Marks 20 Marks</p>
2.	<p>Client & Coverage: Number of the clients may be the Banks /Financial institutions/Government clients /Other clients.</p> <p>i. 05 clients ii. 10 clients iii. 15 clients iv. 20 and above</p>	<p><u>20 Marks</u></p> <p>05 Marks 10 Marks 15 Marks 20 Marks</p>

	Note. Less than five clients will have no marks. Completion certificates must be attached otherwise no mark will be awarded.	
3.	Annual Turnover: Total business of last 03 financial years (in Millions) i. Year 2017Rs. 1 to 10 millions ii. Year 2018Rs. 1 to 10 millions iii. Year 2019Rs. 1 to 10 millions Note. Annual turnover as per auditor report in the respective financial year. However, for year 2019 the bank statement up to 31 May, 2019 may be considered instead of auditor report.	<u>20 Marks</u>
4.	i. Management Experience having degree of MBA and work experience from one to ten years ii. Faculty experience from one to 20 years iii. NTN certificate, STRN registration, Never blacklisting certificate, no litigation certificate, no inquiry certificate iv. Conducting of law and enforcement agency test certificate etc. Note. Company not fulfilling the condition No. III will be disqualified.	<u>20 Marks (Break up)</u> i. 05 marks ii. 05 marks iii. 05 marks iv. 05 marks
5.	i. Detail of the offices alongwith addresses and phone number of the requisite stations. ii. ISO certificate	<u>10 Marks</u> i. 05 Marks ii. 05 Marks
6.	Presentation	<u>10 Marks</u>

Important Note:

- i. Punjab Police shall have the right to contact clients of the testing firm/ agency to verify performance of the testing firm/ agency.
- ii. Punjab Police shall have the right to contact the complainant regarding the details of the complaints against the testing firm/ agency.
- iii. Each page of the bid (Technical & Financial) must be signed and stamped by authorized officer of testing Agency/bidder.

- iv. No document will be accepted after bids submission timelines/deadlines. However, Punjab Police may ask the bidder for any clarification.
- v. Documentary evidences for above mentioned criteria in Technical Bid in the shape of chapters with proper page marking and referencing to relevant documents/evidences in the summary/title page etc. may be provided.
- vi. Relative marking will be observed for Evaluation Criteria.

DIG/Establishment-II

For Inspector General of Police Punjab.

5. Implementation & Payments schedule

- i. Signing of Agreement/contract within 15 days after the letter of acceptance.
- ii. Submission of un-conditional and irrevocable Performance Bank Guarantee ("PBG") equal to 05% (Five Percent) of total contract price (initially based on estimated cost and finally the successful bidder have to adjust the PBG amount to make it exactly 5% of contract value, when actual data of costing would be in hand), valid till completion of project.

6. Format for Technical Proposals

In addition to the format given as **Annexure-A & B**, the technical proposal should be comprehensively prepared, presented and structured in the form of chapters to include, but not necessarily be limited to, the following information. Supporting material should not be part of the main proposal but be placed in annexure.

Note: During the technical evaluation a bidder or all bidders may be called for detail technical presentation/clarification, if desired by Punjab Police

6.1 General

The bidders should provide the following:

- Name of the participating agency/Agencies.
- Number of years of incorporation of the participating agency/Agencies.
- Value, Size and Nature of contracts in hand and contracts completed, in tabulated form.

LATE BIDS: Any bid received, after the deadline for submission of bids, will be rejected and/or returned unopened to the Bidder on his postal address whichever the case may be.

6.2 Financial Capabilities

The bidder shall describe the financial position/strength/soundness of his agency. Business Statement for (at least) last 3 years should be included in the Technical proposal. Besides, the bidder shall provide information (including financial value of contracts) of any major contract that has been awarded to them

or their business partners or equity holders, where it is felt that this would be beneficial in supporting their response to this bidding document. The National Tax Numbers and Sales Tax Registration Numbers of the company and/or partners should also be indicated (Photo copies of concerned documents should be attached with technical proposal).

6.3 Relevant Experience

Bidder should have relevant experience (Recruitment Tests) of such work with Banks/ Financial Institutions /Government / Semi Government / Autonomous or Financial Sector Organization to be provided according to the following format. Photocopies of proofs of such work may also be attached.

S#	Nature of Contract in Brief	Value of Contract	Size of Contract (e.g. No. of candidates participated / services delivered etc.)	Name of the Client with Contact person & Contact Details

6.4 No Erasures or Alterations

Techno-commercial details must be filled up completely. If any shortcoming(s) / discrepancy (ies) is / are found in the documents/parameters mentioned in the RFP of any Testing Agency during the evaluation stage, the testing agency will not be considered for empanelment /contract. Further, no alterations or erasures shall be allowed after submission of the bid.

7. General Terms & Conditions

7.1 Earnest Money/Bid Bond

An earnest money/bid bond is required and acceptable in the shape of a Bank Draft/Pay Order/Demand Draft/ Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, of rupees two hundred thousand (PKR 200,000/-), in favor of Punjab Police. The Bid Bond must be submitted with the SEALEDTECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted.

7.2 Performance Bank Guarantee. ("PBG")

The successful vendor shall be required to submit an un-conditional and irrevocable PBG, a sum equivalent to Five Percent (05%) of the total contract value valid till completion of the contract. This PBG shall be issued by any scheduled bank operating in Pakistan in shape of CDR only and the value for the outstanding deliverables of the contract will remain valid until the final and formal termination of Contract by Punjab Police. The PBG should be accompanied by an

undertaking on Rs.100 (Pak Rupees One Hundred Only) Stamp Paper mentioning the detail of CDR which is submitted as Performance Bank Guarantee (the detailed contents of undertaking may be obtained from procuring agency). Punjab Police may forfeit the PBG if the bidder`s performance is found to be poor or bidder breaches any of its obligations under the contract agreement or published RFP besides black listing the testing agency or any other action taken under the law or all.

7.3 Currency

All currency in the proposal shall be quoted in Pak Rupees (PKR) only.

7.4 Withholding Tax, Sales Tax and other Taxes/Levies

The Government shall deduct tax/duties at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any bidder who signs the contract with the Punjab Police. The bidder will be responsible for payment of all applicable taxes/duties on transactions and/or income, which may be levied by government from time to time.

7.5 Contracting

The selected Testing agency will sign the Contract with Punjab Police within fifteen (15) days of issuance of acceptance letter.

7.6 Governing Law

This RFP and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan/Punjab Province. The Government of Pakistan/Punjab and all bidders responding to this RFP and parties to any contract executed pursuant to this RFP shall submit to the exclusive jurisdiction to Courts at Lahore.

7.7 Acceptance Criteria

As per PPRA Rule- 2014 - Single Stage Two envelopes bidding procedure, the proposals will be evaluated technically first. 70% marks are the qualifying marks. Financial bids of only technically qualified bidders will be opened.

Firms securing 70% or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. The contract will be awarded to the qualified bidder under quoted lowest rates.

7.8 Technical Evaluation

Preliminary scrutiny (Initial Screening) of technical bids will be done on the basis of following parameters which are pre-requisites; non-compliance of any of following clauses shall disqualify the bidder straight away.

7.8.1 Have been in the same business for at least two years.

7.8.2 The Testing Agency is registered with Tax Department (Income tax, sales tax etc.)

7.8.3 Affidavit on stamp paper (original and latest) of Rs.100/-duly attested by Notary Public, showing that bidder is not black listed from any government department and no suit/inquiry is pending against then in any court of law/NAB/FIA.

7.8.4 Bid Security as earnest money placed in the Envelope of Technical Proposal/Bid of required amount and shape as mentioned in Tender Notice and Article-3(V) of this RFP.

7.8.5 100% compliance of all clauses of this RFP.

For technical evaluation, a summary may be furnished on the following format. (Annex-A)

S. #	Technical Evaluation Criteria	Maximum Marks	Reference
A		20	Place at Page No. ___ of Bid
B		20	Place at Page No. ___ of Bid
C		20	Place at Page No. ___ of Bid
D		20	Place at Page No. ___ of Bid
E		20	Place at Page No. ___ of Bid

Format for Financial Proposal

(Annexure-B)

Sr. No.	Per Candidate Fee* (Rs.) (Including all applicable taxes)

Note: After closing date and time no bid will be entertained.

CHECK LIST OF DOCUMENTS

Sr. #	Information/documents	Firm Name	
a.	Registration with Sales Tax and Income Tax Departments.		
b.	Copy of NTN certificate.		
c.	Copy of Sales Tax certificate.		
d.	Affidavit on stamp paper (original and latest) regarding blacklisting.		
e.	Bid security.		
f.	Proof of financial soundness/ Turnover of last 03 financial years (2017, 2018 and 2019 in PKR) as per audit reports.		