

BIDDING DOCUMENT

FOR

HIRING OF TESTING SERVICE / AGENCY



(YEAR 2021-22)

**PUNJAB POLICE DEPARTMENT
GOVERNMENT OF THE PUNJAB**



Police Department Government of Punjab

Invitation of bids/offers for hiring Testing Agency for conducting test for recruitment

Government of the Punjab, Police Department intends to invite bids/offers from eligible Firms/Testing Agencies registered with SECP/PRA/Tax Department having valid and active NTN & GST numbers, for the following Services:

- i. Processing of Applications
- ii. Written Test
- iii. Typing/Proficiency Test
- iv. Psychological Test
- v. Result
- vi. Any other services mentioned in the Bidding document.

The bids shall be received under “Single Stage – Two Envelope”, comprise a single package containing two separate envelopes. Each envelope shall contain separately the ‘Technical Proposal’ and the ‘Financial Proposal’. The envelope colour of **Technical Proposal should be ‘Khaki’**, while the **Financial Proposal should be ‘White’** alongwith all prescribed/related bidding documents.

Bidding documents are available at Punjab Police website <https://punjabpolice.gov.pk>; and can be downloaded or purchased from the office of the undersigned, on written request on the firm’s letter-head, **upto 25.05.2021, during office hours (09:00 am to 05:00 pm)** at the cost of Rs.200/- on production of Challan form (32-A) of Rs.200/- deposited in Government Treasury under Head “**CO2636-Police-Fees, Fines & Forfeitures**” in the NBP/State Bank of Pakistan, Lahore. Bids/offers shall be received by hand or through registered mail in office of the undersigned till **26.05.2021 before 11:30 a.m. and shall be opened at 12.00 hours on same day.** Late bids/offers will not be entertained.

Police Department will not be responsible for any cost incurred in submission of documents and reserves the right to cancel the process.

DIG/Establishment-II,
for Provincial Police Officer/IGP
Punjab, Lahore
Govt. of the Punjab, Police Department,
CPO Complex, 1st Floor Room No.116,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99211754
Website: www.punjabpolice.gov.pk

DISCLAIMER

1. This Bidding Documents is provided to the recipient solely for use in preparing and submitting "Technical and Financial proposals" in connection with the engagement of a Testing Service Provider /Companies who will carry out the Assignment as further detailed in this Bidding Documents. This Bidding Documents is being issued by **Punjab Police Department**, Government of Punjab solely for use by the Applicants in considering the Assignment enumerated hereunder.

(HIRING OF TESTING SERVICE PROVIDER /COMPANIES FOR THE PURPOSE OF SELECTING THE SUITABLE CANDIDATES TO FILL THE VACANT POSTS (AS & WHEN REQUIRED) FOR PUNJAB POLICE DEPARTMENT DURING THE YEAR 2021-22).

2. The evaluation criteria have been laid down for the purpose of selection of the Applicants. Punjab Police Department or its affiliated entities, or its consultants, advisors, employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with bidding process for the Assignment and the same shall have no liability for this Bidding Documents or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Assignment. Punjab Police Department nor its employees, personnel, agents, consultants, advisors and contractors etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this Bidding Documents or otherwise in connection with the Assignment as contemplated herein.

3. The bid submitted by any of the prospective applicants shall be upon the full understanding and agreement of any and all terms of this Bidding Documents and such submission shall be deemed as an acceptance to all the terms and conditions stated in this Bidding Documents.

4. Any bid submitted by any of the prospective applicants shall be construed to be based on the understanding that the Applicant has done a complete and careful examination of this Bidding Document and has fully comprehended it in all nifty gritty.

5. This Bidding Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of the Government of the Punjab, Police Department that the Assignment will be awarded. The Punjab Police Department reserves its right, in its full discretion, to modify the Bidding Documents and/ or the Assignment at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, the Punjab Police Department reserves the right, in its full discretion, to cancel the Bidding and/ or Assignment at any stage of the bidding process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant in such an event.

6. Mere submission of these Bidding Documents does not vest any right in the Applicant for being selected for the assignment.

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1. INTRODUCTION

According to the vision of Chief Minister Punjab, Government of the Punjab is undertaking wide ranging reforms to improve public service delivery in Punjab and consequently recruitment of the requisite human resource at large scale is being done in the Punjab Police. As part of reform services, Punjab Police requires the services of Testing Service having expertise and established credentials in terms of Technical, Financial & Managerial Capabilities in providing **Testing Service** for the purpose of selecting the suitable candidates to fill the vacant posts (as & when required) for Punjab Police Department during the Financial Years 2021-22.

2. TENTATIVE SCOPE OF WORK

In collaboration with police department preparation of an efficient testing material to be executed from time to time for selection of suitable candidates to be recruited/appointed in the police department. To comply with all the standards for a merit based recruitment process contained in this document including following points:-

- i. Arrangements to be made with the Bank(s) for receipt of testing fees.
- ii. Short listed eligible candidates to be called for the written/proficiency test and interviews as per advice of the department.
- iii. Preparation of Question papers.
- iv. Issuance of Roll Number Slips to the shortlisted/eligible candidates.
- v. Arrangements to be made for the smooth conducting of written/proficiency test as per requirement of the department.
- vi. Evaluation of candidates by the checking their answer sheets.

3. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Punjab Police shall be written in English language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder shall be in the same language.

4. Documents Establishing Bidder's Eligibility and Qualification

- i. Pursuant to Instructions To Bidder (ITB) Clause relevant, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

- ii. The documentary evidence of the Bidder's eligibility to bid shall establish to Punjab Police satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under relevant ITB Clause.
- iii. The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to Punjab Police satisfaction:
 - a. That if a Bidder is a firm / company or organization has a valid certificate from Government entity in respect of its registration / renewal.
 - b. That the Bidder has the financial, technical and managerial capability necessary to perform the contract;
 - c. That the Bidder/ fulfils the qualification criteria listed in the Bid Data Sheet.

5. Conformity to Bidding Documents

- i. Pursuant to relevant ITB Clause the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of such services, which the Bidder propose to provide under the contract.
- ii. Documentary evidence of the eligibility of the bidder in form of literature, letter, work plan, scope of work etc. in accordance with terms & conditions given by the Punjab Police.

6. Period of Validity of Bids

- i. Bids shall remain valid for the period of one year after the date of bid opening prescribed by the Punjab Police, pursuant to relevant ITB Clause. A bid valid for shorter period shall be rejected by the Punjab Police.
- ii. In exceptional circumstances, the Punjab Police may solicit the Bidder's consent to an extension of the period of validity as provided in rules.

7. Sealing/Signing & Marking of Bids

The Bidder shall seal the bid(s) (technical and financial) in separate envelopes after duly marking each page and stamping, signing of the bid(s) (each page) and then separately in an outer envelope. The Bidder then pack and seal both the envelopes in main envelope with name and address of the Bidder and Punjab Police and tender title clearly mentioned. Unsealed, torn or unstapled bid shall not be considered.

8. Deadline for Submission of Bids

- i. Bids submission deadline: **26.05.2021 before 11:30 am.**
- ii. Opening of Technical Bids: **26.05.2021 at 12:00 hours.**
- iii. The Punjab Police may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents or on any other ground with intimation to all Bidders.

9. Late Bids

Any bid received by the Punjab Police after the deadline/date & time for submission of bids prescribed by the Punjab Police pursuant to said ITB Clause will be rejected and returned unopened to the Bidder.

10. Withdrawal of Bids

- i. The Bidder may withdraw its bid after its submission, provided the written notice of the withdrawal must receive in the office of Punjab Police prior to two (2) days of the deadline prescribed for submission of bids. In no case, late received written notice for withdrawal of bid as stated before shall be considered.
- ii. The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of said ITB Clauses. (That request/mail shall reach in Punjab Police within office hours- before the day stated above).

11. Process

Single Stage Two Envelop/process/ method shall be followed as provided hereunder in these bidding documents which is not contrary to any provision of laws/rules.

12. Opening of Bids by the Punjab Police

- i. The Punjab Police will open all bids in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified. The Bidders' representatives present with authorization letter and original Identity Card shall sign an attendance sheet evidencing their presence.
- ii. The Punjab Police shall have discretion to announce the withdrawal of any bid as requested by the Bidder as provided in preceding/ relevant part, whether in its presence or absence; or may call any detail(s) at the time of bid opening as deems appropriate. No bid shall be rejected at bid opening (after opening the bids), except for late bids, which shall be returned unopened to the Bidder or bids without bid security as provided and required. Once the bids are opened they shall be evaluated accordingly.

- iii. The bid without required documents/ documentary evidence, unsigned or unstamped documents or deficient in any manner shall not be considered for the evaluation. Evaluation of submitted proposal will be made on the basis of provided documents only and Punjab Police may forfeit the bid security in such eventuality if submitted bids are deficient or legally incorrect.

13. Clarification of Bids

- i. During evaluation of the bids/prior to the signing of the contract, the Punjab Police may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, (to be shared with all the bidders) and no change in the prices or substance of the bid shall be sought, offered, accepted or permitted.
- ii. The Punjab Police, during evaluation of the bids/prior to the signing of the contract may also ask for the following clarification inter alia;
 - a. Request for any technical information deemed essential for the development of the solution design document.
 - b. Familiarize themselves with the works to be performed in accordance with the Inquiry documents.
 - c. Request the locations, coordinates and Point of Contact (POC) from the concerned office.
 - d. Familiarize themselves with the working conditions, applicable laws and regulations, labor conditions, environmental aspects and all other conditions that can affect timely service.
 - e. Make his own arrangement and inquiries with regards to transportation of own staff and equipment.
 - f. The paper checking center(s) shall be categorically indicated.
 - g. Any other certificate that Punjab Police deems necessary for the said project.
- iii.
 - a. Punjab Police or its representative shall have the right to assign any team for inspection to confirm their conformity to the Contract.
 - b. Any other action may be taken by the Punjab Police to inspect or test.

14. Preliminary Examination

- i. The Punjab Police representatives (bid opening committee) shall preliminary examine the received bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, whether the bidding document fee is paid and whether the bids are generally in order.

- ii. The Punjab Police may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation or change the substance of the bid, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- iii. The bid security submitted by the bidders shall be verified from the respective bank at the time of bid opening or thereafter.

15. Award Criteria

- i. Subject to ITB Clause relevant, the Punjab Police will award the contract to the successful Bidder whose bid has been determined to be substantially responsive in accordance with the evaluation criteria and has been determined to be the lowest evaluated bid as defined in Rules.
- ii. In case if more than one Bidder quotes the same cost / equal (lowest bid) the Punjab Police may ask only to those lowest Bidder at once to submit their financial bids again.

16. Punjab Police Right to Accept or Reject All Bids

The Punjab Police reserves the right to reject all bids, or annul the bidding process at any time prior to contract award. In such rejection, Punjab Police shall incur no liability, solely or by virtue of its invoking the clause of rejection towards the Bidder or any obligation to inform the Bidder the grounds for the rejection of bids.

17. Commencement of the Contract

The Contract shall commence after its signing, subject to confirmation the performance guarantee (if any) from the concerned bank and satisfaction of the Punjab Police.

18. Grievance Redressal Committee

The Punjab Police (Add; IGP/Establishment) shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of Bidder (s) that may occur prior to the entry into force of the hiring contract.

- a. Any bidder feeling aggrieved by any act of the Punjab Police after the submission of his bid may lodge a written complaint concerning his grievances not later than ten (10) days after the announcement of the bid evaluation report.

- b. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- c. Mere fact lodging of a complaint shall not warrant suspension of the bidding process.

19. Performance Guarantee (PG)

- i. Within Five (05) days or as per requirement of the Punjab Police, on receipt of intimation of award from the Punjab Police, the successful Bidder shall furnish the PG of **Rs.10 Million** in form of Bankers Cheque/Pay Order (valid for minimum 01 year or finalization of process) in the name of PPO/IGP, Punjab.
- ii. Failure of the successful Bidder to comply with the requirement of relevant ITB Clauses or any other requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/black listing, in which event or on any other reason deems appropriate, the Punjab Police may make the award to the next lowest evaluated Bidder or call for new bids.

20. Notification of Award

Prior to the expiration of the period of bid validity, the Punjab Police will notify the successful Bidder in writing by registered letter or by email, that its bid has been accepted subject to verification of the performance guarantee (if any). However, such acceptance shall not be termed as a contract or the Bidder(s) cannot make any claim or treat such notice as a vested right of the contract on this ground.

21. Signing of Contract

- i. After notification to the successful Bidder that its bid has been accepted, the successful Bidder will return the said notification to the Punjab Police after signing and stamping within a week or before. Subsequently, the stamp paper for the Contract shall be provided by the lowest evaluated bidder within five (05) days (or extendable date or as per requirement by the Punjab Police).
- ii. Prior to that signing of the contract, the successful Bidder may discuss any issue regarding the contents of the contract with the Punjab Police. Nevertheless, there shall be no variation or amendment in the contract without prior approval or consent of the Punjab Police. However, no amendment, variation shall be allowed that violates the principles of hiring the services of testing agency.

- iii. If the successful Bidder fails to submit the contract in the prescribed time period as mentioned above, the next lowest evaluated Bidder (whose bid is responsive and acceptable) may be issued a letter of acceptance. In such case, the bid security of the former Bidder shall be forfeited in addition to any other legal action.

22. Settlement of Disputes after issuance of Contract

After signing of contract any dispute between parties of the contract shall be settled through a dispute resolution/ arbitration committee (that shall be Notified or already Notified). Method of resolution would be as under: -

- a. Aggrieved party shall submit an appeal against any decision/ act of the Authority (within 15 days) before Addl: Inspector General of Police, Establishment, CPO, Punjab who shall entrust the matter to a three members Resolution/Arbitration Committee to examine the case and submit its recommendations before the Inspector General of Police, Punjab within 15 days.
- b. The affected party can file a revision appeal to the Inspector General of Police, Punjab (within 15 days) against the decision of Addl: Inspector General of Police, Establishment, CPO, Punjab after such announcement. Before filing such revision, the aggrieved person should be required to give an undertaking (in writing) to the effect that the decision of the Additional Inspector General of Police, Establishment, Punjab what so ever shall be acceptable to him and that he shall not utilize any legal forum/ court after the decision of Addl; IGP/Establishment or object such decision.

23. General Guidelines for the Bidder

- i. In case of any illness/ injuries/ causality resulting from any accident to the staff of Bidder; The Punjab Police shall not take any responsibility for the same toward compensation, medical care or meeting any/all medical expenses incurred for the same.
- ii. In case of any dispute regarding the employees of Bidder, the Punjab Police shall not facilitate to the Bidder or wait for its resolution. However, in no case the schedule work/ services shall be disturbed and the Bidder ensure its completion within timeframe and such circumstances never be treated as force majeure.
- iii. In no case the Punjab Police shall be responsible for the conduct/ behavior/ action of the Bidder or its employees toward the breach of any law of the land.

24. Use of Contract Documents and Information;

- i. The Bidder shall not, without prior written consent of the Punjab Police, disclose the Contract, or any provision thereof, or any terms & conditions or information furnished by or on behalf of the Punjab Police in connection therewith, to any person other than a person employed by the Punjab Police in the performance of the Contract.
- ii. The Bidder shall permit the Punjab Police to inspect the Bidder's accounts and records relating to the performance of the Bidder and to have them audited by auditors appointed by the Punjab Police, if so required.

25. Applicable Law

The bidding process & Contract shall be commenced and completed in accordance with the applicable laws of Islamic Republic of Pakistan/ Punjab.

26. Notices

Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax or by email or any other modern devices (accepted by Punjab Police) and confirmed in writing to the other party's address specified in the bidding document and construed its receiving if not responded.

27. Taxes and Duties

Bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until full satisfactory delivery to the Punjab Police.

28. Corrupt or Fraudulent Practices

- i. The Punjab Police requires that Bidders, observe the highest standard of ethics during the bidding process and execution of agreement/ contract(s). For the purposes of this provision, the terms set forth in Rules/ Act or any other Law(s)/ Rule(s) of the Pakistan for corrupt or fraudulent practices shall be applicable:
- ii. The Punjab Police will debar a firm/ company, in accordance with prevailing Blacklisting procedures in any case deems so.
- iii. Furthermore, Bidder shall be aware of the provision stated in General Conditions of Contract.

29. Blacklisting Mechanism

- i. The Punjab Police shall under applicable Law(s) for a specified period, debar a Bidder from participating in any public bidding process of the Punjab

Police, if the Bidder has:

- a. acted in a manner detrimental to the public interest or good practices;
 - b. consistently failed to perform his obligation under the contract;
 - c. not performed the contract up to the mark;
 - d. indulged in any corrupt practice.
- ii. If Addl: IGP Establishment, Punjab debar a Bidder, the Punjab Police shall forward the decision to the PPO/IGP Punjab.
 - iii. The Punjab Police has right to take any legal action against the Bidder or company if he/they are found involved in corrupt practice in addition to blacklisting.

30. Termination

The Punjab Police has the right to scrap the process at any stage before the signing of the contract or to terminate the contract as per his convenience without prior notice or by written notice of seven (7) days. The duration of the contract shall be decided at the time of contract signing, the contract may be for a specific period till the successful completion of the assignment or more or less. In addition to the contract, in case of extended contract, work order shall be issued to the Testing Agency in accordance with the applicable laws and such work order shall be terminated on its time completion or prior to that as per covenant of Punjab Police.

31. Tax Certificate

The bidders should specifically indicate their NTN / GST No. and Circle of the Income Tax Department. Latest Tax return submitted must be included as a proof that the firm is presently a Tax paying business.

32. 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 & 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 within due date.
- 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. Examinations will be held preferably in Police Lines or the venue/building approved/finalized by the concerned CPO/DPO.
 - xi. The agency shall make the delivery as well as collection of Question papers and answer sheets at and from the examination/Test centers under foolproof security. The arrangement of such security shall be responsibility of the testing agency. Company will indicate such security arrangement for safe transformation of questions, de-sealing mechanism of questions paper boxes, names of authorized person, to use such code, etc. The staff of the company shall stay only at authorized places, and such authorized places shall be communicated in writing to office of DIG/Establishment-II and Secretary of Recruitment Board 02 weeks prior to conduct tests. Stay at private places will be strictly prohibited.
 - xii. Three answer sheets will be prepared by the candidate out of which one will remain with Testing Agency, 2nd with candidate and 3rd with concerned CPO/DPO/Secretary Board in sealed shape which will only be opened on the orders of Chairman Recruitment Board or Establishment Branch, CPO/Punjab.
 - xiii. 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.
 - xiv. The agency shall also take attendance sheets from each center.
 - xv. A Gazetted officer of Punjab Police shall also sign each page of the answer sheet of all candidates in addition to agency supervisor.
 - 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 (including verification of candidates through bio matric, original CNIC, other valid documents) for verifying the identity of candidates taking written/ skill /Psychological test(s).
- xvii. The Agency shall develop a mechanism for sealing, de-sealing and chain of custody of question papers/answer sheets.
- xviii. The selected agency shall develop MCQs/Descriptive type tests for various posts. The portion 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 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.
- xxiii. The agency shall provide the information/Bio-data/credentials of hired staff to be deployed at test centers for purpose of conducting written test at least 02 weeks prior to Written Test.
- xxiv. The agency shall ensure that no private person (other than candidate) is allowed to enter in the testing center. Each and every person hired by the company for conducting tests shall be issued an identity card and name of the person(s) authorized to issue such cards will be communicated to office of the DIG/Establishment-II and Secretary Recruitment Board of the concerned District/Unit, 02 weeks prior to conducting test.

- xxv. The bidder shall indicate:
- a. Name(s) & CNIC of the proprietor(s) of the company.
 - b. Names & CNIC of the Directors of the company.
 - c. Names & CNIC of the Chief Executive Officer (CEO) and Chief Operating Officer (COO).
 - d. In case during execution of contract the company changes the CEO/COO or Director, Punjab Police shall be informed in writing within 07 days of such change.

33. 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 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 Punjab Police (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 opened 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 under litigation and no incidence of paper leakage.
- vi. The bidding firms should have been registered with Security Exchange

Commission of Pakistan (SECP), Punjab Revenue Authority (PRA), Sales Tax and Income Tax Departments (copy of certificates of registration with SECP, PRA, NTN and Sales Tax shall be provided).

- vii. The bidding firms must produce proof of financial soundness (Bank Statement / Turnover of latest 03 financial years (2018, 2019 and 2020 in PKR).
- viii. The bid validity period will be effective of one year or till completion of whole process.
- ix. Punjab Police reserves right to reject any or all the proposals, submitted in response to this bidding documents/tender notice prior to acceptance.
- x. Incomplete proposals will be rejected.
- xi. Bids received through fax/Telex/email and after due date/ time will not be considered.
- xii. All applicable taxes will be deducted as per rules and shall be the responsibility of the bidder.
- xiii. Punjab Police shall have the exclusive rights to undertake surprise check of the center where written test would be or being conducted and data base of the company where results are compiled.
- xiv. 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.*

xviii. PROPRIETARY RIGHTS

The selected testing agency will keep the record/data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/agency will be liable to penalty of debar/blacklisting and forfeiture of performance guarantee (in full or part thereof) including any other legal action prescribed under the law.

MANDATORY CHECK LIST OF DOCUMENTS

Sr. #	Information/documents	Firm Name	Status of documents Yes/No
a.	Registration with Security Exchange Commission of Pakistan (SECP) Sales Tax, Income Tax Departments and Punjab Revenue Authority (PRA).		
b.	Copy of registration with SECP.		
c.	Copy of NTN certificate.		
d.	Copy of Sales Tax certificate.		
e.	Copy of Registration with PRA.		
f.	Affidavit on stamp paper (original and latest) regarding blacklisting.		
g.	Bid security.		
h.	Proof of financial soundness/ Turnover of last 03 financial years (2018, 2019 and 2020 in PKR) as per audit reports.		
i.	Active tax filer		
j.	Not blacklisted certificate on stamp paper of Rs.100		
k.	Bid security of firm Rs.2,00,000/-		

34. Technical Evaluation Criteria

For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this bidding document, 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. Only the bid securing minimum 70 marks out of 100 would be declared technically passed and the financial bids will be opened only of the successful bidders.

Sr. No.	Description of work/ requirement	Marks Breakup
1	<p><u>Company Profile and Experience:</u> Must be a registered body with SECP, Income Tax, Sales Tax and PRA and having experience of similar work of test conducting in government agencies and its departments.</p> <p>05 Years More than five years (02 Marks for each year will be awarded upto maximum 20 Marks)</p> <p>Note. Company having less than 5 years' experience will be dis-qualified. Company experience will be considered for registration with SECP/PRA/NTN/GST.</p> <p>Relevant certificates of authorities along with completion/experience certificates shall be considered.</p>	<p><u>20 Marks</u></p> <p>10 Marks</p> <p>20 Marks</p>

Sr. No.	Description of work/ requirement	Marks Breakup
2.	<p>Client & Coverage: Number of the clients may be the Banks /Financial institutions/Government clients /Other clients.</p> <ul style="list-style-type: none"> i. 05 clients ii. 10 clients iii. 15 clients iv. 20 and above <p>Note. The company having experience of conducting tests/compiling results of more than 50,000 candidates in one go will be considered. Less than five clients will have no marks. Completion certificates verified by the client department must be attached otherwise no mark will be awarded.</p> <p>The details shall be provided as per the clause 37.3 of this document.</p>	<p><u>20 Marks</u></p> <p>05 Marks 10 Marks 15 Marks 20 Marks</p>
3.	<p>Annual Turnover: Total business of last 03 financial years (in Millions)</p> <ul style="list-style-type: none"> i) Below 10 million ii) From 10 to 100 Million iii) 100 Million to 150 Million iv) 150 Million & above <p>Note. Annual turnover as per auditor report in the respective financial year. However, for year 2020 the bank statement up to 30.06.2020 may be considered instead of auditor report.</p>	<p><u>20 Marks</u></p> <p>05 Marks 10 Marks 15 Marks 20 Marks</p>
4.	<ul style="list-style-type: none"> i. The tests will be held in 36 districts. The company will provide names of district wise supervisory staff, education, experience and achievements. ii. Objective papers of large number of candidates are likely to be checked. Number of paper checkers, their names, qualification and past experiences must be indicated alongwith MOU or their contract with Testing Company. i. Management MBA or above experience of the company more than 05 years ii. More than 03 years and less than 05 years iii. More than 02 years and less than 03 years <p>Supervisory staff of tests centers (Minimum Qualification BA). Names alongwith employment or other such contract of company with staff may be enclosed</p> <ul style="list-style-type: none"> i. More than 50 staff members ii. More than 30 and less than 49 staff members iii. More than 20 and less than 29 staff members 	<p><u>25 Marks (Break up)</u></p> <p>05 marks 03 marks 01 marks</p> <p>10 marks 07 marks 05 marks</p>

37. 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

37.1 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.

37.2 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).

37.3 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

37.4 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 this bidding document 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.

38 General Terms & Conditions

38.1 Bid Security

Bid security 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 SEALED TECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted. In the name of Addl; IGP/Establishment, Punjab.

38.2 Performance Guarantee. ("PG")

The successful bidder shall be required to submit an un-conditional and irrevocable PG, a sum of Rs.10 Million valid till completion of the contract. This PG shall be issued by any scheduled bank operating in Pakistan in shape of Bankers Cheque/Pay Order 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 PG shall be accompanied by an undertaking on Rs.100 (Pak Rupees One Hundred Only) Stamp Paper mentioning the detail of Bankers Cheque/Pay Order which is submitted as Performance Guarantee (the detailed contents of undertaking may be obtained from Punjab Police). Punjab Police may forfeit the PG if the bidder's performance is found to be poor or bidder breaches any of its obligations under the contract agreement or bidding documents besides black listing the testing agency or taking any other action under the law or all. It will be at discretion of the PPO/IGP to use this confiscated amount for the welfare / best interest of the Department. The bidder shall submit undertaking on an affidavit that he will not challenge this decision at any forum including court of law.

38.3 Currency

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

38.4 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.

38.5 Contracting

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

38.6 Governing Law

This bidding process 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 document and parties to any contract executed pursuant to this document shall submit to the exclusive jurisdiction to Courts at Lahore.

38.7 Acceptance Criteria

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.

38.8 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.

- 38.8.1** Have been in the same business for at least Five years.
- 38.8.2** The Testing Agency is registered with Tax Department (Income tax, sales tax, SECP, PRA etc.)
- 38.8.3** 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.
- 38.8.4** Bid Security amounting to Rs.2,00,000/- shall be placed in the Envelope of Technical Proposal/Bid as mentioned in Article 38.1 of this document.
- 38.8.5** 100% compliance of all clauses of this bidding document.

(Annexure-A)

For Technical Evaluation, a summary may be furnished on the following format.

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		25	Place at Page No. __ of Bid
E		05	Place at Page No. __ of Bid
F		05	Place at Page No. __ of Bid
G		05	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.

Test Fee will be taken by the service provider and all the expenditures will be borne by the service provider/testing agency. Test venue will be decided/approved by the Punjab Police.