

**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

BIDDING DOCUMENT
PROCUREMENT OF TESTING SERVICES

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

November 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for testing/screening of candidates / applicants/ shortlisting of following posts:

S.No	Post Name	Total Number of Posts
1	Deputy Project Director	1
2	Facilitation Manager	9
3	Database Administrator	9
4	Software Developer	3
5	Hardware Technician	6
6	Data Entry Operator	162
7	Telephone Operator	11
8	Receptionist(Female)	18
9	Driver	1
10	Naib Qasid	18

2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit two **separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
7. Failure to supply services within the stipulated time period will invoke penalty 2% of the PO /Contract, besides **BLACKLISTING** of the delinquent supplier as per the PPRA Rules 2014.
8. Financial Proposal should contain the rate per candidate as mentioned in price schedule.
9. Prices shall be quoted in Pak Rupees (PKR).
10. The bidder/supplier must have the experience of testing services anywhere in Pakistan.
11. The bids shall remain valid for 30 days. Moreover, quoted price should valid for at least 90 days, with effective from the opening of Financial Proposals
12. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A, Shadman-I, Lahore on payment of

Rs.1000/- (Non-refundable) in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.

13. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab. Bid security is given in following table:

ITEM	2% Bid Security (Rs.)
TESTING SERVICES	594,180

14. Bidders are requested to quote their rates inclusive of all taxes.
15. Only GST registered Contractor / Firm should apply.
16. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal. (Rule35(1)) PPRA 2014.
17. Bidders must submit bids on Turnkey basis for whole scope of work. Failure to meet this condition will cause disqualification of the bidder.
18. Neither Excise, Taxation & Narcotics Control Department nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the applicant due to the postal delays.
19. Joint Venture is not allowed.
20. The Primary Contact for all correspondence in relation to this bid is as follows:

Additional Director General/
Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Department,
Government of the Punjab
847A, Shadman-I, Lahore
042-99203567
Email: adgent@punjab.gov.pk

2. SCOPE OF WORK

Scope of work is given below; all the bidders are required to quote according to following scope of work:

Competent Authority(Procurement),Excise, Taxation & Narcotics Control Punjab intend to hire services of company for already received applications and to outsource recruitment activity for “E&T Service Center” Project of Excise, Taxation & Narcotics Control Department up to the level of initial shortlisting as per criteria and merit generation of all eligible candidates, through a ‘Recruitment Test’ in order to ensure more transparency in the system and provide all data with reporting at all stages of the process until joining of incumbent at Excise, Taxation & Narcotics Control Department.

Recruitment Company would be providing following services to the department, through their expertise with approval of the department, which includes but not limited to:

- 1) Details of the posts are placed at (Annex-A) :

ANNEX-A

S.No	Post Name	Total Number of Posts
1	Deputy Project Director	1
2	Facilitation Manager	9
3	Database Administrator	9
4	Software Developer	3
5	Hardware Technician	6
6	Data Entry Operator	162
7	Telephone Operator	11
8	Receptionist(Female)	18
9	Driver	1
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- 2) **Gathering of Job Applications:** Collections of Applications (Hard copy) already received by Project Director (E&T Service Center) Excise, Taxation & Narcotics Control Punjab as per advertisement published within 7 days of issuance of Letter of Acceptance(LOA)from the said Project Director.
- 3) **Shortlisting & Position Statistics:** Initial Shortlisting as per criteria mentioned in job advertisement published by said Project Director thus identifying total, eligible and non-eligible candidates against positions.
- 4) **Application Scoring for Test exempted positions:** Application analysis / scoring for generating the merit list of all eligible candidates with respect to their

qualifications, overall experience, sector relevant experience, competences / suitability / best fit for the Company for the positions. List of 'Shortlisted candidates' as 'Eligible' and 'Non Eligible' according to criteria mentioned in the Advertisement and reasons there to.

- 5) **Recruitment Test:** Conducting 'Recruitment Test' according to the cadre and job description for all eligible candidates. The test should include relevant technical / professional questions, analytical, factual, theoretical questions with respect to the position as mentioned in the Advertisement. The service provider shall invigilate the Recruitment Test and ensure proper security measures of examination hall as well as necessary facilities. This will be done in consultation with the department.
- 6) **Communications:** Must have ability of fast mode of communication calls by providing services by couriers, email and text messages (subject to availability of email address & mobile number in the application form, issuance of roll number slips and necessary intimations to the candidates called for test.
- 7) **Compilation of Cadre / Post wise Result from Test:** Cadre / Post wise results must be compiled in a very secure/ confidential manner under the supervision of Examination/ Assessment center head/ in charge and to be shared with Excise, Taxation & Narcotics Control Department.
- 8) **Provide data:** Provide data of all candidates with merit sheets and test results to the PD within 45 Days of issuance of LOA. Whole activity from receiving of applications from PD to provision of final candidates in hard and soft form must be provided within 45 days of issuance of LOA. Also original application forms including educational & experience certificates etc will also be returned to PD on completion of task (i-e within 45 days of issuance of LOA).
- 9) Estimated number of applicants will be 30,000/- however this estimate may vary from the actual applications.
- 10) Written / Physical test for all cadres except Data Entry Operator will be conducted at Lahore Only. For Data Entry Operators test will be conducted at Lahore, Faisalabad, Multan, Rawalpindi, Bahawalpur

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General / Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of _____”
DO NOT OPEN BEFORE 22nd of December 2017.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:
Date: **22nd of December 2017.** Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

- 4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 22nd of December 2017** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General/
Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Total Marks / Points = 360

Passing Marks / Points = 70% of the total marks

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
General Sales Tax Registration	Mandatory	
Conformance to the Tender Document	Mandatory	
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Undertaking for completion of scope of work	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) <i>(The bidder should provide the verified statement showing the Net worth of the Company / Firm)</i>	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20 million	30 Points
	more than 20 up to 30 million	40 Points
	more than 30 up to 40 million	50 Points
	more than 40 up to 50 million	60 Points
	more than 50 up to 60 million	70 Points
	more than 60 up to 70 million	80 Points
	more than 70 up to 80 million	90 Points
more than 80 million	100 Points	

Total No of full time employees available for testing Services (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i>	4 point for each employee(Max Points 100)
No of Similar nature Projects with private sector(1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)
No of Similar Projects with Government (1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and LOA will be issued to the lowest bidder as per PPRA rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

5. PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

S.No	Post name	Total Number of Applications	Price Per Candidate (Inclusive of All taxes)	Total(Inclusive of All taxes)
1	Deputy Project Director	1		
2	Facilitation Manager	9		
3	Database Administrator	9		
4	Software Developer	3		
5	Hardware Technician	6		
6	Data Entry Operator	162		
7	Telephone Operator	11		
8	Receptionist (Female)	18		
9	Driver	1		
10	Naib Qasid	18		

Note :

- 1-The bidder giving the least grand total price as compared to other bidders will be considered successful.
- 2- The contractor will receive the Price / Fee as quoted by him in the accepted bid directly from the candidate.

6. BID FORM

To:

Additional Director General/Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab,
847-A, Shadman-I, Lahore
Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

S.No	Post name	Total Number of Applications	Price Per Candidate (Inclusive of All taxes)	Total(Inclusive of All taxes)
1	Deputy Project Director	1		
2	Facilitation Manager	9		
3	Database Administrator	9		
4	Software Developer	3		
5	Hardware Technician	6		
6	Data Entry Operator	162		
7	Telephone Operator	11		
8	Receptionist (Female)	18		
9	Driver	1		
10	Naib Qasid	18		

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2017

BIDDER

Signature -----

Name-----

Title:-----

Address.-----

WITNESS

Signature -----

Name -----

Title-----

Address-----

7. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

- | | | |
|----|---|---|
| 1. | Amount of Performance Guarantee before the issuance of Purchase Order | 10% of the offer / total amount |
| 2. | Delivery of Services: | Anywhere in Punjab (all 36 districts of Punjab). |
| | b) Execution / delivery Schedule | Within 45 days from issuance of LOA |
| 3. | Warranty Period | till 30 June 2018. |
| 4. | Liquidated damages | |
| | a) Liquidated damages for delayed delivery | 2% of the PO Price per Month, daily penalty will impose on the same basis |
| | b) Limit of Liquidated Damages | Not to exceed in the aggregate ten percent (10%) of Contract Price |

8. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____