

PUNJAB PRISONS FOUNDATION

BIDDING DOCUMENT

HIRING OF SERVICES OF TESTING AGENCY

REQUEST FOR PROPOSAL HIRING OF SERVICES OF TESTING AGENCY

Punjab Prisons Foundation intends to make recruitments on vacant posts of Punjab Prisons Foundation for which sealed bids (Technical and Financial), for conducting the initial screening test, are invited from well reputed registered agencies on "Single stage two envelope procedure" basis as laid down in PPRA Rules, to undersigned before 14:00 hour on 05.08.2021. The Technical bids will be opened on the same date at 1430 hours.

TERMS AND CONDITIONS

1. One sealed envelope containing two sealed envelopes having clearly marked as "Technical Proposal" and "Financial Proposals" are to be filled by each Testing Agency.
2. The Testing Agency / Firm should be registered with relevant Government Organization of the Federal / Punjab Government (attested copy valid registration to be retained for record).
3. The Testing Agency Should have minimum 03 years experience of taking recruitment tests in Public Sector Organizations.
4. Expertise and profile of The Testing Agency to conduct such type of recruitment test should be attached.
5. An 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 organization, matter of litigation in progress, have any disciplinary proceedings or no criminal proceedings are pending.
6. Bidders under a declaration of ineligibility for corrupt and fraudulent practices, issued by any Government (Federal/Provincial/Local), or a Public Sector Organization are NOT ELIGIBLE.
7. The Testing Agency should have their offices at Islamabad/ Lahore etc. and complete postal addresses, telephones numbers and e-mail addresses etc. shall also be attached with bids for confirmation by authority.
8. The Testing Agency should have NTN, Income Tax Certificates, Sales Tax Numbers and Vendor Numbers and should be in active Taxpayer List of FBR.
9. The successful bidder will have to arrange tests of System Operators, Data Entry Operators/ Computer Operators, Software Engineer & Finance Manager in all the Districts of Punjab Province and at maximum other centers initially agreed as per agreement within the stipulated period as per agreements, which will be signed with the bidder subjects to the final approval of Authority.
10. The bidding containing detailed terms and conditions, evaluation criteria bid security etc. for hiring services of testing agency are available on PPRA website www.ppra.org.pk & Punjab Prisons Department website and it can be obtained (Free of Cost) from the Office of Secretary General, Punjab Prisons Foundation, 444-A Shadman, Opposite Tollinton Market, Link Jail Road, Lahore during official working hours & days.
11. The Authority may reject any or all the bids at any time prior to the acceptance of the bid of proposal in term of PPRA Rules.

Secretary General

Punjab Prisons Foundation,

444-A Shadman, Opposite Tollinton Market, Link Jail Road, Lahore.

Telephone: 042-37425533

Date of Opening: 05.08.2021 at 02:00 PM

Date of Receipt: 05.08.2021 at 02:30 PM

THE GENERAL CONDITIONS OF CONTRACT

- Punjab Prisons Foundation invites sealed bids for the provision of Testing Service for the purpose of selecting the candidates to fill the vacant posts (as & when required) of registered firms having previous experience, financially sound and registered with the Sales Tax and Income Tax Departments. The bid should be addressed to the Secretary General of Punjab Prisons Foundation, Lahore and should be inclusive of all taxes / duties / charges and inclusive of all charges.
- The bidder must be an Active Tax Payer with Punjab Revenue Authority (PRA) registration, National Tax Number (NTN) and General Sales Tax Number (if applicable) with documentary proof to be provided by bidder.
- The Testing Agency Should have minimum 03 years experience of taking recruitment tests in Public Sector Organizations. Expertise and profile of The Testing Agency to conduct such type of recruitment test should be attached.
- A Bidder who has been barred/ blacklisted or disqualified either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid. The Bidder will submit an undertaking in this regard on Stamp paper. ***An 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 organization, matter of litigation in progress, have any disciplinary proceedings or no criminal proceedings are pending.***
- Punjab Prisons Foundation shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent practices, collusive, coercive or obstructive practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.
- Punjab Prisons Foundation reserves the right to inspect the accounts and records and other documents relating to the BIDDING DOCUMENT/Bid submission and contract performance of the bidder's firm and to have their accounts and records and other related documents audited by auditors appointed by the Punjab Prisons Foundation.
- The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the PPF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The PPF is not bound to accept any proposal, and reserves the right to annul the procurement process at any time prior to Contract Award, without thereby incurring any liability to the bidder (s) as per Punjab Procurement Rules, 2014.
- No bidder shall be allowed to alter or modify his bid after the closing time i.e. 05.08.2021 till 02:00 PM for the submission of the bids as per rule 33(1) of Punjab Procurement Rules, 2014.
- The proposal shall be typed and signed by the Bidder. The person or persons signing the proposal shall initial all pages of the proposal.
- Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.
- All the documents should be duly attested (signed and stamped) by the authorized person of bidder.
- Any proposal received by the Procuring Agency after the deadline for submission of Proposals prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

- Proposals must be submitted by the Bidder and received by the Punjab Prisons Foundation at the address specified.
- This Contract may be terminated by the procuring agency as per provisions set up below:
 - (a) If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension.
 - (b) If the Contractor becomes (or, if the Third Party consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary.
 - (c) If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings.
 - (d) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- The Contractor shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- The Contractor shall submit to the Procuring Agency the reports and documents regularly which will also keep track the activities in right directions as per requirements.
- The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope. It should contain marking “REQUEST FOR PROPOSAL HIRING OF SERVICES OF TESTING AGENCY” for recruitment in Punjab Prisons Foundation.
- The Procuring Agency shall initially open only the envelopes marked “TECHNICAL PROPOSAL in the presence of Bidder’s representatives who choose to attend, at the time, on the date, and at the place specified in the Invitation for Proposals. The Bidder’s representatives who will be present shall sign the attendance sheet as evidence of their attendance. However, the envelope marked as “FINANCIAL PROPOSAL shall remain unopened and be retained in safe custody of the Procuring Agency till completion of the evaluation process.
- During evaluation of the Proposals, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its proposal. The request for clarification and the response shall be in writing, and no change in the prices or substance of proposal shall be sought, offered, or permitted.
- After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals.
- Financial proposals of the technically qualified bidders shall be opened publicly in the presence of the Bidder’s representatives who choose to attend. The name of the Bidders shall be read aloud. The financial proposal of the technically responsive Bidders shall then be inspected to confirm that they have remained sealed and unopened (financial proposals of technically non-responsive Bidders shall be returned unopened on their formal request). These financial proposals shall be then opened, and the total prices will be read aloud and recorded.
- Incomplete proposal shall stand rejected. The scope of work or services described in the technical proposal must be priced in financial proposal. Items described in the technical proposal but not priced, shall be assumed to be included in the price of other items.
- Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial proposal may be corrected by the Procuring Agency. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the formers will prevail.
- The lowest responsive Bidder will be declared with standard requirements. The price of optional items will not be considered.

- Any effort by any Bidder to influence the Procuring Agency in its decisions on proposal evaluation, proposal comparison, or Contract Award will result in the rejection of the Bidder's proposal and subsequent black listing. Canvassing by any Bidder at any stage of the evaluation is strictly prohibited.
- At the same time as the Procuring Agency notifies the successful Bidder that its proposal has been accepted.
- The MOA, both the successful Bidder and the Procuring Agency shall sign the MOA/ Contract.

Single Stage – Two Envelopes Bidding Procedure shall be applied:

- i. The proposal shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Punjab Prisons Foundation as Procuring Agency without being opened;
- v. The Procuring Agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements
- vi. During the technical valuation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;
- viii. After the evaluation and approval of the technical proposal the Procuring Agency shall at a time within the proposal validity period, publicly open the financial proposals of the technically accepted Proposals only.
- ix. The financial proposal of Bidder found technically non- responsive shall be returned un-opened to the respective Bidder upon their request; and
- x. The proposal found to be the lowest evaluated proposal shall be accepted.

SPECIAL CONDITIONS OF CONTRACT

Expiration of Contract:	The time period shall be valid for One year after signing of the MOA/ Contract (Extendable subject to satisfactory performance).
Documents Ownership:	Complete documents, Final Results, Data Base will be the property of the Procuring Agency.
Bid Security:	There will be no Bid Security.
Performance Guarantee:	Equal to 5% of the amount charged from the 5,000 candidates in Routine Tests.
Delivery of Services:	Anywhere in Punjab (all 36 districts of Punjab).

- The advertisement shall be published within 15 Days of the provision of the detail of vacant posts by Punjab Prisons Foundation (PPF). The Detail of the Eligible Candidates & Result of the Test conducted consequent to the advertisement will be submitted in the office of Secretary General PPF within next 40 Days after the closing date of advertisement.
- However, in special cases, the Time Period can be fixed shorter than the above mentioned schedule of Requirement as deem appropriate by the Punjab Prisons Foundation. In case of delay, beyond the period specified in the Schedule of Requirements, penalty @ 0.2% per day of the amount collected from the candidates for the particular test for late accomplishment of the assignment shall be imposed not exceeding 20% of the quoted amount by the firm. Furthermore, if test is not conducted the firm is liable to pay the collected fees/dues to the applicants and provide the evidence of the same to the Punjab Prisons Foundation.
- In case of failure of any clause the earnest money of Rs. ____ will be forfeited.

TERMS OF REFERENCE (TORs)

In collaboration with the Punjab Prisons Foundation, preparation of an efficient testing material to be executed from time to time for selection of the most capable candidate(s) to be inducted by Punjab Prisons Foundation by taking following points into consideration:

The Bidder(s) must submit its proposal as per following TORs:-

1. Testing Service shall advertise the posts in National News Papers & application forms will be available on website.
2. Testing Service shall receive the forms/ applications directly from the candidates along-with test fee as agreed between Testing Service & Punjab Prison Foundation.
3. Testing Service shall charge fee directly from the candidates for all the posts advertised through banks as per their bid in the tender.
4. Testing Service shall prepare separate file of each and every candidate post wise / category wise / region wise as per advertised in the press.
5. Testing Service shall enter the data of candidates into database according to the application form filled in by the candidates.
6. Testing Service shall enter all particulars of each and every candidates post wise on their website on daily basis and share with the Office of Secretary General PPF through website / hard copy.
7. Testing Service shall prepare separate file of each candidate post wise / region wise by fixing their relevant documents i.e. educational certificate, experience certificate, photographs, application form, character certificate, and question paper along-with answer sheet, copy of CNIC, domicile and other allied documents if any.
8. Shortlisting of eligible candidates to be called for the screening test.
9. Preparation of Question Papers (QPs) in accordance with the Composition of Test, Syllabus, Areas & Skills to be tested as intimated by the PPF.
10. Testing Service shall issue post wise / region wise Roll Number Slips (RNSs) to the eligible candidates with photograph, date, time, venue, city and position applied for.
11. Testing Service shall not issue Roll No. slips to over aged candidates.
12. Testing Service shall clearly indicate the difference of date of birth of any candidate if pointed out in the documents like educational certificate / CNIC.
13. Testing Service shall not issue Roll No. slips to those who have not given their academic/ experience record or their form is found incomplete in any respect.
14. Arrangements to be made for the smooth conducting of screening test on the testing date (computer based / written).
15. Testing Service shall conduct the recruitment test processing of data as per schedule in all the districts of Punjab.
16. Testing Service shall provide the district wise list of examination centers with name of coordinator / examiner so that the Secretary General PPF depute representative for counter checking of examination.
17. Testing Service shall conduct the written test of all the eligible candidates, as per test content and cities agreed between Testing Service and Punjab Prisons Foundation.
18. Evaluation of candidates by checking their Answer Sheets
19. Preparing of merit lists: Testing Service shall prepare result sheets separately post wise / category wise / region wise of open merit and hand over to the Office of Secretary General PPF Lahore.
20. Capacity of uploading of the result on the website of the agency & intimation to the candidates via e-mails and SMS (if required by the Procuring Agency).
21. Setting up of a Grievance Cell to handle/ dispose-off complaints of the candidates (if any).
22. The Scrutiny of Candidates before test is sole responsibility of the Testing service provider.
23. Testing Services shall prepare separate file of each candidate post wise / category wise / region wise and return all documents all the succeeded / disqualified candidate along-with separate list of each and every bags.
24. List of qualified candidates at each stage, as per the criteria shall be uploaded on website as per agreed time schedule.

TECHNICAL PROPOSAL SUBMISSION FORM

{ Address, Date }

To:
The Secretary General
Punjab Prisons Foundation,
Lahore.

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Bidding Document dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the BIDDING DOCUMENT: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope”].

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency and/or may be sanctioned by the Bank.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the documents.
- c) We have no conflict of interest.
- d) Neither we, nor our JV/associate partners or any of the proposed experts prepared the TOR for this consulting assignment.
- e) We undertake to negotiate the Contract as per PPRA Rules 2014.
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- g) We undertake to observe the laws against fraud and corruption, including bribery, in force in the country.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the schedule.

We understand that the Procuring Agency is not bound to accept any Proposal that the Punjab Prisons Foundation as Procuring Agency receives.

We remain,
Yours sincerely,

Name: _____

Designation: _____

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Stamp: _____

FINANCIAL PROPOSAL SUBMISSION FORM

{ Address, Date }

To:
The Secretary General
Punjab Prisons Foundation,
Lahore.

Dear Sir,
We, the undersigned, offer to provide the Testing Service for the purpose of selecting the candidates to fill the vacant posts (as & when required) for Primary & Secondary Healthcare Department for Financial Years 2021-22 in accordance with your Bidding Document dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s)} {Insert amount(s) in words and figures} which is detailed as below, including all direct and indirect local taxes and out of pocket expenses.

Sr. No.	TESTING FEE CHARGED FROM CANDIDATES	QUOTED PRICE PKR
1	Testing Fee charged by the Bidder from Candidate (in case of Routine Tests from System Operators, Data Entry Operators/ Computer Operators).	Rs.____/Candidate
2	Testing Fee charged by the Bidder from Candidate (in case of Specialized Tests from Software Engineer & Finance Manager).	Rs.____/Candidate

Sr. No.	DESCRIPTION	UNIT PRICE RS.	INCOME TAX	SALES TAX	OTHER DUTIES / CHARGES ETC.	TOTAL UNIT PRICE RS.

NOTE:
The Highly Specialized Nature of Test & Nature of the Specialty of the Experts for the development of the Question Bank, Test Syllabus, Areas & Skills to be tested will be decided/approved by the PPF in each Category of Test. The Question Bank thus developed will be the property of the PPF.

The Procuring Agency / PPF will decide at the time of finalization of contract the amount/portion of the finalized Testing Fee charged by the Bidder/Service Provider from the candidates and the rest/remaining amount will be paid by the PPF.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,
Yours sincerely,

Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____
In the capacity of: _____
Address: _____
E-mail: _____

FORM OF MOA/ CONTRACT

This MOA/ CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[Punjab Prisons Foundation]* (hereinafter called the “Procuring Agency”) and, on the other hand, *[name of Contractor]* (hereinafter called the “Bidder”).

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - i. The General Conditions of Contract;
 - ii. The Special Conditions of Contract;
 - iii. TORs;
2. In the event of any inconsistency between the documents, the following order of precedence shall prevail the Special Conditions of Contract; the General Conditions of Contract, TORs.
3. The mutual rights and obligations of the Punjab Prisons Foundation as Procuring Agency and the Contractor shall be as set forth in the Contract, in particular:
 - (a) the Contractor shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Agency shall make payments to the Contractor in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [**Punjab Prisons Foundation**]

Name: _____

Designation: _____

Signature: _____

For and on behalf of [**Name of Contractor**]

Authorized Representative of the Party/

Name of the lead member: _____

Designation: _____

CNIC#: _____

Signature & Stamp: _____

Witness from **Contractor**

Name: _____

Designation: _____

CNIC#: _____

Signature: _____