



**POLICE DEPARTMENT
GOVERNMENT OF SINDH**
www.sindhpolice.gov.pk

NOTICE INVITING PROPOSALS

Brief Scope of Work Sindh Police T&T Department.

1. Sindh Police intends to start recruitment of Head Constable / Constable and Constable Driver in Telecommunication Wing of Sindh Police. The process shall be carried out at all divisional headquarters of Sindh Province.
2. Proposals are invited from reputed Testing Services Firms with requisite qualification and experience to provide following services during recruitment process.
 - a. Collection of application forms from aspiring candidates, maintenance of record scrutiny of record as per eligibility criteria to be provided by Sindh Police and issuance of admit cards to eligible candidate.
 - b. Conduct physical tests of candidates at locations selected by Sindh Police, physical tests include measurement of Chest, Height and Running Test.
 - c. Written Test at locations selected by Sindh Police of Candidates declared physical fit.
 - d. Psychometric Analysis Test of candidates at locations selected by Sindh Police.

Eligibility

- a. Legal status of the organization including registration in GST/Income Tax/Sindh Revenue Board.
- b. The bidding firm should be ISO certified.
- c. Execution plan for services required by the committee of Sindh Police.
- d. Cost of services per candidate to be submitted separately for physical and written test.
- e. Profile of the organization/Firm.
- f. Details of experience in similar type of assignments, only those are eligible who have minimum experience of 05 (Five) years & completed the recruitment process of five (5) Law Enforcement Agencies/Police throughout Pakistan. The recruitment process must include invitation of applications. Data entry of applications, preparing the Database of eligible candidates. Calling the candidates for physical test, administration of physical test including chest height measurement and running, conducting the written test of eligible candidates.
- g. Availability of qualified human resource including manager, professional and technology.
- h. Affidavit of being not black listed by any Government/Public organization, not defaulter of any scheduled commercial bank and non-involvement in any litigation.

Issuance of Bidding Documents

From the date of publication to 5th September, 2016.

Bid Submission Deadline

September 6th, 2016 at 02:00 PM

Bid Opening

September 6th, 2016 at 02:30 PM

Bid submission and opening address

DIGP / T&T Office 4th Floor Central Police Office, I.I Chundrighar Road, Karachi.

Tel No. 021-99212683-84

Email Address: digptnt786@gmail.com

Bid submission and Opening Address

The RFP document shall be available to download from Sindh Police website: www.sindhpolice.gov.pk as well as SPPRA website: www.pprasindh.gov.pk

General Instructions:

- a. Sealed proposal containing above information are required to be submitted at the office of the DIGP / T&T Sindh, 4th Floor Central Police Office, I.I. Chundrighar Road, Karachi:-
Email: digptnt786@gmail.com
- b. No proposal will be accepted after due date.
- c. Sindh Police reserves the right to accept or reject any or all proposal subject to relevant provision of SPPRA rules.
- d. The interested firm may obtain the application form (RFP) alongwith the Terms of Reference (specifications) of work from Account Branch of office of the AIGP / Telecommunication Sindh, Garden Headquarter South, Karachi contact No. 021-99215404-05, email address: aigptele.sindh@gmail.com by submitting an application on their letterhead alongwith the copies of registration of NTN, GST, Sindh Revenue Board, CNIC of authorized person of the firm from the date of publication till 5th September, 2016 in working hours from 09:00 AM to 05:00 PM against Rs. 1000/-.
- e. The firms / organizations will submit their technical and financial proposals in separate sealed envelopes up to 6th September, 2016 till 02:00 PM.
- f. The rates quoted must remain valid for a period of ninety (90) days after opening of the bid, the bid security of Rs. 500,000/- in the form of Pay Order / Bank Draft / drawn in favour of the AIGP / Telecommunication Sindh, Garden Headquarter South, Karachi must be accompanied by Financial Proposal in sealed envelope.
- g. Committee will open sealed envelope of proposal in presence of representatives of the applying firms / organization on 6th September, 2016 at 02:30 PM in DIGP / T&T Office 4th Floor Central Police Office, I.I. Chundrighar Road, Karachi.
- h. Only short listed proposals will be called for further process.

Sd/

Assistant Inspector General of Police
Telecommunication Sindh
Secretary, Procurement Committee



GOVERNMENT OF SINDH
POLICE DEPARTMENT

No. G-1/ 890 /2016/Karachi

Dated 08 .08.2016.

ORDER

SUBJECT:- **COMMITTEES FOR THE HIRING OF FIRMS FOR TESTING SERVICE TO CONDUCT RECRUITMENT TEST FOR THE POST OF HEAD CONSTABLE (WIRELESS OPERATOR), CONSTABLE AND DRIVER CONSTABLE IN TELECOMMUNICATION SINDH**

The following Committees are hereby constituted for Hiring of Firms for Testing Service to Conduct recruitment test for the post of Head Constable (Wireless Operator), Constable and Driver Constable in Telecommunication Sindh for the year 2016-17:-

i) **Procurement Committee for Hiring of Testing Services**

- | | |
|---|-------------|
| 1. DIGP/T&T, Sindh | (Chairman) |
| 2. AIGP/Logistics, CPO, Sindh, Karachi | (Member) |
| 3. AIGP/Telecommunication, Sindh, Karachi | (Secretary) |
| 4. Rep. of Home Department Sindh | (Member) |
| 5. Rep. of Information, Science & Technology, Government of Sindh, Karachi. | (Member) |

ii) **Redressal of Grievance & Settlement of Disputes Committee**

- | | |
|---|-------------|
| 1. Addl.IGP Karachi | (Chairman) |
| 2. DIGP/HQ, Sindh, Karachi | (Member) |
| 3. AIGP/Establishment, CPO, Sindh, Karachi | (Secretary) |
| 4. Rep. of CPLC Karachi | (Member) |
| 5. Rep. of Accountant General Sindh Karachi | (Member) |

Sd -

INSPECTOR GENERAL OF POLICE,
SINDH, KARACHI.

Copy to following for information:-

1. Secretary Home Department, Government of Sindh Karachi for nominating of representative.
2. Secretary Information, Science & Technology, Government of Sindh, Karachi for nominating of representative
3. Accountant General Sindh Karachi for nominating of representative.
4. Addl.IGP/Karachi
5. DIGP/T&T, Sindh, Karachi.
6. DIGP/HQ, Sindh Karachi.
7. Chief CPLC Karachi for nominating of representative.
8. AIGP/Establishment, CPO, Sindh, Karachi
9. AIGP/Telecommunication, Sindh, Karachi
10. PS to IGP Sindh

J. Raza

(Qamar Raza Jiskani)PSP
AIGP Logistics,
For Inspector General of Police,
Sindh Karachi.

**POLICE DEPARTMENT
GOVERNMENT OF SINDH**



Bid Document

**PROCUREMENT OF TESTING
SERVICES TO CONDUCT
RECRUITMENT IN
TELECOMMUNICATION WING
OF SINDH POLICE**

.....

M/s.....

Invitation to Bid
Affix /Paste Advertisement (IFB or EOI)

Instruction to bidder

- i. The Firm / 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.
- ii. The Police Department, Government of Sindh, requests Proposals in Sealed envelopes as per information required in this document. Proponents applying for bids should submit **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in two separate envelopes.
- iii. The **TECHNICAL PROPOSAL** should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification (Terms of Reference) etc. Financial bids of firms not obtaining minimum passing criteria on technical basis will not be opened.
- iv. Interested/eligible bidders may obtain further information on the bid and inspect the bidding documents at **Office of Assistant Inspector General of Police, Telecommunication, Sindh, Police Headquarters South, Garden Karachi.**
- v. All the bids along with Rs. 500000/- Bid Security in form of pay order / demand draft in favor of **Assistant Inspector General of Police, Telecommunication Sindh** should be dropped in Box placed at **Office of Deputy Inspector General of Police, Technical & Transport, Sindh situated at 4th Floor Central Police Office I.I.Chandigarh Road Karachi.**, from date of publishing of notice 6th September 2016 up to 1400 hrs.
- vi. The Police Department, Government of Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery of bids.
- vii. Bidders shall submit bids, which comply with the bidding documents. For alternate bids bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.
- viii. As authority competent to accept the Proposal, the Procurement Committee reserves the right to accept or reject one or all the Proposals in accordance with SPPRA Rules-2010.
- ix. **QUOTED PRICES MUST INCLUDE ALL APPLICABLE TAXES & DUTIES**, i.e. Income Tax, Sales Tax or any other tax/duties imposed by the Government by law. Inclusion of taxes, if not specifically mentioned in the quotation, then it will be presumed that the price includes all taxes.

BID FORM for _____

To:
Assistant Inspector General of Police,
Telecommunication, Sindh, Karachi.

Sir,
Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offers to provide required services in conformity with the said bidding documents (Technical and Financial proposals are attached as Annexure-B and Annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, (if our bid is accepted) to complete our services in accordance with the bidding documents.

If our bid is accepted, we will provide the performance security of Rs. 1,000,000/- for the due performance of the contract as per bid Security Form.

Dated this _____ day of _____ 201 ____

WITNESS

BIDDER (Sign + Seal)

Signature: -----

Signature: -----

Name:-----

Name:-----

Title:-----

Title:-----

Address:-----

Address:-----

CNIC #:-----

CNIC #:-----

PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)

To: Assistant Inspector General of Police,
Telecommunication Sindh, Karachi, Pakistan.

WHEREAS (Name of the Firm)

Hereinafter called "the Firm" has undertaken, in pursuance of the bid for the purchase of hardware including "_____", dated _____ 201__, (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Firm a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Firm, up to a total Sum of Rs.1,000,000/- (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Firm to be in default under the Contract, and without cavil or argument, any sum or sums, within amount of Guarantee Rs. 1,000,000/- as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until ___ day of _____ 201__,

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

(vii) Financial Capabilities

The Firm/Bidder shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

(viii) Liquidated damages.

- a) It is utmost importance that schedule to proposals should be filled in very carefully on the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of required services within stipulate period Security deposit will be forfeited in favor of the Police Department, Government of Sindh, as stated at sub clause (d).
 - b) An affidavit that the firm declares details of litigation with any client during the last 5 years will be provided.
 - c) An affidavit that the firm has never been blacklisted by any Government Department will be provided.
 - d) Liquidated damages of 0.025% per day of the contract will be deducted for provision of any deficient services in performing the assignment.
- (ix)** The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive firms /bidders, on request after opening of financial bids or when award / placement of purchase order is finalized. The bidders will, however, have to apply for refund through a written request on their company / firm letter head addressed to AIGP/Telecommunication Sindh.
- (x)** The successful bidder will have to Rs.1,000,000/- as performance security of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of IGP Sindh. The same will be returned on due completion of the contract and warranty period.
- (xi)** To conform, the approved specifications(**Terms of Reference**), the evaluation criteria of bids will be based on the technical expert opinion, observation of evaluation committee and terms & condition set-forth in the bidding documents, notice inviting proposals and bid form or as deemed appropriate by the Purchase Committee.
- (xii)** Conditional proposals / bids will not be acceptable.
- (xiii)** Procuring Agency reserves the rights to increase or decrease the scope of work/Services without assigning any reason.

3. EVALUATION AND COMPARISON OF TECHNICAL & FINANCIAL BIDS

The evaluation will be performed assuming the Contract will be awarded to the bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.

TABLE-A

Pre-requisites (Mandatory)

1.	Class Value Added Services (CVAS) License	Valid certificate from concerned regulator / authority required
2.	Registration from Security Exchange Commission Pakistan (SECP)	
3.	Registration of National Tax Number (NTN) of the Company with Federal Board of Revenue (FBR)	
4.	Registration of General Sales Tax (GST) with Federal Board of Revenue / Sindh Board of Revenue.	
5.	Affidavit That firm is not Blacklisted and involved in any active litigation in Pakistan	
6.	Must be able to conduct assignment in Divisional Headquarters of Sindh Police throughout the province	

Evaluation Criteria and Comparison of Bid

The Technical and Financial Bids shall be evaluated on the basis of following parameters.

TABLE-B

Sr. #	Evaluation Criteria (Parameters)	Breakup of Marks
1	Company Profile	
1.1	Firm for Testing Services Company Experience from Date of Operation Marks : 30	a. More than 7 years (30 points) b. 5 to 7 years (15 points) c. Less than 5 years (0 points)
1.2	Annual Turnover of the Company Marks : 20	a. Annual audit report. b. Registration evidence. c. Annual turnover. -above PKR 150 Million – (20 points) - PKR 100 to 150 Million – (15 points) - PKR 50-100 Million – (10 points) - PKR 30-50 Million – (5 Points) - Less than 30 Million – (0 Points)
1.3	Location of Offices in Country Marks : 20	a. Physical verification of list of clients & presence of response teams at number of locations b. Nationwide i.e. all 4 Provinces of Pakistan – (20 points). c. In Sindh province – (10 points). d. Not Present in Sindh – (0 Points).

The Bidder should also provide the following required information and placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.

Information Required - General

- 1 Name of Firm / Bidder _____
- 2 No. of Years in business in Pakistan _____
- 3 No. of Offices locations in Pakistan _____
- 4 Annual Turnover (Million Rs.) _____
- 5 Value of projects in hand (details may be given) _____
- 6 Year of Incorporation _____
- 7 Status of the Firm / Bidder
 - Sole Proprietor _____
 - Partnership _____
 - Private Limited _____
 - Public Limited _____
 - Entity registered/incorporated outside Pakistan
(if yes, give detail) _____
 - Other (please specify) _____
- 8 Names of Owner / Partners / Chief Executive / Directors _____
- 9 Details of Registered Head Office (address, phone, fax,
email & website information) _____

3. CONTACTING THE PROCURING AGENCY

Any effort by a Firm / bidder to influence the PA in the PA's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

4. PROCURING AGENCY'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

The PA reserves the right to accept or reject the bid in according with SPPRA Rules-2010, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action.

Sample Contract Agreement

1. This contract agreement is made and entered into on *****, 2016, BY AND BETWEEN.
- i) **Assistant Inspector General of Police, Telecommunication Sindh, Karachi, Karachi**, hereinafter referred as **PROCURING AGENCY (PA)**, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of various units of Sindh Police department of ONE PART.
- AND**
- ii) **M/s.******* having its registered office at ********* hereinafter referred as **FIRM**, which expression shall, unless repugnant to the context of meaning thereof, be deemed to include its successors and permitted assigns of the OTHER PART.

2. WHEREAS the Assistant Inspector General of Police, Telecommunication Sindh is entrusted with responsibility of procurement of **Services** during current financial year 2016-2017 as per description given below:-

S.NO.	DESCRIPTION OF SERVICES
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3. AND WHEREAS, the **Assistant Inspector General of Police, Telecommunication, Sindh**, in accordance with The Public Procurement Rules-2010 as adopted by Government of Sindh vide notification No. _____ dated: _____.

iv) That, the **FIRM** shall provide Rs.1,000,000/- Bank Guarantee against performance of the contract and this Bank Guarantee should be valid at least *** days beyond the date of completion of contract to cover the defects, liability period or maintenance period subject to the final acceptance by the **PROCURING AGENCY** as per clause 39 (1&3) of SPPRA 2010.

v) That **FIRM** shall Provide Services as per below mentioned rates

SERVICES	Charges Per Candidate
*****	*****

vi) That **FIRM** Shall bear all expenses in provision of required Services and no payment will be made by **PA** to **FIRM** in this regard. However, the interested candidates will submit fee directly to **Firm**

vii) That, in case **FIRM** defaults in the due performance of this agreement/contract in part or full, **DIGP, Technical & Transport Sindh**(Chairman, Procurement Committee 2016-17) shall be at liberty to impose and recover **LATE DELIVERY CHARGES** not exceeding **0.025% per day** thereof. The penalty shall be applicable only to the extent of services not provided according to the agreed Specifications (TORs) timeline.

viii) The **PROCURING AGENCY** shall not be responsible for non-performance of this agreement due to change in law, rules and policy of the Government as notified in official gazette from time to time.

ix) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract and both parties shall be bound by it.

6. This contract agreement shall be construed and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.

Technical Proposal Form

Bidder's Profile	
Name	
Official Address	
Telephone(s) No.	
Official Fax No.	
GST Registration No.	
Income Tax Reg. No.	
Sr. No.	Description
1	a. Compliance of all required Specifications (Terms of Reference) attached at Annex-B(1/5) b. CVs of Expert / Professional Staff Annex Annex-B (2/5) To be attached by Firm c. Firm's Experience (Briefly describe about organization and its experience in 02 pages) Annex-B (3/5) d. Mention counter staff and facilities to be provided by PA. Annex-B(4/5) e. Description of proposed methodology and work plan related to; Annex-(5/5) (i) Technical approach and methodology (ii) Work Plan (iii) Organization and Staffing

Note: Please read carefully the whole document and provide all necessary details with proof of evidence.

BIDDER (Sign + Seal)

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>PA: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Mo*
nth/Year

Full name of authorized representative: _____

REVISED
ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
FINANCIAL YEAR 2016-17

S. No.	Description of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Method	Timing of Procurements				Remarks
								1st QTR	2nd QTR	3rd QTR	4th QTR	
01	Testing Services of Firm for Recruitment of HC (W.Opd), PC & PC (Driver)	-	-	-	-	-	Open Tender Single Stage two Envelopes	✓	-	-	-	Govt. Funds are not involved in this matter

APPROVED & SIGNED BY THE HEAD OF PROCURING AGENCY


(ABDUL KAREEM) PSP,
 DEPUTY INSPECTOR GENERAL, OF POLICE
 TECHNICAL & TRANSPORT SINDHI
 KARACHI



OFFICE OF THE
ASSISTANT INSPECTOR GENERAL OF POLICE
TELECOMMUNICATION SINDH
KARACHI

CERTIFICATE

This is to certify that there is no involvement of funds of Govt. of Sindh / Police Department in connection with procurement of services to conduct recruitment process of Head Constable (BPS-07) Wireless Operator, Constable (BPS-05) and Constable Driver (BPS-05) in Telecommunication Wing of T&T Branch. The firm who is selected for desired services will collect the amount to be expended during process directly from candidates.

(ENGR. NISAR AHMED CHANNA) QPM, SPS
Assistant Inspector General of Police
Telecommunication Sindh
Karachi