

# **POLICE DEPARTMENT GOVERNMENT OF SINDH**



***Bid Document  
PROCUREMENT OF TESTING  
SERVICES TO CONDUCT  
RECRUITMENT OF CONSTABLES (BPS-5)  
IN SINDH POLICE  
C.T.D SINDH KARACHI***

.....

***M/s .....***

***2016-17***

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## 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 Deputy Inspector General of Police, Counter Terrorism Department (C.T.D) Sindh, Karachi.**
- v. All the bids alongwith Rs. 500000/- Bid Security in form of pay order / demand draft in favor of **Deputy Inspector General of Police, C.T.D Sindh** should be dropped in Box placed at **Office of Deputy Inspector General of Police, Counter Terrorism Department, Sindh situated at Old Circuit House, Near Qasr-e-Naz, Club Road Karachi**, from date of publishing of notice **8<sup>th</sup> September 2016**.
- 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 Proposal 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.

- x. Enquiries regarding this RFP shall be submitted in writing to:  
Deputy Inspector General of Police  
Counter Terrorism Department (CTD) Sindh Karachi  
Phone (9221) 99203438-9, Fax (9221) 99203458  
Email: [acc.digpctd@gmail.com](mailto:acc.digpctd@gmail.com)
- xi. Every page of the Proposal should be signed and sealed by the bidder.
- xii. The details of this notice are also available on website of Police Department ([www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk)) and Government of Sindh ([www.sindh.gov.pk](http://www.sindh.gov.pk)).

**(Capt® Pervaiz Ahmed Chandio) PSP,**  
Senior Superintendent of Police (Operation-I),  
C.T.D Sindh, Karachi.  
**Secretary Procurement Committee**

**BID FORM for \_\_\_\_\_**

To,  
Deputy Inspector General of Police,  
Counter Terrorism Department (CTD)  
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 service 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\_\_

\_\_\_\_\_  
BIDDER (Sign + Seal)

**WITNESS**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

CNIC # \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

CNIC # \_\_\_\_\_

## BID SECURITY FORM

**WHEREAS** \_\_\_\_\_ (hereinafter called "**the Bidder**") has submitted its bid dated \_\_\_\_\_ for the purchase of " \_\_\_\_\_  
\_\_\_\_\_", (hereinafter called "**the Bid**").

**KNOW ALL MEN** by these presents that We \_\_\_\_\_ (Name of Bank) of \_\_\_\_\_  
\_\_\_\_\_ (Name of Country) having our registered office at \_\_\_\_\_ (address of  
Bank) hereinafter called "**the Bank**") are bound into the Deputy Inspector General of Police,  
Counter Terrorism Department, Sindh Karachi, Pakistan (hereinafter called "**the Procuring  
Agency**") in the sum of \_\_\_\_\_, for which payment well and truly to  
be made to the said Procuring Agency, the Bank binds itself, its successors and assigns, by these  
presents.

Sealed with the Common Seal of the Bank this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

**THE CONDITIONS** of this obligation are:

1. If the Firm / Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form: or
2. If the Firm / Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the Period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Procuring Agency up to the above amount, according to, and upon receipt of, its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By \_\_\_\_\_

(Title)

**Authorized Representative**

**PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)**

To: Deputy Inspector General of Police,  
Counter Terrorism Department (CTD)  
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 of 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 \_\_\_\_\_

## 1. GENERAL TERMS & CONDITIONS

### (i) Eligibility Criteria of Firm / Bidder

- a. The firm / bidder should be registered with all concerned Tax Authorities (FBR/SBR).
- b. The firm / bidder should have experience of 5 years and completed the recruitment process of Five (05) Law Enforcement Agencies / Police throughout the Pakistan and conducted recruitment process must include invitation of applications, Data entry of Applications, preparing the Data Base of eligible candidates, calling the candidates for physical test, administration of physical test including chest height measurement and running, video recording, conducting the written test of eligible candidates, declaring the results. Also provided testing services to 20 comparable scale organizations during the last 5 years.
- c. The Firm / Bidder should be ISO Certified

### (i) Bid Bond

A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of **DEPUTY INSPECTOR GENERAL OF POLICE, COUNTER TERRORISM DEPARTMENT, SINDH**, of Rs. 500,000/- should be submitted alongwith the Proposal.

### (ii) Validity of the proposal

All proposal and price shall remain valid for **90 DAYS** after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

### (iii) Currency

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

### (iv) Withholding Tax, Sales Tax and Other Taxes

The Firm / Bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any Firm who signs a contract with the Procuring Agency (Police Department). The Firm will be responsible for all taxes on transaction and / or income, which may be levied by government. If Firm is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

### (v) Stamp Duty

Stamp duty @ 0.3% of contract value documents shall be borne by firm / bidder at the time of signing of contract.

### (vi) Compliance to Specification (Terms of Reference)

The Firm / Bidder to provide information as per (Annexure B & C).



**(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 / approval is finalized. The bidders will, however, have to apply for refund through a written request on their company / firm letter head addressed to DIGP/CTD 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 an 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 proposal and bid form or as deemed appropriate by the Purchase Committee.
- (xii) Conditional Proposal / bids will not be acceptable.
- (xiii) Procuring Agency reserves the rights to increase or decrease the scope of work / Services without assigning any reason.

2. **MODE OF DELIVERY OF PROPOSAL & PLACE OF SUBMISSION**

- i. Sealed Proposals (**TECHNICAL & FINANCIAL PROPOSAL** 2 copies each) on prescribed Performa in duplicate along with Rs.500,000/- earnest money in form of Pay Order/Demand Draft in favor of **DEPUTY INSPECTOR GENERAL OF POLICE, COUNTER TERRORISM DEPARTMENT, SINDH KARACHI**.
- ii. The proposals should be dropped in sealed box kept at **OFFICE OF DEPUTY INSPECTOR GENERAL OF POLICE, COUNTER TERRORISM DEPARTMENT SINDH KARACHI AT OLD CIRCUIT HOUSE, NEAR QASR-E-NAZ CLUB ROAD KARACHI** from date of publishing of notice till **9<sup>th</sup> September 2016**.
- iii. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
- iv. The Technical Proposals will be opened on **SAME DAY SAME PLACE AT 03:30 PM (Friday)**. The responding organization shall deliver two (one original and one copy) copies of the technical & financial proposals each copy being physically separated, bound sealed and labeled as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”**, labeled as such on their respective envelopes. The bid security of Rs.500000/- of the offer in shape of Pay Order shall be enclosed in **SEALED** in the envelope marked **“FINANCIAL PROPOSAL”** without the financial proposal shall not be considered and bid shall be rejected.
- v. The **FINANCIAL PROPOSAL** will be opened **LATER ON**. The proposal of only those Firms/bidders will be opened, which are **DECLARED QUALIFIED** after evaluation of technical bids and upon fulfilling all the conditions by the Purchase Committee. Further enquiry can be made from DIGP/CTD Sindh Karachi, on telephone No. 99203438-39.
- vi. **Submission of Proposal:**  
The complete proposals should be submitted **till 9<sup>th</sup> September 2016 up to 03:00 PM**, at the address given in 2 (ii) above.

The format of submission of proposal is attached as Annexure-B and Annexure-C.

**CNIC copies of Owner/Authorized person along with witness should be enclosed. (Please provide photocopies of relevant documents).**

vii. **Opening of Proposals:**

The proposals submitted against this RFP will be opened on **SAME DAY SAME PLACE AT 03:30 PM (Friday)**, by the Procurement Committee in the presence of bidders or their authorized representatives (having valid authority letter from their respective company).

### 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**

S.#	Evaluation Criteria (Parameters)	Breakup of Marks
<b>1</b>	<b>Company Profile</b>	
1.1	<b>Firm for Testing Services Company Experience from Date of Operation</b>  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	<b>Annual Turnover of the Company</b>  Marks : 20	a. Annual audit report b. Registration evidence c. Annual turnover -above PKR 150 Million – <b>(20 points)</b> -PKR 100 to 150 Million – <b>(15 points)</b> -PKR 50 to 100 Million – <b>(10 points)</b> -PKR 30 to 50 Million – <b>(5 points)</b> -Less than 30 Million – <b>(0 points)</b>
1.3	<b>Location of Offices in Country</b>  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 – <b>(20 points)</b> c. In Sindh province – <b>(10 points)</b> d. Not present in Sindh – <b>(0 points)</b>

<b>2</b>	<b>EXPERIENCE</b>	
2.1	<b>Company Experience in terms of Final Selected Candidates handled by company,</b>  Marks : 20 <b>(Means the number of seats against which the recruitment was conducted)</b>	a. Over 1000 – <b>(20 points)</b> b. Over 500 – <b>(15 points)</b> c. Over 150 – <b>(10 points)</b>
2.2	<b>Company Experience in terms of application handled and recruitment process conducted</b>  Marks : 20	No. of applications received and handled. a. Over 20,000 – <b>(20 points)</b> b. Over 10,000 – <b>(10 points)</b> c. Below 5,000 – <b>(0 points)</b>
2.3	<b>Number of Services Performed / Assignment Completed for LEAs throughout the Pakistan</b>  <b>Contract details be Provided</b> Marks : 20	Verifiable list of Clients who recruited LEA officials.  a. 7 to 10 Assignment – <b>(20 points)</b> b. 5 to 6 Assignment – <b>(15 points)</b> c. 1 to 4 Assignment – <b>(5 points)</b>
<b>3</b>	<b>Professional Staff / Experts</b>	
3.1	<b>Key Professional Staff Qualification and competence for the assignment.</b> <b>CVs of staff be provided for evaluation.</b>  Marks : 30	a. Team Leader, One Senior Manager with Masters 10 years of Experience <b>(10 points)</b> b. One Assistant Manager with Masters and 05 years of experience <b>(10 points)</b> c. Three Junior Officers with Graduate and having experience of 3-4 years <b>(10 points)</b>
3.2	Adequacy of the proposed methodology and work plan responding to the terms of reference  Marks : 20	a. Technical Approach and methodology <b>(10 points)</b> b. Work Plan <b>(5 points)</b> c. Organization and Staffing <b>(5 points)</b>

**IMPORTANT :**

- Score of Eighty percent (80%) aggregate of all sections (1 to 3) combined of Table 'B' (Critical Requirements) is required for Qualification of Technical Proposal”.
- To qualify each section 60% Score is required.

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
 

<input type="checkbox"/>	Sole Proprietor	_____
<input type="checkbox"/>	Partnership	_____
<input type="checkbox"/>	Private Limited	_____
<input type="checkbox"/>	Public Limited	_____
<input type="checkbox"/>	Entity Registered / incorporated outside Pakistan (if yes, give detail)	_____
<input type="checkbox"/>	Other (please specify)	_____
8. Names of Owner/Partners/Chief Executive/Director \_\_\_\_\_
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 annual 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.

## Definitions

**In this Contract, the following terms shall be interpreted as indicated:**

- **“Procuring Agency (PA)”** means the Sindh Police Department (C.T.D Sindh Karachi), Government of the Sindh, Karachi – Pakistan
- **“Firm”** means the individual or Bidder whose bid has been accepted by the PA and the legal successors, in title to the Firm.
- **“Contract”** means the agreement entered into between the Procuring Agency PA and the Firm, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- **“Commencement Date of the Contract”** means the date of signing of the Contract between the PA and the Firm
- **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- **“Contractor Value”** means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.
- **“Services”** means services, such as testing and other such obligations of the Contractor covered under the Contract.
- **“Works”** means all items/services to be provided and work to be done by the Firm under the Contract.
- **“RFP”** means Request for Proposal.

## Sample Contract Agreement

1. This contract agreement is made and entered into on \*\*\*\*\*, 2016, BY AND BETWEEN.

- i) **Deputy Inspector General of Police, Counter Terrorism Department, Sindh 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 **Deputy Inspector General of Police, Counter Terrorism Department, Sindh**, in accordance with The Public Procurement Rules-2010 as adopted by Government of Sindh vide notification No. \_\_\_\_\_ dated: \_\_\_\_\_.

4. That the **FIRM** participated in the response of notice inviting proposals, floated by **Procurement Committee on behalf IGP Sindh**, by submitting technical and financial bids, after necessary evaluation of the Services described above; the Departmental Procurement Committee opened the financial bids in front of all bidders on **9<sup>th</sup> September, 2016 at 03:30 PM.**
5. That the rates offered by the **FIRM** for the products/articles/services as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the IGP Sindh has accorded approval to place procurement order with the **FIRM** on terms and conditions specified below:-

**NOW THEREFORE PARTIES HEREBY AGREED AS FOLLOWS**

- i) That, **Firm** shall provide **Services** described and specified within stipulated period as agreed between the parties from the date of signing of this agreement.
- ii) That, all Services shall be made to Procuring Agency **in Karachi and Divisional Headquarters** of Sindh Police in the Province at notified places by PA to Firm.
- iii) That, all services shall be made and finished in all respects to entire satisfaction of **PROCURING AGENCY** which shall be at liberty to reject any Services or part thereof if it is not in accordance with approved Terms of Reference mentioned in the Proposal(s) submitted by **FIRM** at the time of bidding and evaluated and approved for this contract and such rejection shall be final. No appeal or review will be permissible against the decision of Departmental Complaint Redressal Committee.



- 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, C.T.D 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.

7. Any notice required under this contract shall be in writing and shall be effective when received by the addressee at its given address.
8. If any term, conditions, or provision in this agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

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**Capt® Parvaiz Ahmed Chandio, PSP**  
Senior Superintendent of Police (Operation-I),  
C.T.D Sindh, Karachi  
**Secretary, Procurement Committee**  
On behalf of IGP, Sindh

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**Mr.\*\*\*\*\***  
**M/s.\*\*\*\*\***  
**On behalf of Firm**

**Witness:**

1) \_\_\_\_\_

2) \_\_\_\_\_

## 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	<ul style="list-style-type: none"> <li>a. Compliance of all required Specifications (Terms of Reference) attached at Annex-B(1/5)</li> <li>b. CVs of Expert / Professional Staff Annex Annex-B (2/5)</li> <li><b>To be attached by Firm</b></li> <li>c. Firm's Experience (Briefly describe about organization and its experience in 02 pages) Annex-B (3/5)</li> <li>d. Mention counter staff and facilities to be provided by PA. Annex-B(4/5)</li> <li>e. Description of proposed methodology and work plan related to; Annex-(5/5)               <ul style="list-style-type: none"> <li>(i) Technical approach and methodology</li> <li>(ii) Work Plan</li> <li>(iii) Organization and Staffing</li> </ul> </li> </ul>

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

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BIDDER (Sign + Seal)

TERMS OF REFERENCE  
(SPECIFICATIONS)

1. Development of application form for candidates (as approved by Police)
2. Uploading the application form on Police & firm web site for public facilitation.
3. Receiving of application.
4. Data Entry of application along with picture scanning
5. Development of eligible candidate data base
6. Dispatch of call letters for Physical test.
7. Administration / development of Physical test as per SOPs of Police Dept.
8. Video recording and declaring their physical process.
9. Declaring the results of Physical Test.
10. Dispatch of Call letters for written & psychometric test.
11. Administration / development of written & psychometric test.
12. Declaring the result within 24 hours.
13. Submission of all result and record to Sindh Police (C.T.D Sindh Karachi)
14. Development of not eligible candidate data base along with record
15. Maintaining the data base of failure along with reasons and score
16. Recruitment process against the available vacancies of Constables

## **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 date of obtainment]: \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Association:** \_\_\_\_\_
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. **Language** [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: \_\_\_\_\_

<b>11. Detailed Tasks Assigned</b>  [List all tasks to be performed under this assignment]	<b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>  [Among the assignments in which the staff has been involved, indicate the following information for those assignment that best illustrate staff capability to handle the tasks listed under point11.]  Name of assignment or project: _____. Year: _____. Location: _____. PA: _____. Main project feature: _____. Positions held: _____. Activities performed: _____.
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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 qualification, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
[Signature of staff member or authorized representative of the staff]

Date: \_\_\_\_\_

Day/Month/year

Full name of authorized representative: \_\_\_\_\_

### **Financial Proposal Form**

<b>Bidder's Profile</b>		
Name		
Official Address		
Telephone(s) No.		
Official Fax No.		
GST Registration No.		
Income Tax Reg. No.		
No. of years in business		
<b>S.#</b>	<b>Item / Services</b>	<b>Charges Per Candidate(Rs)</b>
1.	1. Development of application form for candidates. 2. Uploading the application. 3. Receiving of application. 4. Data Entry of application along with picture scanning. 5. Development of eligible candidate data base. 6. Dispatch of call letters for physical test. 7. Administration of Physical test at per the SOPs of Police Dept. 8. Declaring the results of Physical Test.	
2.	1. Dispatch of Call letters for written & psychometric test. 2. Administration of Written & psychometric test. 3. Declaring the result 4. Submission of all result and record to Police Dept. Govt. of Sindh	

Note: Earnest money of Rs.500000/- Only in shape of Pay Order/Bank Draft will be acceptable in favor of DIGP/CTD Sindh Karachi.

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BIDDER (Sign + Seal)