

**PRISONS DEPARTMENT**

**BIDDING DOCUMENT**

For the procurement of prequalification \_\_\_\_\_

Date of Opening. \_\_\_\_\_ at 12:00 PM

Date of Receipt. \_\_\_\_\_ at 11:00 AM

Punjab Prisons Department invites sealed bids for the prequalification 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 Inspector General of Prisons, Punjab, Lahore and should be inclusive of all taxes / duties / charges and inclusive of all charges. The bid should be submitted on the following firms.

<b>SR. NO.</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE RS.</b>	<b>INCOME TAX</b>	<b>SALES TAX</b>	<b>OTHER DUTIES / CHARGES ETC.</b>	<b>TOTAL UNIT PRICE RS.</b>

Proposals should be submitted as per instructions, terms & conditions of the tender notice / bidding documents and no offer shall be considered if received incomplete or not fulfilled.

1. Testing service should take scrutiny test of all shortlisted candidates as per post advertised.
2. Prison Department will provide all the applications received to the testing service.
3. Testing service shall upload the list of shortlisted candidates on their websites.
4. Testing services shall intimate the all shortlisted candidates through letter and SMS.
5. Testing Service shall charge fee directly from the candidates for all the posts advertised as per their bid in the tender.
6. Testing Service shall enter the data of candidates into database according to the application form filled in by the candidates.
7. Testing Service shall enter all particulars of each and every candidates cadre wise on their website on daily basis and share with the Inspectorate of Prisons through website / hard copy.
8. Incomplete forms in any respect shall not be entertained.
9. Testing Service shall prepare separate file of each candidate cadre wise / region wise / Jail wise by fixing their relevant documents i.e. educational certificate, photographs, application form, character certificate and question paper alongwith answer sheet, copy of CNIC, domicile and other allied documents if any.
10. Testing Service shall not issue Roll No. slips to over aged candidates.
11. Testing Service shall not issue Roll No. slips to those who have not given their academic record or their form is found incomplete in any respect.
12. Testing Service shall issue post wise / category wise / region wise / Jail wise Roll No. to the candidates.
13. Testing Service shall prepare separate file of each and every candidate post wise / category wise / region wise / Jail wise as per approved quota like disabled, minority, children of Government employees & female advertised in the press.
14. Testing Service shall prepare result sheets separately post wise / category wise / region wise / Jail wise of open merit, minority, disabled etc. and hand over to the Inspectorate of Prisons.
15. Testing Service shall clearly indicate the difference of date of birth of any candidate if pointed out in the documents like educational certificate / CNIC.
16. Testing Service will also point out if address in I.D. Card & Domicile if found different.
17. Testing Service shall provide the district wise list of examination centers with name of coordinator / examiner so that the Inspectorate of Prisons depute representative for counter checking of examination.
18. Testing Services shall prepare separate file of each candidate post wise / category wise / region wise / Jail wise and return all documents all the succeeded / disqualified candidate alongwith separate list of each and every bags.

19. Testing Service shall send the Roll No. slip to the candidates which will contain the information about the test time, date, venue, city and position applied for.
20. Testing Service will collect hard copies of test results center wise, for data entry and issuance of call up letters for written test.
21. Testing Service shall conduct the written test of all the selected candidates as per test content and cities agreed between Testing Service and Prisons Department.
22. Graded Result sheets shall be provided to Inspectorate of Prisons as per agreed time schedule (Annexed at \_\_\_\_\_).
23. List of qualified candidates at each stage, as per the criteria shall be uploaded on \_\_\_\_\_ website \_\_\_\_\_ as per agreed time schedule.
24. In case of failure of any clause the earnest money of Rs. \_\_\_\_\_ will be forfeited.

**Stamp of Bidder with address & Telephone number**