

PRISONS DEPARTMENT

BIDDING DOCUMENT

For the procurement of prequalification _____

Date of Opening . **25th February 2021 at 12:00 PM**

Date of Receipt. **25th February 2021 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.

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

Any offer not received as per instructions, terms & conditions of the tender notice / bidding documents is liable to be ignored. No offer shall be considered if:-

1. Testing Service shall conduct the recruitment test processing of data as per schedule in all the districts of Punjab after signing of MOU. Education criteria and summery etc. of the post will be provided at the time of MOU.
2. Testing Service shall advertise the posts in National News Papers & application forms will be available on website_____.
3. Testing Service shall receive the forms directly from the candidates alongwith test fee as agreed between Testing Service & Prison Department.
4. Testing Service shall charge fee directly from the candidates for all the posts advertised as per their bid in the tender.
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 cadre wise on their website on daily basis and share with the Inspectorate of Prisons through website / hard copy.
7. Incomplete forms in any respect shall not be entertained.
 - a) Testing Service shall prepare separate file of each candidate cadre wise / region wise by fixing their relevant documents i.e. educational certificate, photographs, application form, character certificate, physical test result sheet and question paper alongwith answer sheet, copy of CNIC, domicile and other allied documents if any.
 - b) Testing Service shall not issue Roll No. slips to over aged candidates.
 - c) 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.
 - d) Testing Service shall not issue Roll No. slips to those candidates who have received educational marks for the post of particular posts.
 - e) Testing Service shall declare unfit to those candidates whose minimum height is less than (Height 170 cm and minimum girth of chest: 78 cm) applied for male warder and (Height 158 cm Minimum weight should be 70 Kg for 158 cm height and 02 Kg plus for each extra 3 cm height) for female warder respectively and not issue Roll No. slips for written test / interview.
 - f) Testing Service shall issue post wise / category wise / region wise Roll No. to the candidates.
 - g) Testing Service shall prepare separate file of each and every candidate post wise / category wise / region wise as per approved quota like disabled, minority, children of Government employees & female advertised in the press.
 - h) Testing Service shall prepare result sheets separately post wise / category wise / region wise of open merit, minority, disabled etc. and hand over to the Inspectorate of Prisons.

- i) Testing Service shall clearly indicate the difference of date of birth of any candidate if pointed out in the documents like educational certificate / CNIC.
 - j) Testing Service will also point out if address in I.D. Card & Domicile if found different.
 - k) 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.
 - l) Testing Service shall depute experienced medical / technical staff for physical examination of the candidates at each centre at the time of physical test.
 - m) Testing Services shall prepare separate file of each candidate post wise / category wise / region wise and return all documents all the succeeded / disqualified candidate alongwith separate list of each and every bags.
8. Testing Service shall send the Roll No. slip to the candidates which will contain the information about the physical test, time, date, venue, city and position applied for.
 9. Testing Service shall provide the physical test sheets reflecting the credentials of candidates and photographs.
 10. Testing Service shall conduct the race under the supervision of Recruitment Board..
 11. Testing Service will collect hard copies of physical test results center wise, for data entry and issuance of call up letters for written test.
 12. Testing Service shall conduct the written test of all the selected candidates in physical test, as per test content and cities agreed between Testing Service and Prisons Department.
 13. Graded Result sheets shall be provided to Inspectorate of Prisons as per agreed time schedule (Annexed at _____).
 14. List of qualified candidates at each stage, as per the criteria shall be uploaded on _____ website _____, as per agreed time schedule.
 15. In case of failure of any clause the earnest money of Rs. _____ will be forfeited.