



**TRANSPARENCY
INTERNATIONAL-PAKISTAN**

5-C, 2nd Floor, Khayaban-e-Ittehad, Phase VII,
Defence Housing Authority, Karachi.
Tel: (92-21)-35390408, 35390409, Fax: 35390410
E-mail: ti.pakistan@gmail.com
Website: www.transparency.org.pk

27th June, 2016

TL16/2706/7A

Section Officer (General),
Home Department,
Government of Punjab,
Lahore.

Sub: Violation of Punjab Procurement Rules 2014, Section Officer (General), Home Department, Government of Punjab, Lahore's Expression of Interest for Pre-Qualification Notice for Services Provider Agencies for Recruitment.

Dear Sir,

This is with reference to Home Department, Lahore's Expression of EOI for Pre-Qualification Notice, published in daily "The News" on 22nd June, 2016. It is observed that the advertisement is in violation of the Punjab Procurement Rules 2014.

As per advertisement, "Home Department reserves its rights to accept or reject any offer without mentioning any reasons". However, as per Rule No. 17 (4), PPRA 2014, the reason of rejection should be communicated to the bidders. Stated as under:

17. Pre-qualification process:- (4) On a request, the procuring agency shall communicate to the contractor who has not been prequalified the reasons for not prequalifying the contractor.

The above information is forwarded for the purpose of avoiding mis-procurement charge under Rule No. 69, and with request to re-invite the EOI for pre-qualification under the prescribed procedures or issue a corrigendum and extend date accordingly.


Transparency International Pakistan is striving for across the board application of Rule of Law, which is the only way to stop corruption.

With Regards,

Sohail Muzzafar
Chairman

Copies forwarded for the information with request to take action under their mandate to:

1. Chief Minister, Government of Punjab, Lahore
2. Director General, NAB, Lahore.
3. Chief Secretary, Government of Punjab, Lahore.
4. Registrar, Lahore High Court, Lahore.
5. Managing Director, Punjab PRA, Lahore.



**GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT**

SUBJECT: INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION OF SERVICE PROVIDER AGENCIES FOR RECRUITMENTS IN HOME DEPARTMENT AND IN ITS ATTACHED DEPARTMENTS

Home Department, Government of the Punjab intends to hire the services of a registered testing and assessment firm/agency/body to design and conduct the screening test of the applicants to be recruited against various posts in Basic Pay Scales 5 to 15 of different categories in Home Department and its attached Department in Lahore and throughout the Punjab. Testing Service Providers are invited to evaluate their interest in tendering and conducting testing within 15 days. However, this is not a guarantee of the actual conditions under which the testing services will be tendered or executed. Interested firm/agency will submit a banker Cheque/ Pay order (Refundable) amounting to Rs. 50000/- in the name of the undersigned. For further details please contact or visit the office of the undersigned on any working day.

ELIGIBILITY REQUIREMENTS:

The interested firms should attach the following documents with their applications:

- Detail of company profile (Name of the firm/agency/body with location of its office and their contact detail along with documentary proof of registration with any Government authority or regulatory body i.e. Registration/Affiliation Certificate), description of similar assignments, experience in similar condition, availability of appropriate skills amongst staff etc., proof of scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached.
- Proof of registration, income tax, tax exemption and sales tax. Must have a valid N. N. relevant ISO certificate shall be preferred.
- Financial soundness certificate, bank statements for the last 12 months. Audited Financial Statements/Accounts Statements showing financial position of last three (3) years. (Public organizations have exemption of this condition) undertaking that the firm has not been blacklisted or debarred by any government organization.
- Details of major works/projects completed in public/private sector especially detail of one major reference assignment for each proposed testing in which organization was engaged in the last two financial years.
- A capacity statement on relevant experience in which the firm has been involved in the past.
- CVs of maximum 5 core staff members who will be made responsible to plan and implement the testing.
- Certificate to demonstrate availability of physical resources and adequate logistical structure with adequate staffing and arrangements to mobilize professional resources. The firm should ideally have some logistic base in Lahore and divisional headquarter.
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TORS AND RESPONSIBILITIES:

- This Expression of Interest is governed by the PPRA Rules 2014.
- Only short-listed firm(s) will be invited to submit Technical and Financial Proposals.
- All documents and information received by Home Department from the firm(s) will be treated as confidential.
- The documents submitted to Home Department will not be returned.
- All expenses related to participation in this Expression of Interest shall be borne by the firm(s).
- Documents shall be submitted in hard form in a sealed envelope marked as 'EXPRESSION OF INTEREST'.
- The envelope containing hard copy of EOI shall be received in the Section Officer (General) at civil secretariat Lahore.
- Home Department reserves the right to request submission of additional information from firm(s) in order to clarify aspects of Expression of Interest if required.
- Responsibilities of finally selected Testing Service Providers for conduct testing will be to:
 - Arrange the provision of properly equipped testing facilities. In case of deficiency arrange additional required machinery, equipment, tools, halls, furniture and other physical facilities (e.g. washrooms, back-up power, drinking water etc.).
 - Engage competent and qualified instructors and supporting staff.
 - Ensure provision of training in approved seven short training courses using the curriculum approved by and f Home Department following the agreed parameters.
 - Provide all aids, materials, consumables and additional facilities as per requirements of test, free of cost to the candidates (all costs on account of these items will be included in testing fee which will be paid by Home Department).
 - Arrange for the trainees boarding and lodging facilities in case of trainees coming from out of Lahore.
 - Establish a system for providing reports to Home Department within stipulated time through email or on a web based data management system.
 - Facilitate and provide access to Home Department monitoring team.
 - Arrange testing and certification from relevant accredited certification body.
 - Display prominently banners / sign boards relating to the training.
 - Any other obligation agreed in the contract.
- The testing service provider will be responsible for certain deliverables as per requirement of the Home Department.
- Home Department reserves the right to verify any information provided by prospective bidders. False information will lead to disqualification and the organization will be barred for bidding Home Department in future.
- Home Department will evaluate the EOI of eligible organizations on the basis of their capacity, previous experience and number of persons intended to be tested.
- Home Department will notify the short-listed Testing Service Providers. Request for proposal (RFP) documents will be made available only to the short-listed entities.
- Any clarification requests may be made in writing or through e-mail to the following contact person.
- Home Department reserves its rights to accept or reject any offer without mentioning any reasons.
- Each test will be conducted according to prescribed requirements of arrangement at Provincial, District and departmental level, etc.

MODE OF TEST:

The Testing Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT) and Skilled Test (Typing & Shorthand).

FINANCIAL POLICY/MATTERS:

Home Department and Testing Agency will deal all matters involving finance with mutual agreement/understanding on all examination test fee which will be charged to each candidate. Testing agency may quote their minimum lump sum processing fee per application separately as per format given below:	Posts/BPS 05 TO BPS-15	Test Fee Rate per application
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PROPRIETY RIGHTS:

The propriety rights will rest upon AGP. Both parties will keep the record/data strictly confidential. If a testing agency is found involved in malpractice regarding paper making, conduction/secretary of test, misconduct and unsatisfactory performance, it would be held liable for all such losses and damages suffered by the hiring agency and the agreement/understanding may be forfeited with heavy cost.

RECEIPT OF EOIS:

Sealed Expression of Interest (EOI) in two envelopes (one marked original and one marked copy) within 15 days from the date of publication of the advertisement in a newspaper must reach the address mentioned below by 1:00 pm and the same will be opened at 2:00 pm on the same day in the committee room of Home Department in the presence of bidders or their authorized representatives should reach in Home Department, civil secretariat Lahore on ----- at 1:00 hours and will be open on the same day at 2:00 hours in the committee room of Home Department in the presence of bidders or their authorized representatives.

**SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT
Contact Number: 042-99212474, 042-99211654
homedepartmentac@gmail.com**

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