

BIDDING DOCUMENT

Selection/Recruitment of Ministerial Staff in the
Establishment of District & Sessions Judge,
Charsadda

District & Sessions Judge, Charsadda

Competent Authority

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INVITATION FOR BIDS

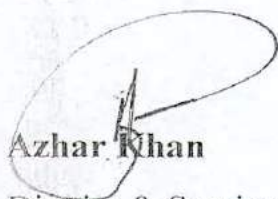
Selection/Recruitment of Ministerial Staff in the Establishment of District & Sessions Judge, Charsadda.

The DISTRICT AND SESSIONS JUDGE, CHARSADEA invites sealed bids from the original Agencies/Institutions/Firms active tax payers and registered under the Sales Tax Act listed with Sales and Income Tax Department, FBR, for Selection/Recruitment of Ministerial Staff in the Establishment of District & Sessions Judge, Charsadda.

The bids should accompany Earnest Money/Bid Security of 2% of the quoted value (refundable) in the shape of Bank Draft/Pay Order (only) in favor of the District & Sessions Judge, Charsadda, KPK. Single Stage-Two Envelop procedure shall apply. Separate sealed Technical and Financial Bids enclosed in an envelope with the Earnest Money/Bid Security must reach the undersigned on or before 20/05/2019.

Only Technical bids will be opened on the same day at **2:30 p.m.** in the presence of Bidders or their representatives **in the Retiring Room of the District & Sessions Judge, Charsadda.**

Complete Bidding Documents including terms and conditions, by the interested bidders may be downloaded from www.kppra.gov.pk websites or may be obtained from the office of the District & Sessions Judge, Charsadda on submission of an application on their firm's letter head against payment of Rs.500/-.


Azhar Khan

District & Sessions Judge, Charsadda

Chapter-I

OFFICE OF THE DISTRICT AND SESSIONS JUDGE CHARSAJDA

TERMS OF REFERENCE FOR HIRING A INSTITUTION/AGENCY/FIRM FOR
CONDUCTING EXAMINATION FOR

RECRUITMENT OF COMPUTER OPERATOR BPS-16, STENO TYPIST BPS-14, JUNIOR CLERK BPS-11 AND DRIVER BPS-06.

1. BACKGROUND INFORMATION

Office of the District and Sessions Judge Charsadda intends to award contract to a reputable testing body for conducting test (written) for recruitment of total 06 posts of different categories i.e. Computer Operator Bps-16, Steno typist Bps-14, Junior Clerk Bps-11 and Driver Bps-06. Applications from eligible candidates were solicited through advertisement in leading Newspapers against which 1738 Number of applications were received. The desired firm shall be responsible to conduct the screening/written test from these eligible candidates and submit its results to this Court within an agreed timeframe.

2. SCOPE OF THE SERVICES

In order to make recruitment of above mentioned posts lying vacant in the District Court Charsadda in a transparent and merit oriented manner, screening test is required to be conducted. Exam/Test will be conducted by engaging an independent reputable firm hired through competitive process as per the KAPRA rules. The selected firm will prepare the paper for test/exam (written) and undertake the test/exam (written) of the candidates at the District level. The desired firm shall prepare and submit the result of the exam to this Court in a given time frame.

3. CRITERIA FOR SELECTION:

The assignment entails full secrecy at all steps of the activity. Very experienced and appropriately qualified persons who have vast knowledge of preparation and administration of tests of such type of exams are required to be performed. Thus highly experienced and qualified firm will be selected as per the following criteria:

➤ **ELIGIBILITY:**

Valid Registration for conducting tests/examinations.

➤ **REQUIRED DOCUMENTS AND CRITERIA OF SELECTION:**

Profile of firm:

Name, address, telephone, Fax number and e-mail address of the firm.

Ownership, Legal status and Organizational Structure of the firm.

Year of establishment.

➤ **EXPERIENCE AND PAST PERFORMANCE.**

List of similar assignments with cost, undertaken in the past 03 Years.

Performance certificate of assignment/projects completed are required to be attached.

➤ **KEY PERSONNEL QUALIFICATION & EXPERIENCE.**

Academic qualification, experience and brief CVs of Key team personnel.

➤ **FINANCIAL**

Documentary evidence of financial position, e.g. Bank statement or audited accounts of the last 03 years.

Income Tax return of the last 03 years.

➤ **OTHER INFORMATION**

Details of disputes/litigation or arbitration with client (s)

Affidavit that firm has never been black listed.


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7. Acceptance of offer

DSJ, Charsadda reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

8. Excuse from Claim

The Bidder at no point of time can excuse themselves from any claims by office of DSJ, Charsadda whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in MOU/Bid Document.

9. Adherence to Schedule

The Bidder has to adhere to the time schedule of activities mentioned by office of DSJ, Charsadda and no request to change the last date or extend period/time for submission shall be entertained by office of DSJ, Charsadda. However, office of DSJ, Charsadda reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.

10. Submission of Bid

The Vender shall submit their Bids in two parts i.e single stage-two envelope procedure.

(i) Technical Bid and

(ii) Financial Bid

The tender is a "Two Bid" document. The Technical Proposal should contain all the relevant information and desired enclosures along with Cost of tender documents and Earnest Money Deposit (EMD). The Financial Proposal should contain only financial Bid. In case, any bidder encloses the financial Bid in technical Bid, the same shall be rejected summarily.

Offers sent by post should be sent by Registered/Speed Post so as to reach us before closing date i.e by

11. Bid Response Format

The bidder shall effectively communicate the solution and shall cover all the requirements. The bidder shall use the following format to submit the response:

- The documents of the Technical Bid shall be placed in lacquer sealed envelope clearly marking "Technical Bid for Examination".
- The financial Bid shall be placed in separate lacquer sealed envelope clearly marking it as "Financial Bid for Examination (Do not open with Technical Bid)".

12. Right to Termination/Cancellation

Notwithstanding anything contained in this document, DSJ Charsadda reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time, prior to signing the contract/MOU and DSJ Charsadda shall have no liability for above-mentioned actions.

13. Authentication of Bids

The Bid document should be typewritten and there should not be any overwriting or cutting of interpolation.

Any correction/ overwriting/ cutting/ use of whitener etc. will lead to rejection of the Bid. All the bidders have to abide by all the terms and conditions mentioned in this Bid document.

14. Address for Submission of BID

Bid complete in all respect shall be addressed to:

DSJ Charsadda

Judicial Complex, Charsadda.

In addition to the above, all envelopes including the inner envelopes shall indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as required, Office of DSJ

Charsadda will assume no responsibility for the Bid's misplacement or premature opening.

15. Late Bids

Any Bid received by DSJ Charsadda after the deadline for submission of Bid's prescribed in this document, will be summarily rejected and returned unopened to the Bidder. DSJ Charsadda shall not be responsible for any postal delay or non-receipt/non-delivery of the documents.

No further correspondence on this subject will be entertained.

16. Opening of Bids

DSJ Charsadda will open Bids as per schedule. The bidder may depute their authorized representative for the event. The Bidder's representative who is present shall sign the attendance roll evidencing his/her attendance. Even if no representative of the bidder is available, the Bids would be opened as per schedule.

17. Clarification of Bids

To assist in the examination, evaluations and comparison of bids, DSJ Charsadda may, at its sole discretion, ask the Bidder for clarification on the Bid's submitted. The request for clarification shall be in writing by post or email or by facsimile. The response shall be submitted in writing by registered/speed post duly signed by authorized representative. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Bid's shall be rejected. No representation in this regard would be entertained after rejection of the Bids

18. Completeness of Bids

DSJ Charsadda will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

19. Rectification of Errors

Bidders are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. If any interlineations, erasures, alterations, fluid-marking, additions or overwriting are found the bid shall be rejected summarily. Arithmetic errors in bids will be considered as follows:

- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the evaluation, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern or whichever is logically correct.
- (c) Nothing the above, the decision of the Evaluation Committee shall be final and binding.

20. Rejection of Bid

Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been blacklisted by a Federal or any Provincial government or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere.

If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, DSJ Charsadda reserves the right to reject such a bid at any stage.

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by DSJ Charsadda and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or any reservation by the Bidder.

Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

21. Opening of Financial Bids

Financial Bids will be opened and compared after the evaluation of technical Bids. The financial bids will be opened for the short listed technically qualified bidders. The name of bidder, bid prices of each Bid, shall be announced by DSJ Charsadda during opening of financial Bid.

The date, time and venue of opening of financial bid of the technically shortlisted bidders will be intimated by displaying the same on the website of DSJ Charsadda.

<http://www.districtjudiciarycharsadda.com> in only.

Chapter 3

Bid evaluation criteria and selection procedure

The Bidding Process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, prepare, Advertise/ Publish, submit, open, Evaluate, Compare bids and Award of Contract/MOU and are to be strictly adhered to by the bidder.

1. **Bid Evaluation:**

Guiding principal for evaluation of Bids

- a) The tendering authority shall determine to its satisfaction whether the Bidder that is selected as having submitted the best and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- b) The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- c) An affirmative determination shall be a prerequisite for award of the contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the tendering authority shall proceed to the next best bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- d) The tendering authority committee, in observance of best practices, shall:-
 - i. Maintain the bid evaluation process strictly confidential as per the details below.
 - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including Fraud and corruption.
 - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding document.

5. Evaluation of Technical Bids

Award of marks for evaluation of technical bids

The criteria for qualification

1. A total of 100 Marks for qualifying for opening of financial bids.

S.No	Criteria	Marks Required	Marks Obtained	Remarks
1	Legal Status			
	i. Incorporated under companies Ordinance/Act	10 Marks		
	ii. Sales Tax Reg.	10 Marks		
	iii. Income Tax Reg	10 Marks		
2	Relevant experience	15 Marks		
3	Prior experience of conducting exams of Judiciary	25 Marks		
4	Technical Staff			
	i) Masters	10 Marks		
	ii) Ms/M-Phil	10 Marks		
5	Undertaking that the company has never been black listed	15 Marks		
6	Financial Status			
	i) Income Tax Returns	15 Marks		
	ii) Sales Tax returns	10 Marks		

These marks would not be counted on subsequent stages and the financial bid will be opened, only if the bidder qualifies this aforesaid criteria.

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