

INSTRUCTIONS TO BIDDERS (ITB):

1/- Corresponding Address

The contact number and the correspondence address for submitting the proposals are as follows:

**Secretary,
Sindh Public Service Commission,
Thandi Sarak, Hyderabad.
Phone No. 022-9200162**

2/- Eligible Bidders

All the bidders duly incorporated and based in Pakistan Governed by rules, laws and status of Government of Pakistan and Government of Sindh shall be eligible. (SPPRA Rule 29)

3/- Preparation of Bids

This is the Single Stage – One Envelope Procedure; the bid shall comprise a Single package containing **ELIGIBILITY CRITERIA** (duly filled in all respects) and **FINANCIAL PROPOSAL**.

4/- Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and Sindh Public Service Commission will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5/- Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and Sindh Public Service Commission must be written in English.

6/- Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative.

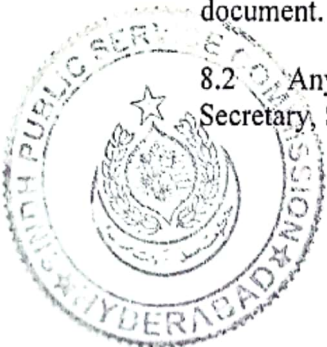
7/- Bid Currencies

All prices quoted must be in Pak Rupees.

8/- Bid Security

8.1 The bidder shall furnish the Bid Security of Rs.500,000/- in shape of Pay Order, Call Deposit or Irrevocable Bank Guarantee which shall remain valid for a period of twenty eight 28 days beyond the validity period for bids, in order to provide the SPSC time to act, if the security to be called. Bid Security should be attached with the bidding document.

8.2 Any Bid not accompanied by an acceptable Bid Security shall be rejected by Secretary, SPSC as non – responsive.



8.3 Bid Security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired.

8.4 The bid security shall be forfeited:

- (a) If a Bidder withdraws its bid during the period of its validity specified by the bidder on the Bid Form;
- (b) In the case of a successful Bidder, if the Bidder fails to:
 - (i) Sign the contract.
 - (ii) Does not abide by the terms of Contract Agreement.

9/- **Bid Validity**

Bids shall remain valid for a period of ninety (90) days, from the date of bid opening prescribed by SPSC (SPPRA Rule 38 (1)).

10/- **Stamp Duty**

Stamp duty 0.35% for works against total value of work order will be levied accordingly.

11/- **Submission of Bids**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **Eligibility Criteria** (duly filled in all respects) and **Financial Proposal** (SPPRA Rule 46 (1-a & b)).

The Bids shall be submitted on or before 11:00 a.m. on 03.05.2023.

12/- **Clarification of Bidding Documents**

Interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents in writing and Secretary SPSC shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. (SPPRA Rule 23 (1)). It should be noted that any clarification of any query by a bidder shall also be communicated to all parties, who obtained bidding documents.

13/- **Withdrawal of Bids**

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and / or by an authorized representative, and shall include a copy of the authorization. Provided that the written notice of withdrawal, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

14/- **Cancellation of Bidding Process**

14.1 Secretary SPSC may cancel the bidding process at any time prior to the acceptance of bid or proposal; (SPPRA Rule 25(1)).



14.2 Secretary SPSC shall ensure no liability towards the bidders (SPPRA Rule 25 (2)).

14.3 Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security will be returned along with such intimation; (SPPRA Rule 25(3)).

14.4 Secretary SPSC shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. (SPPRA Rule 25 (4)).

15/- Opening and Evaluation of Bids

The opening of bids shall be on 03.05.2023 at 11:30 a.m.

16/- Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless. SPSC may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. (SPPRA Rule 43).

17/- ELIGIBILITY / EVALUATION CRITERIA & COMPARISON OF BIDS:

17.1 The firms / supplier should be registered with Federal Board of Revenue (F.B.R), Sindh Board of Revenue (S.R.B) and should have Active Taxpayer List. Copy of valid NTN and Sales Tax Certificate and Registration Certificate with Sindh Revenue Board must be attached.

17.2 Minimum 5 years experience in providing decoration / Event Management services to reputable organization.

17.3 The bidders must have experience of providing services of similar nature at least five events during last 5 years.

17.4 The bidders must possess Annual Bank Turnover of Rs.10.00 Million during last five years.

17.5 The bids not accompanied with the required bid security shall be rejected.

17.6 The bidder should submit the affidavit on judicial stamp paper stating that their company / vendor has not been black listed by any Government Department/ organization and affidavit of no dissatisfactory performance at any institution during last 05 years.

17.7 Incomplete and conditional tender forms will be rejected.

17.8 The Tender Documents must be attached in sequence as per tender requirement.

18/- Clarification of bids

18.1 No bidder shall be allowed to alter or modify his bid(s) after the expiry of deadline for receipt of the bids.



18.2 Provided that the procuring agency may ask the bidders for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid;

18.3 Any request for clarification in the bid, made by the procuring agency, shall invariably be in writing. The response to such request shall also be in writing.

19/- Award of Contract

SPSC will award the contract to the bidder with the lowest evaluated cost, but not necessarily the lowest submitted price within the original or extended period of bid validity.

20/- Procuring Agency may reject any or all Bids

SPSC may annul the bidding process and reject any or all of Bids at any time prior to acceptance of a bid, subject to provision of SPPRA Rules.

21/- Scope of Work

Making all necessary arrangements for Conducting Pre-Interview Written Test Screening Test Town Officer (BPS-16), Municipal Officer (BPS-17) & Assistant Accounts Officer (BPS-16) in Local Government Department & Subject Specialist (BPS-17) in various Subjects in School Education Department, Govt. of Sindh, Govt. of Sindh at Hyderabad, Karachi, Sukkur & Larkana Centres for Supplying / Installation of Tents (Shamyana and Kanat), Iron Foam Chair with cover, Generators as per load / requirement, sound system and loud speakers as per requirement, Pedestal Fans, setting of stage (20 x 40 sq ft), Invigilator Counter, Installation of CCTV Cameras and maintenance with DVR recording, Control Room for CCTV Camera system, Entry Gate Rows, Mobile Collection Counter, First Aid Rooms for candidates, Runner Carpet for passage, Chilled / Cold drinking water in 19 litres sealed & packed chilled jerry can of Acqfina / Nestle gallon with stand, Glass (Disposable), Help Desk and any other relevant accessories including transportation & service charges as per requirement.



GOVERNMENT OF SINDH



SINDH PUBLIC SERVICE COMMISSION HYDERABAD **TENDER / BIDDING DOCUMENT**

NAME OF WORK: MAKING ARRANGEMENTS FOR PRE-INTERVIEW WRITTEN TEST OF TOWN OFFICER (BPS-16), MUNICIPAL OFFICER (BPS-17), ASSISTANT ACCOUNTS OFFICER (BPS-16) IN LOCAL GOVERNMENT DEPARTMENT & SUBJECT SPECIALIST (BPS-17) IN VARIOUS SUBJECTS IN SCHOOL EDUCATION DEPARTMENT, GOVT. OF SINDH, GOVT. OF SINDH AT HYDERABAD, KARACHI, SUKKUR & LARKANA CENTRES FOR SUPPLYING / INSTALLATION OF TENTS (SHAMYANA AND KANAT), IRON FOAM CHAIR WITH COVER, GENERATOR AS PER LOAD / REQUIREMENT, SOUND SYSTEM AND LOUD SPEAKERS, PEDESTAL FANS, SETTING OF STAGE (20 X 40 SQ FT), INVIGILATOR COUNTER, INSTALLATION OF CCTV CAMERAS AND MAINTENANCE WITH DVR RECORDING, CONTROL ROOM FOR CCTV CAMERA SYSTEM, ENTRY GATE ROWS, MOBILE COLLECTION COUNTER, FIRST AID ROOMS FOR CANDIDATES, RUNNER CARPET FOR PASSAGE, CHILLED / COLD DRINKING WATER IN 19 LITRES SEALED & PACKED JERRY CANE OF ACQUAFINA / NESTLE WITH STAND, GLASS (DISPOSABLE), HELP DESK AND ANY OTHER RELEVANT ACCESSORIES INCLUDING TRANSPORTATION & SERVICE CHARGES AS PER REQUIREMENT.

NIT NO: DATED : No.PSC/B&A/Tender Notice/TMO/Sub: Spec/Written Test /2022-23/1170 dated 17.04.2023.

DATE OF ISSUE : _____

DATE OF OPENING : _____

TENDER ISSUED TO : _____

PAY ORDER NO:& DATE: _____

AND AMOUNT : _____



SECRETARY
SINDH PUBLIC SERVICE COMMISSION
HYDERABAD
Tel # 022-9200162
www.spsc.gov.pk



BIDDING DATA

a)	Name of Procuring Agency	Sindh Public Service Commission, Thandi Sarak Hyderabad
b)	Brief Description of Work:	<p>Making Arrangements for Pre-Interview Written Test of Town Officer (BPS-16), Municipal Officer (BPS-17), Assistant Accounts Officer (BPS-16) in Local Government Department & Subject Specialist (BPS-17) in various Subjects in School Education Department, Govt. of Sindh, Govt. of Sindh at Hyderabad, Karachi, Sukkur & Larkana Centres as and when required, which include but not limited to the following:</p> <ol style="list-style-type: none">1. Supplying / Installation of Tents (Shamyana and Kanat).2. Iron Foam Chair with cover.3. Generators as per load / requirement.4. Sound system and loud speakers as per requirement.5. Pedestal Fans.6. Setting of stage (20x 40 sq ft).7. Invigilator Counter.8. Installation of CCTV Cameras and maintenance with DVR Recording.9. Control Room for CCTV Camera system.10. Entry Gate Rows.11. Mobile Collection Counters.12. First Aid Rooms for candidates.13. Runner Carpet for passage.14. Chilled / Cold drinking water in 19 litres sealed & packed jerry cane of Acquafina / Nestle with stand as per requirement.15. Glass (Disposable).16. Help Desk.17. Any other relevant accessories including transportation & service charges as per requirement.
c)	Procuring Agency Address:	Sindh Public Service Commission, Thandi Sarak Hyderabad
d)	Estimated Cost:	Offered Rate
e)	Amount of Bid Security:	Rs.500,000/- in shape of pay order.
f)	Period of Bid Validity:	90 Days
g)	Security Deposit i/c Bid Security:	8 %
h)	Percentage if any to be deducted from bills:	Income Tax & SRB as applicable as per Rate of FBR & Sindh Revenue Board.
i)	Deadline for submission of Bids alongwith time:	03.05.2023 upto 11:00 A.M.
j)	Venue, Time and Date of Bid Opening:	03.05.2023 at 11:30 A.M. at Head Office, Sindh Public Service Commission, Thandi Sarak Hyderabad,
k)	Time from completion from written order of	06 Days
l)	Liquidity Damages:	Not Applicable
m)	Type of Contract	Framework Contract



SINDH PUBLIC SERVICE COMMISSION

HYDERABAD

Tel # 022-9200162

www.spssc.gov.pk



DESCRIPTION AND RATE OF ITEMS BASED ON MARKET

(OFFERED RATES)

Making Arrangements for Pre-Interview Written Test of Town Officer (BPS-16), Municipal Officer (BPS-17), Assistant Accounts Officer (BPS-16) in Local Government Department, Govt. of Sindh & Subject Specialist (BPS-17) in School Education in Literacy Department, Govt. of Sindh.

HYDERABAD CENTRE

- Venues: 01. **WAPDA GROUND NEAR NIAZ STADIUM, HYDERABAD.**
02. **PUBLIC SCHOOL, HYDERABAD.**

Dates / Days	Time	No. of Candidates	Name of Post	Description of Item	VENUES		Rate per candidate per day	Total Amount
					HYDERABAD CENTRE			
23.05.2023	08:00 A.M	5500	Town Officer (BPS-16) (M&F)	Supplying / Installation of Tents (Sharyana and Kanat), Iron Foam Chair, Generators as per load / requirement, sound system and loud speakers as per requirement, Pedestal Fans, setting of stage (20 x 40 sq ft), invigilator counters, Counter, Installation of CCTV Cameras and maintenance with DVR recording, Control Room for CCTV Camera system, Entry Gate Rows, Mobile Collection Counter, First Aid Rooms for candidates, Runner Carpet for passage, Drinking water in 19 litres sealed & packed jerry cane of Acquafina / Nestle with stand, Glass (Disposable), Help Desk and any other relevant accessories including transportation & service charges as per requirement.	Wapda Ground Near Niaz Stadium Hyderabad			
23.05.2023	08:00 A.M	5500			Public School, Hyderabad			
24.05.2023	08:00 A.M	5500			Wapda Ground Near Niaz Stadium Hyderabad			
24.05.2023	08:00 A.M	5500			Public School, Hyderabad			
25.05.2023	08:00 A.M	5500			Wapda Ground Near Niaz Stadium Hyderabad			
25.05.2023	08:00 A.M	5500			Public School, Hyderabad			
26.05.2023	08:00 A.M	5500			Wapda Ground Near Niaz Stadium Hyderabad			
26.05.2023	08:00 A.M	5500			Public School, Hyderabad			
27.05.2023	08:00 A.M	5500			Wapda Ground Near Niaz Stadium Hyderabad			
27.05.2023	08:00 A.M	5320			Public School, Hyderabad			
28.05.2023	08:00 A.M	4900	Municipal Officer (BPS-17) (M&F)	Wapda Ground Near Niaz Stadium Hyderabad				
28.05.2023	08:00 A.M	4900		Public School, Hyderabad				
29.05.2023	08:00 A.M	4900		Wapda Ground Near Niaz Stadium Hyderabad				
29.05.2023	08:00 A.M	4900		Public School, Hyderabad				
30.05.2023	08:00 A.M	4900		Wapda Ground Near Niaz Stadium Hyderabad				
30.05.2023	08:00 A.M	4900		Public School, Hyderabad				
31.05.2023	08:00 A.M	4900		Wapda Ground Near Niaz Stadium Hyderabad				
31.05.2023	08:00 A.M	4900		Public School, Hyderabad				
01.06.2023	08:00 A.M	4900		Wapda Ground Near Niaz Stadium Hyderabad				
01.06.2023	08:00 A.M	4900		Public School, Hyderabad				
02.06.2023	08:00 A.M	4000	Assistant Accounts Officer (BPS-16) (M&F)	Wapda Ground Near Niaz Stadium Hyderabad				
02.06.2023	08:00 A.M	4080		Public School, Hyderabad				
03.06.2023	08:00 A.M	5295	Subject Specialist Pakistan Studies, Zoology & Physics (M&F)	Wapda Ground Near Niaz Stadium Hyderabad				
03.06.2023	08:00 A.M	4860	Subject Specialist Mathematics, Chemistry & Botany (M&F)	Public School, Hyderabad				
04.06.2023	08:00 A.M	3280	Subject Specialist English (Male)	Wapda Ground Near Niaz Stadium Hyderabad				
04.06.2023	08:00 A.M	3360	Subject Specialist English (Female)	Public School, Hyderabad				
05.06.2023	08:00 A.M	3730	Subject Specialist	Wapda Ground Near Niaz Stadium Hyderabad				



05.06.2023	08:00 A.M	3060	Subject Specialist Islamiat (Female)	Public School, Hyderabad		
06.06.2023	08:00 A.M	3910	Subject Specialist Sindhi (Male & Female)		Wapda Ground Near Niaz Stadium Hyderabad	
06.06.2023	08:00 A.M	3180	Subject Specialist Urdu (Male & Female)		Public School, Hyderabad	
TOTAL		142575				

Note:

1. The bidders are required to quote rates of all above mentioned items per day per candidate basis, failing which the bid shall be considered incomplete and rejected.
2. The comparison of rates will be on the basis of the package i.e. total of rates of all items.

BIDDER



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HYDERABAD
Tel # 022-9200162
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DESCRIPTION AND RATE OF ITEMS BASED ON MARKET

(OFFERED RATES)

Making Arrangements for Pre-Interview Written Test of Town Officer (BPS-16), Municipal Officer (BPS-17), Assistant Accounts Officer (BPS-16) in Local Government Department, Govt. of Sindh & Subject Specialist (BPS-17) in School Education in Literacy Department, Govt. of Sindh.

KARACHI CENTRE

Venue: **NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI.**

Dates / Days	Time	No. of Candidates	Name of Post	Description of Item	Rate per candidate per day	Total Amount
23.05.2023	08:00 A.M	4900	Town Officer (BPS-16) (M&F)	Supplying / Installation of Tents (Shamyana and Kanat), Iron Foam Chair, Generators as per load / requirement, sound system and loud speakers as per requirement,		
24.05.2023	08:00 A.M	4900				
25.05.2023	08:00 A.M	4900				
26.05.2023	08:00 A.M	4900				
27.05.2023	08:00 A.M	3450				
28.05.2023	08:00 A.M	4900	Municipal Officer (BPS-17) (M&F)	Pedestal Fans, setting of stage (20 x 40 sq ft), invigilator counters, Counter, Installation of CCTV Cameras and maintenance with DVR recording, Control Room for CCTV Camera system,		
29.05.2023	08:00 A.M	4900				
30.05.2023	08:00 A.M	4900				
31.05.2023	08:00 A.M	4900				
01.06.2023	08:00 A.M	4700				
02.06.2023	08:00 A.M	5460	Assistant Accounts Officer (BPS-16) (M&F)	Entry Gate Rows, Mobile Collection Counter, First Aid Rooms for candidates, Runner Carpet for passage, Drinking water in 19 litres sealed & packed jerry cane of Acquafina / Nestle with stand, Glass (Disposable), Help Desk and any other relevant accessories including transportation & service charges as per requirement.		
03.06.2023	08:00 A.M	6040	Subject Specialist Pakistan Studies, Zoology, Physics, Mathematics, Chemistry & Botany (M&F)			
04.06.2023	08:00 A.M	3890	Subject Specialist (English) (M&F)			
05.06.2023	08:00 A.M	4800	Subject Specialist (Islamiat) (M&F)			
06.06.2023	08:00 A.M	2825	Subject Specialist Sindh & Urdu (M&F)			
TOTAL		70365				

Note:

1. The bidders are required to quote rates of all above mentioned items per day per candidate basis, failing which the bid shall be considered incomplete and rejected.
2. The comparison of rates will be on the basis of the package i.e. total of rates of all items.

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SUKKUR CENTRE

Venue: **PUBLIC SCHOOL, SUKKUR.**

Dates / Days	Time	No. of Candidates	Name of Post	Description of Item	Rate per candidate per day	Total Amount
23.05.2023	08:00 A.M	5400	Town Officer (BPS-16) (M&F)	Supplying / Installation of Tents (Shamyana and Kanat), Iron Foam Chair, Generators as per load / requirement, sound system and loud speakers as per requirement,		
24.05.2023	08:00 A.M	5400				
25.05.2023	08:00 A.M	5400				
26.05.2023	08:00 A.M	5400				
27.05.2023	08:00 A.M	5100				
28.05.2023	08:00 A.M	4500	Municipal Officer (BPS-17) (M&F)	Pedestal Fans, setting of stage (20 x 40 sq ft), invigilator counters, Counter, Installation of CCTV Cameras and maintenance with DVR recording, Control Room for CCTV Camera system, Entry Gate Rows, Mobile Collection Counter, First Aid Rooms for candidates, Runner Carpet for passage, Drinking water in 19 litres sealed & packed jerry cane of Acquafina / Nestle with stand, Glass (Disposable), Help Desk and any other relevant accessories including transportation & service charges as per requirement.		
29.05.2023	08:00 A.M	4500				
30.05.2023	08:00 A.M	4500				
31.05.2023	08:00 A.M	4500				
01.06.2023	08:00 A.M	4350				
02.06.2023	08:00 A.M	3450	Assistant Accounts Officer (BPS-16) (M&F)			
03.06.2023	08:00 A.M	4980	Subject Specialist Pakistan Studies, Zoology, Physics, Mathematics, Chemistry & Botany (M&F)			
04.06.2023	08:00 A.M	6360	Subject Specialist (English) (M&F)			
05.06.2023	08:00 A.M	3050	Subject Specialist (Islamiat) (M&F)			
06.06.2023	08:00 A.M	4270	Subject Specialist Sindh & Urdu (M&F)			
TOTAL		71160				

Note:

1. The bidders are required to quote rates of all above mentioned items per day per candidate basis, falling which the bid shall be considered incomplete and rejected.
2. The comparison of rates will be on the basis of the package i.e. total of rates of all items.

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LARKANA CENTRE

Venue: **POLICE TRAINING CENTRE, LARKANA.**

Dates / Days	Time	No. of Candidates	Name of Post	Description of item	Rate per candidate per day	Total Amount
23.05.2023	08:00 A.M	2500	Town Officer (BPS-16) (M&F)	Supplying / Installation of Tents (Shamyana and Kanat), Iron Foam Chair, Generators as per load / requirement, sound system and loud speakers as per requirement, Pedestal Fans, setting of stage (20 x 40 sq ft), invigilator counters, Counter, Installation of CCTV Cameras and maintenance with DVR recording, Control Room for CCTV Camera system, Entry Gate Rows, Mobile Collection Counter, First Aid Rooms for candidates, Runner Carpet for passage, Drinking water in 19 litres sealed & packed jerry cane of Acquafina / Nestle with stand, Glass (Disposable), Help Desk and any other relevant accessories including transportation & service charges as per requirement.		
24.05.2023	08:00 A.M	2500				
25.05.2023	08:00 A.M	2500				
26.05.2023	08:00 A.M	2500				
27.05.2023	08:00 A.M	2480				
28.05.2023	08:00 A.M	2200	Municipal Officer (BPS-17) (M&F)			
29.05.2023	08:00 A.M	2200				
30.05.2023	08:00 A.M	2200				
31.05.2023	08:00 A.M	2200				
01.06.2023	08:00 A.M	2160	Assistant Accounts Officer (BPS-16) (M&F)			
02.06.2023	08:00 A.M	2130				
03.06.2023	08:00 A.M	1560	Subject Specialist Pakistan Studies, Zoology, Physics, Mathematics, Chemistry & Botany (M&F)			
04.06.2023	08:00 A.M	2720	Subject Specialist (English) (M&F)			
05.06.2023	08:00 A.M	1525	Subject Specialist (Islamiat) (M&F)			
06.06.2023	08:00 A.M	1870	Subject Specialist Sindh & Urdu (M&F)			
TOTAL		33245				

Note:

1. The bidders are required to quote rates of all above mentioned items per day per candidate basis, failing which the bid shall be considered incomplete and rejected.
2. The comparison of rates will be on the basis of the package i.e. total of rates of all items.

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