

No.F. 2(1)2009-A.II
Government of Pakistan
**Ministry of Overseas Pakistanis and
Human Resource Development**
Islamabad

TENDER NOTICE - HIRING OF TESTING AGENCY

Sealed tenders are invited from well reputed registered Testing Agencies for conducting initial screening test of candidates for filling up different vacant positions ranging from BPS-09 to BPS-15 in this Ministry. Bidding Documents containing details of vacant posts, terms and conditions, eligibility criteria, evaluation criteria etc. for hiring of a testing agency may be obtained from the given below address without any cost or downloaded from the website www.ophrd.gov.pk.

The bid comprising a single package containing two separate envelopes indicating the "Technical Proposal" and "Financial Proposal" must reach the undersigned on or before 13th January 2020 by 1100 hours. Bids will be opened on the same day at 1130 hours in presence of the bidders or their authorized representatives, who may choose to be present.

Azhar Iqbal Hashmi
Deputy Secretary (Admin)
Room No.614, Block-B, Pak Sectt,
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Tele: 9103970



GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS AND
HUMAN RESOURCE DEVELOPMENT
BLOCK – B, PAK SECTT,
ISLAMABAD.

Bidding Documents
Procurement of Services of a Testing
Agency
for screening test for recruitment of
various vacant posts

**GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS AND
HUMAN RESOURCE DEVELOPMENT
ISLAMABAD**

INVITATION TO BID

(PROCUREMENT OF SERVICES OF A TESTING AGENCY)

Ministry of Overseas Pakistanis and Human Resource Development is to recruit suitable candidates against different vacant posts as per policy and for this purpose, sealed bids from testing agencies fulfilling the following criteria are required for conducting initial screening typing/written tests:-

- a) The firms should be registered with relevant government organization of the federal government.
- c) The Testing Agency/Firm should have NTN/Sales Tax Number and should be on Active Taxpayer List of FBR
- d) The Testing Agency/Firm should have managerial capacity including the following:
 - i. Should have own infrastructure/building/office accommodation or rented building.
 - ii. Should have sufficient manpower on its sanctioned strength.
 - iii. Should have halls/space/buildings on the panel to meet the requirements for conducting screening tests.
- e) Financial stability certificate of a minimum worth of Rs. 10 million duly verified by the Bank.
- f) The Testing Agency/Firm should have relevant professionals/experts on its panel for preparation of paper/screening test.
- g) The Agency /Firm shall have sound Technical capability including appropriate IT infrastructure/equipments/ machines to handle the requirement of screening test.
- h) An Affidavit on stamp paper (original and latest) of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any government organization.
- i) Fifty percent (50%) of the negotiated fee to be charged from candidates shall be paid by the respective Ministry /Division etc. out of their own budget.
- J) The testing Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/authorization till announcement of result.
- k) In case the recruitment process is cancelled by the concerned Ministry/Division Department before conducting screening test, complete fee shall be reimbursed to candidates.
- l) The Testing Agency shall maintain a record of screening test and shall be shared with concerned Ministry/Division on need basis.
- m) The Testing Agency /Firm should have a web based facility and shall be required to announce result of screening tests within 48 hrs giving the following details on its website:-

- i. Complete list giving names of the applicants and fee paid thereof by each applicant;
 - ii. List of rejected applicants with reasons thereof;
 - iii. Complete merit list giving score obtained by each applicant in order of merit.
- n) The Testing Agency shall develop guidelines for candidates which shall include a sample model for written MCQs type test for various posts and be placed on its website.
- o) The selected testing Agency shall be required register candidates online and acknowledgement receipt of application may be issued accordingly.

2. The technical and financial bids prepared on prescribed pattern supported by all relevant documents in accordance with the instructions in the bidding documents, must reach at the following address on or before 13th January 2020. Bids will be opened on same day at 1130 hours in presence of the bidders or their authorized representatives, who may choose to be present.

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1. Detail of Service:

- i. Ministry of Overseas Pakistanis and Human Resource Development invites proposals/bids (Technical and Financial) from the testing agencies/companies/organizations registered in Pakistan for providing the testing services to conduct typing/written screening tests for selection of suitable candidates in transparent and merit based method against two posts of Assistant (KPK:1, Sindh(R):1) and 9 posts of Stenotypist (Punjab:6, Punjab (Minority):1, AJK:1 and Sindh(R):1).

2. Scope of Service:

The selected testing agency shall be responsible for following activities (but not limited to it) and as per guidelines issued by Government of Pakistan from time to time:-

- i. The selected company shall coordinate with the Ministry of Overseas Pakistanis and Human Resource Development (OPHRD) to prepare complete work plan for entire selection process and share with the Ministry. A focal person will be nominated by the Agency.

- ii. The testing agency shall develop the “Guidelines for Candidates”, in consultation with this Ministry, which will include a sample/model paper for written MCQs type tests for various posts and other necessary guidelines.
- iii. The agency shall be required to register candidates online (under no circumstances the agency shall receive any application directly from any candidate in person/ by hand) for taking written test for selection against the vacant posts. The agency shall assign an “Application No.”, Roll Number with record of “Date of Receipt of Application” along with the record of particulars of Fee Challan paid in banks. The agency shall ensure a mechanism that no application should be considered after expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.
- iv. Agency shall not reject any candidate prior to written test on any ground whatsoever unless exclusively instructed by M/o OPHRD, keeping in view the basic parameters for eligibility of the candidates. The testing agency shall accordingly manage and provide the data as per guidelines of the Ministry.
- v. Valid and reliable database for maintaining the record of all applicants shall be maintained by the agency.
- vi. Agency shall reply/solve query/complaints like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates properly.
- vii. The agency will check and verify that the submitted registration/application forms of candidates are complete in all respect. In case of any discrepancy, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to M/o OPHRD. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- viii. The agency will responsible to issue timely Call Letters / Roll number slips to the eligible candidates well in time.
- ix. The agency shall arrange test centers / examination halls through its own resources and will ensure all types of arrangements such as security, arrangement of invigilators and other necessary arrangements/facilities etc. Detail of all test centers will be communicated to M/o OPHRD well before the date/time of the test; but not later than 5 days.
- x. The testing agency will set and print multiple series objective type test booklet. Order for the posts of Stenotypist will be asunder:-
 - a) Typing test

- b) Shorthand test (only for the candidates having qualified typing test i.e. 40 words per minutes).
- c) Computer skill (only for the candidates having qualified shorthand test i.e. 80 words per minute)
- d) MCQ

Further SOPs in this regard, if required, shall be chalked out in consultation with the Ministry.

- xi. The Testing agency will ensure secrecy of the final test paper and must not share it with any employee of the Ministry/Testing firm or any candidate in advance.
- xii. The agency shall make the delivery as well as collection of Question papers/answer sheets at and from the examination/Test centers under foolproof security.
- xiii. Agency shall be responsible to keep record of all registration/application forms, attendance sheet of each center for at least one year after completion of entire selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the Ministry as and when required.
- xiv. The agency shall print and display instructions for candidates at each test center at prominent places. This information may also be provided to this Ministry.
- xv. Selected agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. The Testing Agency shall allow presence of authorized officers from the Ministry (if required) at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.
- xvi. The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- xvii. Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the testing agency.
- xviii. The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to M/o OPHRD after announcement of the written test result.
- xix. The testing agency shall be bound to provide original / authentic copy (whichever is applicable) of any record related to this Recruitment if required by the Ministry.
- xx. Written/typing test shall be conducted at the convenient locations in Federal and provincial capitals as well as other cities subject to availability of at least 200 candidates at each center. In case the number of candidates is less than 200 at any center, the written test of that center shall be shifted to the other nearest center.
- xxiv. The selected agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Ministry within a week time after test. Merit list shall be based

on marks obtained which ,inter-alia, will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC No., father name, employment record, address, domicile, mobile No., alternate phone, fax and email etc.

- xxv. Selected agency shall be bound to arrange and complete written/typing tests as per requirement of the post within 45 days from the date of advertisement of the posts by the Ministry of Overseas Pakistanis and Human Resource Development in the press.
- xxvi. Detailed profile of the testing firm, alongwith documentary evidence, may be prepared as per format at Annexure-I, with technical proposal.

4. Terms and Conditions

- i. Technical and financial bids are required to be filled-in as per attached Annexure-II & III respectively (technical proposals shall be evaluated as per Annexure-II) of the bidding documents and should be submitted in separate envelopes by writing the words “Technical Proposal” and “Financial Proposal” on the top left corner of respective envelope.
- ii. Technical Proposals will be opened on due date and time as mentioned in tender notice by the Evaluation Committee in presence of bidders or their authorized representatives, who will attend the proceedings. The bids will be initially scrutinized for eligibility in the light of eligibility criteria and submission of certain documents as per Annexure-I by the agency. Bids found complete in this stage will be considered qualified for Technical Evaluation. After Technical evaluation, Financial Proposals of only technically qualified bidders will be opened on a date/time to be announced subsequently. The Ministry can ask the firm to justify its offer/bid and in case the firm could not satisfy over its rate, its bid will be rejected and next firm will be considered for offer accordingly.
- iv. The Financial Proposal shall be inclusive of all applicable taxes and must be quoted in Pak Rupees. Further rates may be quoted in lump sum for all posts, not separately against each post.
- v. M/o OPHRD reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance as per Rule-33 of Public Procurement Rules, 2004.
- vi. Incomplete proposals will be rejected.
- xii. The testing agency shall include taxes on the basis of 50% application fee charged from the applicants and 50% from the Ministry as per applicable rates. Tax shall be deducted by the Government at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered to the Ministry. The bidder will be

- responsible for payment of all applicable taxes/duties on transactions and/or income on the basis of 100% rate fee, which may be levied by Government from time to time.
- xiii. The selected Testing agency will sign the Contract within seven (07) days after issuance of award letter. The specimen of the contract is at annexure-IV.
 - xiv. The bidding documents and contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan.
 - xv. M/o OPHRD shall have the exclusive rights to surprise check of the center where written/typing test would be or being conducted.
 - xvi. In case, the firm proved to be involved in any corrupt or fraudulent practices or it does not cooperate or hide correct information or fail to comply with any term and condition in the bidding documents, the Ministry will initiate necessary action against the firm as provided in the Rules.
 - xvii. To maintain the secrecy of testing material will be the responsibility of the agency.
 - xviii. The testing agency will give detailed presentation to Ministry as and when required of whole process of screening test after signing of the agreement.

5. Miscellanies:-

- i. M/o OPHRD shall have the right to contact clients of the testing firm/ agency to verify performance of the testing firm/agency.
- ii. The Ministry shall have the right to contact the complainant regarding the details of the complaints against the testing firm/agency.
- iv. Each page of the bid (Technical & Financial) must be signed and stamped by authorized officer of testing agency/bidder.
- v. No document will be accepted after bids submission timelines/deadlines.
- vi. Any bid received, after the deadline for submission of bids, will be rejected and returned unopened to the firm.
- vii. All queries regarding this bidding document may be submitted in writing at least 5 days before opening of the bids to the undersigned.

6. Bid Security:

A bid security is required and acceptable in the shape of a Bank Draft/Pay Order/Demand Draft/ Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, of rupees two hundred thousand (PKR 200,000/-), in favour of DDO, M/o OPHRD, Islamabad. The Bid Security must be submitted with the SEALED TECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted. It will be forfeited if the selected firm does not sign the contract within time.

7. Performance Guarantee.

As per rule-39 of Public Procurement Rules, 2004, the Successful agency will be bound to submit Performance Bank Guarantee (“PBG”) @ 10% of the total fee collected from the applicants by the closing dates within one week after receipt of the applications from candidates by the selected testing agency. It will be released after successful completion of recruitment process. Performance guarantee shall be forfeited if the performance of the bidder is found to be poor and fails to complete the process within stipulated time.

8. Evaluation Criteria of Bids

- i. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will be evaluated technically first. 60% (48 out of 80) marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows:

Technical Proposal (T)	=	80 Marks. (48 out of 80 are qualifying marks)
Financial Proposal (F)	=	20 Marks
Total (T+F)	=	(80 + 20)=100 Marks

- ii. The technical proposals/bids securing 48 marks i.e. 60% of total marks (80) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 48 marks will be considered as Technically Disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 20 marks) in financial evaluation using formulae given below:

(A) Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required

[For lowest bid ratio would be 1]

(B) Bid Ratio x 20 = Financial marks of firms

- iii. The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated testing agency.

- iv. For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this bidding document, the criteria given at Annexure-II will be applied.

9. Payment Schedule by Procuring agency

- i. In compliance with Establishment Division, Government of Pakistan, Memo No. F.53/1/2008-SP dated 18th August, 2017, 50% of the fee payable to testing agency will be paid by M/o Overseas Pakistanis and Human Resource Development to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and OPHRD shall have no obligation in this regard.
- ii. For 100% payment (on part of M/o OPHRD i.e. 50% of Fee) against satisfactory performance of the testing agency and successful completion of required services, the Ministry shall require from the Testing Agency, authentic copy of attendance Sheet, original copies of bank challan of fee paid by candidate directly to testing agency and application Form of candidate along with Invoice besides other relevant document (if required to avoid undue payment). It will be made after successful completion of the recruitment process within a period of 60 days.
- iii. The Ministry will pay the 50% Fee of only those candidates who actually appeared in the Test.

Company profile:

1.	Name of the Testing Agency	
2.	Date of establishment	
3.	Complete Address (Head Office) with telephone/fax/website	
4.	Complete addresses/telephone/fax No. of Regional Offices	Page
5.	Registration Certificate (Attach documentary evidence)	Page
6.	Sales Tax Registration No. (Attach documentary evidence)	Page
7.	National Tax No. (Attach documentary evidence)	Page
8.	Financial stability certificate of minimum worth of Rs. 10 million duly verified by the Bank	Page
9.	Complete Organizational Structure (Head Office and regional offices)	Page
10.	An Affidavit on stamp paper (original and latest) of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any government organization	Page
11.	Bid security of Rs. 200,000/-	Page
12.	Complete format of Technical Proposal as per Annexure-II alongwith relevant documents	Page
13.	Detail of other documents (if any) as per bidding documents	

(Stamp and Signature)

Format for Technical Proposal

S#	Technical Evaluation Criteria	Marks	Reference										
1.	Experience: Number of years, since inception of business operations as registered testing agency with the relevant Government agency (Experience means the experience in conducting screening test for recruitment)	20 Points (break-up)	Certificate for Incorporation as Testing agency must be attached (page_____)										
				i.	2019	4							
				ii.	2018	8							
				iii.	2017	12							
				iv.	2016	16							
				v.	2015 or before	20							
2.	Details of public sector assignment/projects i.e. test for recruitment successfully completed) <ul style="list-style-type: none"> • 1 to 15 Project • 16 to 30 Project • 31 and above (Copy of award letter/ advertisement/proof be attached)	20 Points (break-up)	Details are placed at Page No. ___ of Bid:										
			<table border="1"> <thead> <tr> <th>#</th> <th>Name of Deptt.</th> <th>No. of Projects</th> <th>Date of completion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	#	Name of Deptt.	No. of Projects	Date of completion						
#	Name of Deptt.	No. of Projects	Date of completion										
3.	Details of private sector assignment/projects i.e. test for recruitment successfully completed) <ul style="list-style-type: none"> ▪ 01 to 5 Project ▪ 6 and above (Copy of award letter/ advertisement/proof must be attached)	5 Points (break-up)	Details are placed at Page No. ___ of Bid:										
			<table border="1"> <thead> <tr> <th>#</th> <th>Name of Deptt.</th> <th>No. of Projects</th> <th>Date of completion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	#	Name of Deptt.	No. of Projects	Date of completion						
#	Name of Deptt.	No. of Projects	Date of completion										
4.	Details of tests conducted successfully for different posts in public sector) <ul style="list-style-type: none"> • 1 to 500 posts • 501 to 1000 posts • 1001 and above (Copy of award letter/advertisement/proof must be attached)	20 Points (break-up)	Details are placed at Page No. ___ of Bid:										
			<table border="1"> <thead> <tr> <th>#</th> <th>Name of Deptt.</th> <th>Name of post</th> <th>No. of posts</th> <th>Date of completion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	#	Name of Deptt.	Name of post	No. of posts	Date of completion					
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5.	Details of tests conducted successfully for different posts in private sector <ul style="list-style-type: none"> • 1 to 500 posts • 501 and above (Copy of award letter/advertisement/proof must be attached)	5 Points (break-up)	Details are placed at Page No. ___ of Bid:										
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#	Name of Deptt.	Name of post	No. of posts	Date of completion									
6.	Financial stability: <ul style="list-style-type: none"> • 10 million • 11-20 million • 21 million and above 	10 points (Break-up)	Page_____ Proof duly attested/provided by the Bank										
		2.5 points											
		5 points											
		10 points											

Signature with stamp

Format for Financial Proposal

S. No.	Total (100%) fee to be charged against one post (including all taxes) Rs:_____ (in words)_____

Signature with stamp

Specimen contract

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement) made on the _____ day of _____ (month) 20____ between (hereafter called the “Employer”) of the one part and _____ (hereafter called the “Testing Agency”) of the other part

WHEREAS the Employer is desirous that certain services should be executed by the Testing Agency and has accepted a Bid by the Testing Agency for the execution and completion of such service as given in the bidding documents.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The “Instructions to Bidders” shall be deemed to form and be read and construed as part of this Agreement.
3. In consideration of the payments to be made by the Employer to the Testing Agency as hereinafter mentioned, the Agency hereby covenants with the Employer to execute and complete the services and remedy defects therein in conformity and in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Agency, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Testing Agency	Signature of Procuring Agency
(Seal)/Name/Title	(Seal)/Name/title
Witness: _____	Witness _____
(Name, Title and Address)	(Name, Title and Address)