



No. 2(2)/2017-Admn-I/MoC
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

TENDER NOTICE

**FOR SELECTION OF TESTING AGENCY FOR CONDUCTING INITIAL
SCREENING TEST FOR RECRUITMENT AGAINST VACANT POSTS**

Sealed Tenders are required from well reputed testing agencies/ firms/ companies which are registered with FBR, having NTN, Vendor No. with AGPR and their offices exist in Islamabad, Lahore, Karachi, Peshawar and Quetta, to conduct centralized initial screening test/ skill test of the eligible applicants for vacant posts in the Ministry of Commerce, Islamabad, in order to ensure transparency and merit based recruitment. Sealed tenders must reach the undersigned not later than 22nd August, 2017 till 02:00 P.M. Tenders will be opened on 22nd August, 2017 at 03:00 P.M. in the Committee Room of the Ministry of Commerce, Islamabad in the presence of authorized representatives of the participating firms.

Note:

Detailed Terms of References (TORs) are available at PPRA's website www.ppra.org.pk as well as on website of Ministry of Commerce, www.commerce.gov.pk

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TERMS OF REFERENCE FOR TESTING AGENCY/ FIRM/ COMPANY

Qualifications/ Mandatory Requirements for the Testing Agency/Firm/ Company:

- Name of Testing Agency/ Firm/ Company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address.
- The Testing Agency/ Firm/ Company must have set-ups in major cities of Pakistan i.e. Islamabad, Lahore, Karachi, Peshawar and Quetta.
- The details of the Testing Agency/ Firm/ Company's profile, professional and technical skills shall be attached.
- The Testing Agency/ Firm/ Company must be registered with FBR, have a valid NTN, Vendor Number with AGPR or should be registered with the Securities and Exchange Commission of Pakistan (SECP) if established in the private sector.
- The Testing Agency/ Firm/ Company shall have minimum of 02 years experience to conduct such tests/ exams at a large scale, and must have provided such services to competitive and renowned public sector Ministries/ Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (Please attach list of a minimum of 10 clients along with number of applicants).
- The Testing Agency/ Firm/ Company shall have established infrastructure/ capacities, including, but not limited to, manual/ computerized examination system, online facility for applying/ roll no. slip/ result, for the purpose.
- The Testing Agency/ Firm/ Company shall have strong education experience in test development; administration and analysis (Please attach the summary of SOPs in this regard).
- The Testing Agency/ Firm/ Company must attach an affidavit with a good track record and should not be black-listed by any organization at any stage.
- The Testing Agency/ Firm/ Company may provide details about how it maintains transparency in marking/checking of answer sheets and preparation of results and also provide details of various kinds of Tests.
- Financial soundness certificate and Bank statement for the last 12 months and last two years audit report should be attached with the bid.
- Tenders must be delivered to the designated address by the deadline as mentioned in the published Tender Notice.
- All Bids will be opened one hour after closing time for submission of Tenders, in the presence of representatives of all the participating firms.

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Terms of Reference (TORs) between the Ministry of Commerce & the selected Testing Agency/ Firm/ Company:

Ministry of Commerce intends to fill following vacant posts: -

S. No.	Name of Post & BPS	Regional/ Provincial Quota	No. of Posts
1.	Stenotypist (BS-14)	Punjab (06), Sindh Urban (01), Sindh Rural (03), Balochistan (01), FATA/GB (01)	12
2.	UDC (BS-11)	Punjab (01), Sindh Rural (01)	02
3.	LDC (BS-09)	Punjab (04), Sindh Urban (02), Sindh Rural (02), Balochistan (01), FATA/GB (01)	10
4.	Staff Car Driver (BS-04)	Merit (01), Sindh Urban (01), Sindh Rural (01), KPK (01)	04
5.	Dispatch Rider (BS-04)	Punjab (01)	01
6.	Naib Qasid (BS-01)	Preferably Local	30
7.	Regular Farash (BS-01)	Preferably Local	01

1. Tender Bid must be accompanied with a Bank Draft amounting to Rs. 100,000/- as advance in favour of Drawing & Disbursing Officer (DDO), Ministry of Commerce, Islamabad, otherwise tenders shall not be given any consideration. In case of non-acceptance/ rejection of Tender, advance will be returned. DDO, Ministry of Commerce, Islamabad, shall retain the advance deposit of the successful Testing Agency/ Firm till completion of the recruitment process.
2. Successful Testing Agency shall conduct initial screening test within the stipulated time period as agreed to between Ministry of Commerce, and the Testing Agency.
3. Rate for test shall be valid till completion of recruitment process.
4. In case of breach of contract/ agreement, the advance money will be forfeited.
5. In case of breach of contract/ agreement, the Testing Agency/ Firm shall be blacklisted as per government rules.
6. Ministry of Commerce may reject all tenders or proposal at any time prior to the acceptance of a bid or proposal. This Ministry shall upon request communicate to any testing agency/ firm who has submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
7. The selected testing agency will design application form, place it on their website and invite applications immediately on advertisement of vacancies by the Ministry of Commerce.
8. Testing Agency/ Firm/ Company shall intimate all eligible candidates' information with respect to roll number slips, test fee deposit procedures, venues for the test etc. This information shall be communicated to the candidates by registered post, text message on mobile number, and on the Agency website. The Testing Agency/ Firm/ Company shall have state of the art website and shall make timely updates about any information/ announcement regarding the Test/ Exam etc.

9. The Testing Agency/ Firm/ Company shall design an objective type written test giving 20% weightage each to Islamic Studies, Pakistan Studies, English, General Knowledge and the subject relevant to job.
10. Further, for skilled jobs in BS-6 and above, the Testing Agency/ Firm/ Company shall also conduct the relevant skill test for the candidates as per requirement of the post, in addition to the screening test stated above.
11. For technical posts in BPS-04 there will be no screening test however, the agency will conduct required skill test/ driving test.
12. For posts in BS-01, the Testing Agency will only invite applications and will complete the data entry of applications on the prescribed format provided by the Ministry and submit the complete lists to the Ministry within 07 days of closing date of applications. Upon shortlisting by the Ministry, the testing agency will issue Roll Number slips to the candidates for interview by the Ministry.
13. Test/ Exam Fee will be deposited in the bank account of the Testing Agency/ Firm/ Company directly. The Test/ Exam Fee, quoted in the Bid, shall be valid till completion of the recruitment process. Any change in the Test/ Exam Fee shall be decided by mutual understanding of authorities of Ministry of Commerce, and the Testing Agency/ Firm/ Company. In case of disagreement, the original Test/ Exam Fee of the Bid shall be final.
14. Administration Wing of Ministry of Commerce would communicate the standard of tests to the Testing Agency/ Firm/ Company.
15. The Testing Agency/ Firm/ Company shall announce the result of tests within one week (07 days).
16. The agreement would be signed between Admn-Wing of the Ministry of Commerce, and the Testing Agency/ Firm/ Company.
17. Both parties reserve the right to terminate the agreement through a prior Notice of minimum 01 month.

Term/Duration of the Contract:

- This screening test will be a one-time activity. However, it can be extended by mutual understanding for next assignment of screening test if any post is advertised by the Ministry of Commerce, Islamabad.

Propriety Rights:

- All propriety rights will rest with the Ministry of Commerce, Islamabad.

Location:

- Ministry of Commerce, A-Block, Pak Secretariat, Islamabad.
