



INVITATION TO BID
(PROCUREMENT OF SERVICES OF A TESTING AGENCY)

Commerce Division, Islamabad invites sealed bids from well reputed Testing agencies/ firms/ companies incorporated with Securities Exchange Commission of Pakistan (SECP), registered with Federal Board of Revenue (FBR), having National Tax Number (NTN) & are on Active Taxpayer List (ATL) and Vendor Number with AGPR for conducting centralized initial screening tests of eligible candidates including written, typing, and shorthand test etc. of different Ministerial posts from BS-09 to BS-15. The Testing agency should have established infrastructure at major cities including Islamabad/ Lahore/ Karachi/ Peshawar/ Quetta/ Muzaffarabad/ Gilgit etc.

2. Detailed bidding document including Terms of References (ToRs) and evaluation criteria, against which the bids will be technically evaluated can be obtained from office of the undersigned during office hours. Bidding documents can also be downloaded from PPRA's website www.ppra.org.pk as well from Commerce Division's website www.commerce.gov.pk.

3. Sealed bids must reach the undersigned not later than 18th March, 2019 till 11:00 a.m. Bids will be opened on the same day at 12:00 p.m. in Committee Room of the Commerce Division, Islamabad in the presence of authorized representatives of participating firms.

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**BIDDING DOCUMENT/ EVALUATION CRITERIA FOR PROCUREMENT
OF SERVICES OF A TESTING AGENCY**

TERMS OF REFERENCE FOR TESTING AGENCY/ FIRM/ COMPANY

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

- The Testing Agency/ Firm/ Company must be incorporated with Securities Exchange Commission of Pakistan (SECP), registered with Federal Board of Revenue (FBR), having National Tax Number (NTN) & are on Active Taxpayer List (ATL) and Vendor Number with AGPR.
- The Testing Agency/ Firm/ Company must have infrastructure in major cities of Pakistan i.e. Islamabad/ Lahore/ Karachi/ Peshawar/ Quetta/ Muzaffarabad/ Gilgit etc.
- 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 has to be furnished alongwith the bid.
- The details of the Testing Agency/ Firm/ Company's profile, professional experience and technical skills shall be attached.
- The Testing Agency/ Firm/ Company shall have conducted 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. List of projects successfully completed alongwith project completion certificates must be attached.
- The Testing Agency/ Firm/ Company shall have established infrastructure/ capacity, including, but not limited to, manual/ computerized examination system, online facility for application and issuance of roll no. slip/ result, for the purpose.
- The Testing Agency/ Firm/ Company shall have vast technical experience in test development; administration and analysis.
- The Testing Agency/ Firm/ Company must attach an affidavit to the effect that they have a good track record and never have been black-listed by any organization at any stage.
- The Testing Agency/ Firm/ Company shall provide details of check & balances/ accountability/ transparency mechanism in practice in the agency/ firm/ company regarding preparation of question paper and in marking/checking of answer sheets and preparation of results.
- The testing agency/ firm/ company must attach three recent test samples conducted in government and its attached departments.
- Financial soundness certificate and Bank statement for the last 12 months and last two years audit report should be attached with the bid.
- Bids must be delivered to the designated address by the deadline as mentioned in the advertisement.
- All Bids will be opened on the same day as of submission of bids, in the presence of representatives of all the participating firms.

➤ Terms of Reference (TORs) between the Commerce Division and the selected Testing Agency/ Firm/ Company:

- Bid must be accompanied with a Bank Demand Draft/ Pay Order amounting to Rs. 100,000/- (one hundred thousand rupees) as bid security in favour of “AGPR, Islamabad through DDO, Commerce Division, Islamabad” otherwise bids shall not be given any consideration. In case of non-acceptance/ rejection of bid, bid security will be returned. Commerce Division, Islamabad, shall retain the bid security of the successful Testing Agency/ firm till completion of the recruitment process/ project.
- The successful bidder will also provide performance guarantee amounting to Rs. 200,000/- (two hundred thousand rupees) in form of Bank Demand Draft/ Pay Order from scheduled Bank in Pakistan in the favour of “AGPR, Islamabad through DDO, Commerce Division, Islamabad”, which will be released to the firm upon successful completion of the assignment.
- Single stage – two envelope procedure as per PPRA Rules, 2004, will be adopted for opening of bids.
- The selected testing agency shall be responsible to coordinate with the Commerce Division to prepare complete work plan for entire selection process and share with Commerce Division as per timelines agreed through contract/ agreement to be signed post selection.
- Successful Testing Agency shall conduct initial screening test/ skill test within the stipulated time period as agreed between Commerce Division, and the Testing Agency.
- The testing agency will charge 50% of exam fee from the candidates and the rest of 50% fee in respect of each candidate will be paid by the Commerce Division, Government of Pakistan as per policy of the Federal Government. Interested testing agencies may quote 50% rate/fee to be paid by the candidates only in the financial bid for holding screening test. The quoted fee should be inclusive of all payable government taxes.
- In case of breach of contract/ agreement, the advance money will be forfeited & the Testing Agency/ Firm shall be blacklisted as per government rules.
- Commerce Division may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Commerce Division shall upon request by the procuring agency communicate the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
- The selected testing agency will design application form, place it on their website and invite applications immediately on advertisement of the vacancies by the Commerce Division.
- 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/ courier service, text message on mobile number, and on the Agency website. The Testing Agency/ Firm/ Company shall have a high speed well working website and shall make timely updates about any information/ announcement regarding the Test/ Exam etc.
- Test/ Exam Fee will be deposited by the applicants directly in the bank account of Testing Agency/ Firm/ Company. The Test/ Exam Fee, quoted in the Bid, shall be valid till completion of the entire selection process.
- The testing agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used for any purpose. This database shall be provided to the Commerce Division.
- The agency will be responsible for answering any 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 in case of any difficulty/ ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to e-mails, SMS etc.

- The Testing Agency shall categorize mandatory fields in the application form and any form incomplete with respect to mandatory fields shall be rendered ineligible.
- The agency shall issue Roll No./ ID No. to all candidates for the test. The agency shall be responsible for issuing and dispatching Call Letter/ Roll Number slips to the eligible candidates and ensure timely delivery.
- The agency shall arrange test centers/ examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
- After the provision of written test result, further shortlisting for next screening phase of the recruitment process shall be conducted by the Commerce Division. The sorted result of test against each post shall be shared with this Division both in soft and hard form as per requirement of this Division.
- The agency shall also take attendance sheets from each center and provide to Commerce Division immediately after holding the test.
- The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Commerce Division after announcement of the written test result.
- 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 Commerce Division.
- Administration Wing of Commerce Division would communicate the standard/ format of test as per prescribed Govt. rules to the Testing Agency/ Firm/ Company.
- The Testing Agency/ Firm/ Company shall announce the result of written test within (10 working days). 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 e-mail etc.
- The Division based on the merit shall select 10 candidates per post and provide names to the testing agency for conducting skill test for a single post.
- The selected agency shall be bound to complete written test and skill tests and furnish final result thereof within 45 days (including closed holidays) from the date of advertisement of posts by the Commerce Division in the Newspaper(s) and on the website of the selected agency.
- If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/ agency will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under the law.
- Payment to selected testing agency will be made subject to terms of contract/ agreement and successful completion of recruitment process by Commerce Division.
- The agreement would be signed between Admn-Wing of the Commerce Division, and the Testing Agency/ Firm/ Company.
- Evaluation criteria of bids is attached at **Annex-I**.
- Government of Pakistan & Commerce Division reserves the right to scrap the process in case of any violation of government rules or expiry of NOC by establishment division due to lapse of agreed timelines between Commerce Division and Testing Agency.
- All propriety rights will rest with the Commerce Division, Islamabad and any document of the government shared by Commerce Division with the Testing Agency will not be used/ quoted anywhere in any context without prior formal approval of the Government of Pakistan.

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 first be evaluated technically and, 60% (42 out of 70) marks will be the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of marks and formulae of financial bids evaluation will be as follows:

Technical Proposal	=	70 Marks. (42 out of 70 are qualifying Marks).
Financial Proposal	=	30 Marks
Total (Technical+Financial)	=	70+30= 100 Marks.

- ii. The technical proposals/ bids securing 42 marks i.e. 60% of total marks (70) 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 42 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. 30 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 30 = 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 on next page will be applied. The testing agencies are requested to provide accurate information along with copies of evidences to ensure just marking in technical evaluation.

Sr. No.	Technical Evaluation Criteria	Marks
I.	Experience: Number of years, since inception of regular business operations as Registered testing agency with the relevant Government agency.	30
	i. ≤ 05 years	0
	ii. > 05 and ≤ 10 years	10
	iii. > 11 and ≤ 15 years	20
	iv. > 15 and above	30
II.	Large scale projects handled/ tests conducted during last five years having more than 10,000/- applicants including Government/ Private. (List of projects with actual number of applicants alongwith project completion certificates from relevant organization must be attached)	20
	i. ≤ 10 tests	0
	ii. > 10 and ≤ 20 tests	5
	iii. >20 and ≤ 30 tests	10
	iv. >30 and ≤ 40 tests	15
	v. >40 and above tests	20
III.	Stations/presence of offices across different cities.	10
	i. Offices in federal capital and four provincial capitals	5
	ii. Offices in AJK, GB and FATA	3
	iii. Other two cities or more in Pakistan (Proof related to point (iii) must be attached)	2
IV.	Miscellaneous Requirements including Agency/ Firm profile (Number of employees, infrastructure, Number of test centers, Capacity to conduct large scale tests, Relevant ISO certification and financial soundness certificate showing bank statement of last twelve months.	10
	Outstanding	10
	Excellent	8
	Very Good	6
	Good	4
	Satisfactory	2
	Poor	0
Total Marks		70