

Government of Pakistan
Ministry of Commerce and Textile
(Commerce Division)



TENDER NOTICE

HIRING OF SERVICES OF TESTING AGENCY

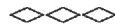
Ministry of Commerce & Textile (Commerce Division) intends to make hiring of Research Associates/ Researchers for which sealed bids (**Technical and Financial**) for conducting the screening tests are invited from reputed Testing Agencies having relevant experience, registered with Government of Pakistan. The Testing Agency/ Firm should have NTN/ Sales Tax Number and should be on Active Taxpayer List of FBR. The agency should not have been black listed by any government office.

The bidding documents containing detailed terms and conditions for hiring of services of testing agency are available on PPRA website www.ppra.org.pk and Commerce Division's website www.commerce.gov.pk.

The sealed bids must reach to the undersigned at the address, "Room 521, Commerce Division, 5th Floor, A-Block, Pak Secretariat, Islamabad" on or before 24-12-2019 at 11:00 a.m. Bids shall be opened on the same day at 11:30 a.m. in the Committee Room. It may further be noted that bids not in line with the bidding documents shall not be entertained. Bids submitted late/ incomplete shall not be considered/ entertained.

Deputy Directory (MOC)
Commerce Division
Room # 521, A-Block, Pak Secretariat,
Islamabad
Tel: 051-9201011

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TERMS OF REFERENCE/ BIDDING DOCUMENT/ EVALUATION CRITERIA

1. Introduction:

Ministry of Commerce and Textile (Commerce Division), intends to hire the services of a testing assessment firm/ agency/ body to design and conduct the screening test of applicants to be required against posts of Research Associates/ Researcher on purely contract basis.

2. Receipts of Bids:

Sealed bids (Technical and Financial) both in separate sealed envelope duly marked in two envelopes (one marked as Technical and one marked as Financial) should reach Deputy Director (MoC), Commerce Division, Islamabad, Room No. 521, Ministry of Commerce, 5th Floor, A-Block, Pak Secretariat, Islamabad on or before 24-12-2019 at 11: 00 a.m. Bids will be opened on the same day at 11:30 a.m. in the Committee Room.

i) Technical Bid:

The technical bid shall consist of all the documents eligibility requirements and those which the bidders deem necessary as a proof of qualification/ experience and legal status.

ii) Financial Bid:

The bidder shall prepare its financial bid based on these bidding documents.

iii) Technical Evaluation:

The technical bids of the firms will be evaluated on the basis of evaluation criteria.

iv) Financial Evaluation:

The Financial bid of the firms will be evaluated on the basis of evaluation criteria of the bidding documents.

v) Award of contract:

Subject to fulfillment of Rule 35 of PPRA Rules 2004, the lowest evaluated bidder (both in terms of technical and financial) shall be awarded the contract.

3. Task of the Testing Agency:

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- i) The Testing agency shall design the application form(s) share the same with Commerce Division for approval.
- ii) The Testing agency shall collect and evaluate the application of the candidates in conformity with relevant conditions for eligibility, relevant criteria, experience, quota, and age limits as provided by Commerce Division.
- iii) Applications will further be sorted by the testing agency to conduct test at respective testing centers.
- iv) The testing agency will provide broad guideline / topic to set pattern.
- v) Final Result including test, will be provided by the testing agency within 60 days from the date of publication of advertisement.

4. Size of Test Arrangement:

Each test will be conducted according to the prescribed requirement of arrangement at national, provincial and district level.

5. Eligibility requirements:

- a) The Testing Agency/ Firm should be registered with relevant government organization of the federal government (attested copy of valid registration to be retained for record).
- b) The Testing Agency/ Firm should have NTN/ Sales Tax Number and should be on Active Taxpayer List of FBR (attested copies to be retained for record).
- c) 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.
- d) Financial stability certificate of a minimum worth of Rs. 10 million duly verified by the Bank.
- e) The Testing Agency/Firm should have relevant professionals/ experts on its panel for preparation of paper/screening test.
- f) The Agency/ Firm shall have sound Technical capability including appropriate IT infrastructure/equipments/ machines to handle the requirement of screening test.
- g) 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.
- h) 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.

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- i) 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.
- j) In case the recruitment process is cancelled by the concerned Ministry/Division/Department before conducting screening test, complete fee shall be reimbursed to the candidates.
- k) The Testing Agency shall maintain a record of screening test and shall be shared with concerned Ministry/ Division on need basis.
- l) 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 reason thereof;
 - iii. Complete merit list giving score obtained by each applicant in order of merit.
- m) The Testing Agency shall develop guidelines for candidates which shall include a sample model paper for written MCQs type test for posts of Research Associates/ Researchers and be placed on its website.
- n) The selected testing Agency shall be required to register candidates online and acknowledgement receipt of application may be issued accordingly.

6. Evaluation Criteria:

Bids shall be evaluated as per Rule 36 (b) "Single Stage Two Envelope Procedure" of PPRA Rule 2004.

S. No	Requirement with copied of supporting documents	Marks
1	Years of experience in conducting examination and providing testing services for recruitment (initial screening test) in public sector organization/ government departments 1-2 years = 05 3-4 years = 10 5-6 years = 15 7 years and above = 20	20
2	Number of tests conducted during last one year with scholastic capacity and mechanism	15
3	Agency/ Firm profile (number of employees, infrastructure, setup and stations across the country)	15
4	Agency/ Firm relevant ISO certification	10
5	Financial soundness certificate showing bank statements for the last 12 months	20
6	Presentation of Paper based as well as computer based test (samples hard copies)	20
Total		100

Note: (Minimum qualification marks will be 70)

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7. Financial Evaluation:

Testing agency shall quote their minimum lump sum processing fee per application with all inclusive.

8. Bid Security:-

The Firm shall submit bid security/ performance guarantee along with Technical bid amounting to PKR 50,000/- in the form of bank demand draft in the name of DDO, Ministry of Commerce& Textile (Commerce Division).

9. Proprietary Right:

The proprietary will rest with Commerce Division (MoC). Both parties will keep the record/ data strictly confidential.

10. Rejection of bid:-

Commerce Division reserves the right to reject any or all bids/ proposals at any time and cancel the process in the light of PPRA Rules 2004.
