

Tender Notice
Tender No. 6(178)/Admn-IV/2014
Hiring of Services for Recruitment/Testing Agency
Ministry of Planning, Development and Reform

The Ministry of Planning, Development and Reform is interested to engage the services of an experienced recruitment/testing agency for designing and conducting written test for recruitment of human resource against following vacant posts:-

S.#	Name of Posts	No. of vacant posts
1	Assistant	12
2	Stenotypist	53
3	U.D.C	01
4	L.D.C	12
5	D.M.O	02
6	Naib Qasid/Farash	54

2. The selection process will be in accordance with PPRA Rules 2014, Rule 45 sub rule (2) (least cost selection method) in conjunction with Rule 38(2)(a) under the heading “Single Stage Two Envelops Bidding Procedure”. The complete details are available in Bidding Documents, which can be downloaded from the official website of Ministry of Planning, Development and Reform (www.pc.gov.pk) immediately after advertisement. Technical and Financial proposals are solicited from Recruitment/Testing Agencies having at least three (03) years experience of designing and conducting written tests for recruitment of human resource in separate sealed envelopes incorporating information including, but not limited, to the following:-

- i. Details of legal status.
- ii. Human Resource/Technical Expertise Profile.
- iii. Experience of similar assignments.
- iv. Testing facilities available.
- v. Financial statements of last 3 years.
- vi. Tax registration certificate. Copy of NTN Certificate, Sales Tax Certificate and any other Certificate (whichever is applicable)
- vii. History of litigations, if any.
- viii. The bid security of amounting Rs. 50,000/- in form of Bank Draft in favor of Drawing and Disbursing Officer (DDO), Ministry of Planning, Development and Reform.
- ix. Affidavit that the company has never been blacklisted by any Government/semi Government/autonomous body or private company.

3. The proposals must reach Deputy Secretary (Administration), Ministry of Planning, Development and Reform, on or before **(Friday) 5th May, 2017 (till 2:00 P.M.)** and proposals so received will be opened on the same date at 03:00 P.M. Incomplete proposals shall not be entertained. Ministry reserves right to reject all the proposals, submitted in response to this tender notice prior to acceptance. This Tender Notice has also been posted on PPRA website <http://ppra.org.pk>.

Muhammad Saleem
Deputy Secretary (Admn)
Room No. 235, “P” Block, Pak Secretariat,
Islamabad
Ph: 051-9216864

Bidding Document

Expression of Interest

“For Hiring of Services of Recruiting Agency / Testing Agency”

Submission Date for Sealed Bids: **5th May, 2017 (till 2:00 pm)**



**Ministry of Planning, Development and Reform
Government of Pakistan**

Background

The Planning Commission (denoted as PC) is a financial and public policy development institution of the Government of Pakistan. The Commission comes under Ministry of Planning, Development and Reform. The Planning Commission undertakes research studies and state policy

development initiatives for the growth of national economy and the expansion of the public and state infrastructure of the country in tandem with the Ministry of Finance (MoF). Since 1952, the Commission have had a major influence and role in formulating the highly centralized and planned five-year plans for the national economy, for most of the 20th century in Pakistan.

Objectives

Through this Expression of Interest (EoI), Ministry of Planning, Development and Reform intends to select a testing agency to conduct the written test in Pakistan for selection of best human resource in an efficient and transparent manner. The selected testing company is required to conduct written test for the selection processes for the next three years (till 30th June 2020). The selected testing agency is required to comply with all instructions provided in the Scope of Services “SOS” as provided in this document. The objectives of this EoI document are as follows:

- To provide a basic understanding of requirements to the prospective bidder
- To list general instructions for the prospective bidders
- To provide the scope of work
- To define eligibility criteria for the prospective bidders

Invitation to Bids

Ministry of Planning, Development and Reform is interested to engage services of an experienced recruiting/ testing agency for designing and conducting written tests for recruitment of human resource against the vacant posts in the Ministry as indicated in advertisement. So we call expression of interest. All interested organizations are requested to complete the Information/Data Forms given in this document.

Instructions to Bidders

To shortlist the eligible organizations, Ministry of Planning, Development and Reform invites least cost selection in conjunction with “Single Stage-Two Envelope” bidding procedure from registered firms/companies/organizations.

Procedure of Tender Opening

Ministry of Planning, Development and Reform will adopt least cost selection under single stage two envelopes bidding procedure as laid down in PPRA Rule 45 read in conjunction with Rule 38 (2) (a) respectively.

The bidders shall submit the technical and financial proposals in two separate envelopes and envelopes shall be marked as: “Financial Proposal” and “Technical Proposal”. In first instance, “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be

retained unopened in custody of the Ministry. The Ministry shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal, which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. A bidder has to obtain a minimum threshold of 60 marks to qualify in technical evaluation. If a bidder does not qualify in technical evaluation, his financial bid will not be opened. After evaluation and approval of technical proposals, the Ministry shall open financial proposals of the technically accepted bids, on a date/time to be announced subsequently. The financial bids found technically non responsive shall be returned un-opened to the respective bidders. For concluding the procurement, the weightage of Technical-Financial proposals shall be 80/20, i.e., 80 for technical and 20 for financial. The lowest evaluated bidder after selection of technical proposal shall be awarded the contract.

Terms & Conditions:-

1. The Proposals must reach the office of Deputy Secretary (Admn), Ministry of Planning, Development and Reform located at Room No. 235, P-Block, Pak Secretariat, Islamabad before **5th May, 2017** (till 2:00 pm).
2. Technical and Financial proposals should be submitted in separate envelopes. The word “Technical Proposal” and “Financial Proposal” being clearly written on the top left corner of respective envelopes.
3. Technical Proposals will be opened by a Committee on same day at 03:00 pm in the office of the Deputy Secretary (Admn), in presence of tenderers or their authorized representatives who wish to witness tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on a date/time to be announced subsequently.
4. The Financial Proposal shall be inclusive of all taxes.
5. Financial proposal must be accompanied by Rs.50,000/- (Bank Draft in favor of DDO, PD&R) bid. In case of more than one financial bid each bid security must be deposited respectively.
6. The companies must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided).
7. The companies must produce proof of financial soundness (Bank Statement / Certificate) having annual turnover of one million or above.
8. The bid validity period shall be effective till completion of whole recruitments process.
9. The firm shall deliver services within 45 days after signing the contract.
10. Ministry of Planning, Development and Reform reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
11. Incomplete proposals shall be rejected.
12. This Tender Notice has been posted/uploaded on PPRA website <http://ppra.org.pk>
13. Bids received through fax/Telex/email and after due date/ time will not be considered.

14. Successful bidder will be bound to provide Performance Security (Bank Draft) @ 5% of the estimated contract value or Rs. 200,000/- which will be returned after the expiry of contract.
15. Income Tax & GST will be deducted as per rules and Sales Tax if applicable will be the responsibility of the bidder.

Scope of Services

The selected executing agency will be responsible for the following activities and as per the guidelines of Established Division:

- i) The selected executing agency shall be required to register candidates for taking written test for selection against the vacant posts.
- ii) The selected executing agency under no circumstances shall receive any application directly from any candidate in person/ by hand. The selected agency shall only be responsible for registering candidates who send their forms via courier/registered postal mail/online.
- iii) The selected executing agency shall be responsible to provide the final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of Ministry of Planning, Development and Reform. It is responsibility of the selected agency to check and verify that submitted registration forms of candidates are complete; in case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to Ministry. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- iv) The selected executing agency shall be responsible to keep record of all registration forms for at least one year after completion of project. Furthermore, the executing agency shall provide any registration form to Ministry as and when required.
- v) The candidate registration process, including data entry of registration forms, shall be completed in consultation with Ministry. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected executing agency shall ensure to advertise the list of registered candidates on a website and have a mechanism to make corrections/edits etc.
- vii) The selected executing agency shall be responsible for implementing a tracking system for all registration forms received prior to deadline. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.
- viii) The selected executing agency shall be responsible to collaborate with Ministry or any other department designated by Ministry, to develop the “Guidelines for Candidates”, which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written test.
- ix) The selected executing agency shall be responsible to prepare final test paper in consultation with Ministry. The Final Test Paper will be according to the syllabus provided by Ministry. The Ministry has to be in concurrence with testing format as designed in aforementioned “Guidelines”. The agency will however, ensure the

secrecy of the final test paper and not share it with any employee of Ministry in advance.

- x) The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- xi) The selected executing agency shall conduct written test including arranging all the logistics of test.
- xii) The selected executing agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of executing agency as the result of written test is a prime determinant for final selection.
- xiii) The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test;
- xiv) The selected executing agency shall develop and grade written test containing different sections including MCQs, descriptive answers, analytical writing, data analysis and practical test of IT skills.
- xv) The questions in test paper should have been varying order to minimize the chances of copying answers. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
- xvi) The selected executing agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Ministry in addition to answer sheet copy provided to the candidate after announcement of the written test result.
- xvii) The selected executing agency shall conduct Written Test of the shortlisted, eligible registered candidates. The test shall be conducted at the convenient location in Karachi, Lahore, Peshawar, Quetta and Islamabad.
- xviii) The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Ministry. Merit list 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.
- xix) The selected executing agency shall be responsible for setting up a helpline to facilitate potential candidates and answer their queries pertaining to registration and written test. The helpline personnel shall be required to get one day briefing from Ministry.
- xx) The selected executing agency shall facilitate visits of monitoring teams, as and when required.
- xxi) The selected executing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.

Important Note:

The competent authority may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Technical Proposal Evaluation Criteria:

1	Company Profile must be a registered body for last 10 years If 1 to 2.5 years' experience If 2.5 to 5 years' experience If 5 to 7.5 years' experience If 7.5 to 10 years' experience	10 Points (break up) 2.5 2.5 2.5 2.5
2	Details of Similar Work / Assignments already completer (at least 10) One to Five Assignments of 10 Million Six to ten assignments of above Rs. 10 Million	10 Points (break up) 05 points 05 points
3	Organizational Structure / Quality Management System	10 points
4	Management / Team Each PhD personnel = 2 marks At least 05 PhD's	10 points
5	Corporate Capacity have capacity to conduct tests at every district	10 points
6	Financial Stability certificate 01 to 05 years of worth 20 Million 05 to 10 years of worth 40 Million	30 points (break up) 15 points 15 points
7	Content Experts / Consultants	10 points (break up) i) 05 points for atleast 03 Phd ii) 05 points for atleast 03 M.Phill
8	Registration / Certification i) SECP Certificate ii) ISO Certificate iii) NTN Certificate iv) PRA Registration v) Never Blacklisted Certificate	10 Points (break up) 2 points 2 points 2 points 2 points 2 points
	Total Marks	100
	Qualifying Marks	60

Organization Information

Form A: Firm Profile		
S#	Required Information	Response
1	Legal Name of the Organization	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Core business areas of the Organization	
6	Name & Designation of Head of Organization	
7	Address of organization:	
8	Phone/s:	
9	Email:	
10	Fax:	
11	Website address:	
12	Name & Designation of "Contact Person":	
13	Phone/s:	
14	Email:	
15	Fax:	
16	Mobile/s:	

Affidavit

We, [Name & address of the contractor], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the tender document.
4. We understand that the purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

Financial Proposal Submission Form

Islamabad the (Date)

To:

The Deputy Secretary (Admin),
Ministry of Planning, Development and Reform
Block-P, Pak-Secretariat,
Islamabad
Tel: (92-51) 9216864

Sir/Madam,

We, the undersigned offer to conduct the “Registration and Conduct of Written Test” for selection against vacant posts in Ministry of Planning, Development and Reform in accordance with your Expression of Interest dated [Advertisement Date] and our proposal [Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. [Date].

Though included in the above mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below: -

Name and Address

Amount in Pak Rs. (per candidate basis)

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Summary of Costs

Costs	Pak Rupees
<ul style="list-style-type: none">• Subtotal• Local Taxes• Total Amount of Financial Proposal including Taxes (per candidate basis)	

Breakdown of Price per Activity

Activity No. _____	Activity No. _____ & Description
Price Component	Pak Rupees (per candidate basis)