

**NO.8(1)/Admn-V/2019**  
**Government of Pakistan**  
**Ministry of Planning, Development and Reform**  
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**TENDER NOTICE**  
**Hiring of Services of Recruitment /**  
**Testing Agency**

The Ministry of Planning, Development and Reform intends to engage the services of an experienced recruitment/testing agency for designing and conducting written test for recruitment of human resource against vacant posts in BS-05 to BS-15 or equivalent in the Ministry, Organizations and Projects concerning the Ministry, on need basis for one year extendable for another one year.

2. The selection process will be in accordance with PPRA Rules 2004, Rule 36(b) "Single Stage Two Envelopes Bidding Procedure" having weightage for Technical and Financial Proposal with the ratio of 60:40. 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](http://www.pc.gov.pk)). Technical and Financial proposals are solicited from Recruitment/Testing Agencies duly registered/ accredited with Government of Pakistan 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 / Registration.
- ii. Human Resource/ Technical Expertise Profile.
- iii. Experience of similar assignments.
- iv. Success rate of tenders awarded.
- v. Testing facilities available.
- vi. Financial statements of last 3 years or more.
- vii. Tax registration certificate. Copy of NTN Certificate, Sales Tax Certificate and any other Certificate (whichever is applicable).
- viii. History of litigations if any.
- ix. The bid security amounting to Rs. 50,000/- in form of Bank Draft in favor of Drawing and Disbursing Officer (DDO), Ministry of Planning, Development and Reform.
- x. Affidavit that the company has never been blacklisted by any Government/semi Government/ autonomous body or private company.

3. Half of the rate per candidate quoted by the bidder will be paid by the Ministry. The rates quoted per candidates shall include all taxes. Applicable taxes will be deducted from the payment of the Agency after completion of assignment.

4. The proposals must reach to Deputy Secretary (Administration), Ministry of Planning, Development and Reform by 25-02-2019 till 14:30 hrs and the proposals so received will be opened on the same date at 1500 hours. 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>.

**Riasat Hussain**  
Deputy Secretary (Admn)  
Room No. 225, "P" Block, Pak Secretariat,  
Islamabad - Ph: 051-9224298

Bidding Documents  
Expression of Interest

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

Submission Date for Sealed Bids: 25-02-2019 (till 14:30 hrs)



**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 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 and annual plans. Ministry of Planning, Development and Reform provides Secretariat support to the Planning Commission.

## **Objectives**

Through this Expression of Interest (EoI), Ministry of Planning, Development and Reform intends to hire 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 one year extendable for further one year. 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 are as under:

- 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 of 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 of different categories. 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, Technical and Financial Proposals will be given 50:50 weightage.

## **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 Rule 36(b) of PPRA Rules, 2004.

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 60/40. The final selection of the bidder for award of contract shall be made on the basis of score obtained in technical as well as financial proposals.

### **Terms & Conditions:-**

1. The Proposals must reach the office of Deputy Secretary (Admn), Ministry of Planning, Development and Reform located at Room No. 225, P-Block, Pak Secretariat, Islamabad by 25-02-2019 (till 1430 hrs).
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.
4. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on a date/time to be announced subsequently.
5. The Financial Proposal shall be inclusive of all taxes.
6. 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.
7. The companies must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided).
8. Companies must be registered as testing agency for human resources selection.
9. The companies must produce proof of financial soundness (Bank Statement / Certificate) having annual turnover of one million or above.
10. The bid validity period shall be effective till completion of whole recruitments process.
11. The firm shall deliver services within 50 days from the closing date of receipt of applications from candidates.
12. Ministry of Planning, Development and Reform reserves right to reject all the proposals, submitted in response to this tender notice prior to acceptance.
13. Incomplete proposals shall be rejected.
14. This Tender Notice has been posted/uploaded on PPRA website <http://ppra.org.pk>
15. Bids received through fax/Telex/email and after due date/ time will not be considered.
16. 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.
17. 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 assignment. 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:**

Bids shall be evaluated as per Rule 36 (b) "Single Stage Two Envelopes Procedure" of Public Procurement Rules, 2004:

1	Company Profile must be a registered body for last 03 years or above 3 to 5 years' experience 6 to 8 years' experience 9 to 12 years' experience Above 12 years	10 Points (break up) 2.5 5.0 7.5 10.0
2	Details of Similar Work / Assignments already completed One to Four Assignments of Rs.12 Million Above four assignments of above Rs. 12 Million	10 Points (break up) 05 points 10 points
3	Organizational Structure / Quality Management System	10 points
4	Management / Team Each PhD personnel = 2 marks MPhil=1mark.	10 points
5	Corporate Capacity have capacity to conduct tests at every district	10 points
6	Financial Stability certificate 03 to 06 years of worth Rs. 20 Million 06 to 10 years of worth Rs. 40 Million	10 points (break up) 05 points 10 points
	Total Marks	60
	Qualifying Marks	45

**Minimum Technical Qualification Criteria:** Minimum Technically qualifying threshold is aggregate of 50 marks in above mentioned areas. All interested services providers obtaining 50 or above marks shall be considered as qualified for opening of their financial proposal(s).

### **Evaluation Criteria:**

The total bid score would be determined as per following formula:

$$(i) \quad \text{Score} = \frac{\text{Technical } (i)}{\text{Technical (highest)}} \times 60\% + \frac{\text{Cost (lowest)}}{\text{Cost } (i)} \times 40\%$$

Where:

- Score (i) = Evaluated Score of Bidder i  
Cost (i) = Evaluated Bid Price of Bidder i  
Cost (lowest) = Lowest Evaluated Bid Prime amongst all responsive Bids  
Technical-Score (i) = Technical Score of Bidder i  
Technical Score (highest) = Highest Technical Score amongst all Bids

*(The bidder securing highest evaluated score will be considered the best evaluated bid)*

## 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) 9224298

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

<b>Costs</b>	<b>Pak Rupees</b>
Charges per candidate	
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)