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| C:\Users\NTISB\Downloads\800px-State_emblem_of_Pakistan.svg.png | MINISTRY OF INTERIORCapital Development Authority, Islamabad | **C:\Users\NTISB\Desktop\download.jpg** |
| **No.PID(I)996/19-Sunday, 25th August, 2019****REQUEST FOR PROPOSAL (RFP)****HIRING OF SERVICES OF TESTING AGENCY**The Ministry of Interior intends to make recruitments in various cadres of CDA for which sealed bids (Technical and Financial) for conducting the initial screening tests are invited from well reputed registered agencies on “Single Stage two envelope procedure” basis as laid down in Rule 36(b) of PPRA Rules, 2004 to the undersigned before 1200 hours on Monday, the 16th September, 2019. The Technical bids will be opened on the same date at 1300 hours.**Terms and Conditions**1. One sealed envelope containing two sealed envelopes having clearly marked as “Technical Proposals” and “Financial Proposals” are to be filled by each Testing Agency.2. 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).3. The Testing Agency should have minimum 3 years experience of taking recruitment tests in public sector organizations.4. Expertise and profile of the testing agency to conduct such type of recruitment tests should be attached.5. 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..6. The Testing Agency should have their offices at Islamabad / Lahore/ Karachi/ Peshawar/ Quetta/ Muzafarabad/ FATA/ Gilgit etc and complete postal addresses, telephone numbers and e-mail addresses etc shall also be attached with the bid for confirmation by the Authority.7. The Testing Agency should have NTN, Income Tax Certificates, Sales Tax Numbers and Vendor Numbers and should be on Active Taxpayer List of FBR.8. The successful bidder will have arrange tests of Islamabad and all the capitals of provinces and at maximum other canters initially agreed as per agreement within the stipulated period as per agreement, which will be signed with the bidder subject to the final approval of the Authority. 9. The bidding documents containing detailed terms and conditions, evaluation criteria bid security etc. for hiring services of testing agency are available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and Ministry of Interior website [www.moi.gov.pk](http://www.moi.gov.pk) and the it can be obtained ( Free of Cost) from the undersigned on any official working day.10. The Authority may reject any or all the bids at any time prior to the acceptance of the bid of proposal in terms of Rule 33 of PPRA Rules,2004.**Muhammad Nasir Khan Dawar**Deputy Secretary (CDA) Ministry of InteriorRoom No.142, 1st Floor, Block D, Pak Secretariat, Islamabad. Phone No.051-9201251 |

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| **1. INVITATION OF PROPOSALS** |
| Ministry of Interior, Government of Pakistan, invites sealed proposals for pre- qualification for “Hiring of Testing Agencies” to conduct screening tests against different vacant posts in Planning Wing of CDA |
| **2. PLANNING WING, CDA’S OVERVIEW** |
| The Planning Wing of CDA is comprises of Urban Planning Directorate, Survey and Research Directorate, Traffic Engineering Cell, Regional Planning Directorate (Including Rural Development), Landscaping Unit, Industrial Planning Section, Housing and Management Consultancy Cell and Master Plan Cell. The Urban Planning Directorate undertakes forward Planning within the framework of the existing Master Plan of the Urban area and evaluates the requirements and determines the relationship between various land uses. It also appraise the quantitative and qualitative aspects of proposals for land utilization in the Sectoral Area of Islamabad.The Survey and Research Directorate conducts Planning Surveys of research and development and a data bank for the entire planning jobs. The Traffic Engineering Cell develops policies, standards and practices aimed at facilitating safe and smooth traffic flow within Islamabad adjoining areas.The Regional Planning Directorate (Including Rural Development) undertakes preparation of Regional Plan for the specified area incorporating a comprehensive development programme for the region.The Landscaping Unit prepares landscape plans of all the parks, playgrounds, roads, open spaces, nullahs, shopping centers, blue area, civic centers, hills, etc.The Industrial Planning Section provides advisory services to prospective investors and formulate different policies pertaining to industries.The Housing and Management Consultancy Cell ensures enlistment of Cooperative Housing Societies and Scrutiny of documents of Members of the societies.The Master Plan Cell reviews the Master Plan of Islamabad.  |
| **3. Pre-Qualification Process** |
| Bidding shall be in following manner:-1. The application/proposal shall comprise a single stage two envelop (Technical & Financial) procedure basis as laid down in Rule 36(b) of PPRA Rules, 2004.
2. One sealed envelope containing two sealed envelopes having clearly marked as “Technical Proposals” and “Financial Proposals” are to be filled by each testing agency for **Pre-Qualification - Hiring of Testing Agencies**” in bold and legible letters to avoid confusion.
3. The technical bid shall consist of all the documents eligibility requirements and those which the bidder deem necessary as a proof of qualification / experience and legal status. The bidder shall substantiate technical bid in view of achieving score.
4. The bidder shall prepare its financial bid based on these bidding documents.
5. The technical bids of the firms will be evaluated on the basis of evaluation criteria.
6. The financial bids of the firms will be evaluated on the basis of evaluation criteria of the bidding document.
7. During the technical evaluation, no amendments in the technical proposal shall be permitted.
8. The Ministry of Interior reserve right to seek clarification on the provide details by the test service provider.
9. Award of contract is subject to fulfillment of Rule 35 of the PPRA Rules, 2004, the lowest evaluated bidder (both in terms of technical and financial) shall be awarded the contract.
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| **4. SCOPE OF WORK** |
| The Ministry of Interior requires services of the Testing Agency that shall:-* Design the application Form(s) and share the same with the Ministry of Interior.
* Collect and evaluate the applications of the candidates in conformity with the relevant conditions for eligibility, relevant criteria, experience requirements and age limits as provided in the Rules / Policies of the Government and CDA amended from time to time.
* Applications will further be sorted category-wise by the Testing Agency to conduct test at the respective testing centers in consultation with CDA.
* Testing Agency will provide broad guidelines / topic to set the test pattern.
* Testing agency will provide domicile wise results (if required).
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| **5. LEVELS FOR WHICH SCREENING TEST IS REQUIRED** |
| The CDA, Ministry of Interior may desire the screening test to fill the Planning Cadre position mainly at Entry-level in CDA However, the CDA, Ministry of Interior may desire to conduct test for recruitment at senior level as well.The minimum educational requirement for applying for Entry-level position is as per CDA’s Planning Wing Recruitment Rules. |
| **6. PROPOSAL REQUIREMENTS**Submitted proposals must include the following:* Name of the applicant/agency with location of its offices and their contact numbers.
* Should have at least 03 years experience e to conduct such test at larger scale.
* Prior experience of minimum 03 years to conduct test/examination services for recruitment in public sector organizations/departments (attach list with the proposals).
* Demonstrate capacity to undertake paper based as well as computer based tests of general/specially / specific assessment across the country.
* Demonstrate the strong management system of test development, administration and assessment.
* The applicant/agency shall have a legal status recognized for local applicant. Relevant ISO certificate shall be preferred.
* Detail of applicant/ agency profile (brochures descriptions of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, etc), scholastic capacity, mechanism for test development, its evaluation and upgradation should also be attached.
* Financial soundness certificate accompanied with bank statement for last 12 months and last three years certified audit reports should be attached. Financial stability certificate of a minimum worth of Rs.10 million duly verified by the bank.
* Testing Agencies are required to provide copy of valid NTN Certificate, Income Tax Certificate and should be on active tax payer’s list of FBR should be registered with Directorate of General Sales Tax. The firm / agency shall have a vendor number.
* The Testing Agency must attach an undertaking on Rs.100/- non-judicial stamp paper certifying that the applicant is not blacklisted by any Government/Autonomous body and is not a defaulted applicant and have a good track record. Blacklisted agency will not be considered for further process.
* It is of utmost importance that application should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
* If any supplier is not in ATL then his payment shall be stopped until he files his mandatory returns and appears on ATL of FBR.
* Rates/service charges (when required after successful prequalified service provider) should be inclusive of all applicable taxes. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services, if selected and declared as best

evaluated bidder.* Firm/ Agency should demonstrate availability of adequate logistical structure with adequate staffing and arrangements to mobilize professional resources.
* Should have setup at Islamabad, Rawalpindi, Lahore, Karahci, Peshawar, Quetta, Gilgit Baltistan, Azad Jammu & Kashmir to hold initial screening test for each post.
* The successful bidder(s) will arrange test at 10-15 designated stations for filling in the posts within the stipulated period as per agreement which will be signed between the bidder and CDA.
* The successful bidder(s) will issue separate call letters to the candidates for the physical test, written test and interview 07 days prior to start of the tests/ interview through SMS, Courier, E-Mail and up-loading on its official website to ensure maximum participation of candidates in the recruitment process.
* The timeline of recruitment mutually agreed by the parties must be strictly followed failing which, the bidder will be disqualified for conducting further screening test of recruitments.
* The successful bidder shall bear all costs associated with receipt of applications and screening process etc. including cost of advertisement, physical test, written test, and test venues and other cost.
* The agency/ firm shall have sound technical capacity including appropriate IT infrastructure / equipments / machines to handle the requirement of screening test.
* 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.
* 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.
* In case the recruitment process is cancelled by the concerned Ministry/ Division / Department before conducting screening test, complete fee shall be reimbursed to candidates.
* The Testing Agency shall maintain a record of screening test and shall be shared with concerned Ministry / Division / Department on need basis.
* The Testing Agency / Firm should have a web based facility and shall be required to announce result of screening tests within 48 hours giving the following details on its website:-
1. Complete list giving names of the applicants and fee paid thereof by each applicant;
2. List of rejected applicants with reasons thereof;
3. Complete merit list giving score obtained by each applicant in order of merit.
* The Testing Agency shall develop guidelines for candidates which shall include a sample model paper for written MCQs type test for various posts and be placed on its website.
* The selected testing agency shall be required to register candidates online and acknowledgment receipt of application may be issued accordingly.
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| **7. REQUIREMENTS OF TESTING AGENCIES** |
| The Testing Agency for Screening Test will be hired keeping in view the following:-a). The Testing Agency should be registered agency. b). It should be experience in the relevant field.1. It should have established infrastructure/ building / office accommodation or rented building for the purpose.
2. It should have not been blacklisted by any Government Office.
3. It should have sufficient manpower on its strength.
4. It should have space / halls on the panel to meet the requirements for conducting screening tests.
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| **8. TECHNICAL EVALUATION CRITERIA** |
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| **Sr.****No.** | **Technical Evaluation Criteria** | **Maximum Marks** | **Sub Marks** | **Marks Given to****Bidder** |
| 1 | Registration/Certificate: | **08** |  |  |
| Active Tax Filer |  | 01 |  |
| Active Sales Tax Filer |  | 01 |  |
| SECP |  | 01 |  |
| ISO |  | 01 |  |
| NTN |  | 01 |  |
| PRA Registration |  | 01 |  |
| Never Black Listed Certificate |  | 02 |  |
| 2 | Qualified senior management/top management running the affairs of testing services (Certified, PhD, Masters, Technical etc) | **05** |  |  |
| Upto 05 management resources |  | 2.5 |  |
| Upto 10 management resources |  | 05 |  |
| 3 | Experience of the senior management: (0.5 mark for each year, subject to maximum of 05 marks) | **10** | 10 |  |
| 4 | Company Profile: must be a registered body having experience of similar work assignments of test conducting: | **10** |  |  |
| 50-100 Employees |  | 2.5 |  |
| 101-200 Employees |  | 05 |  |
|  | 201-300 Employees |  | 10 |  |
| 5 | Testing Agency’s Relevant Experience, (recruitment tests conducted for entry-level management positions. Test conducted for staff/clerical/non-clerical employment shall not be considered.Please provide detail/list of each clients, tests date, and number of registered candidates. This will be verified from the relevant client organizations.1 mark for each of the public, private and Financial Institutions/Banks, subject to maximum marks for each ofthe mentioned categories. | **22** |  |  |
| Tests conducted for public sector organizations |  | 14 |  |
| Tests conducted for private sector organizations |  | 08 |  |
| 6 | Testing Agency’s Experience in terms of number of candidates tested so far.(Please provide details of clients and tests dates, number ofcandidates which could be verified from the client organizations) | **20** |  |  |
| Less than 100,000 candidates tested |  | 08 |  |
| 100,000 to 400,000 candidates tested |  | 12 |  |
| 400,000 and above candidates tested |  | 20 |  |
| 7 | Testing Agency’s geographic presence.Addresses of regional registered offices and venues required: | **05** |  |  |
| Regional Offices in various Provinces/Regions.(1 mark for presence in each province/region, maximum 5 marks): |  | 05 |  |
| 8 | Testing Service Project Handled in last 03 years for Government Sector (1 mark for each project handled ensuring conformity to the schedule & TOR, subject to a maximum of 10)(Please provide details of clients and test date) | **10** | 10 |  |
| 9 | **Methodology** |  |  |  |
| Work plan and timelines of Pre and Post Test activities in the form of flow chart/diagram(the service provider with most efficient timelines covering all test related activities shall be given 10 marks, rest will be pro rata) | **10** | 10 |  |
| Questionnaire Database covering all requisite subjects for Aptitude Test (e.g. arithmetic, English proficiency, General knowledge, IQ, current affairs, etc.) and subject based knowledge test (e.g. management, Planning, Surveyor, Traffic Engineering, business management, finance, insurance, accountancy, law, risk management, IT, etc)The shared details by the service providers shall be verified. | **20** |  |  |
| Upto 5000 questions in each above mentioned categories |  | 5 |  |
| Upto 10,000 questions in each above mentioned categories |  | 10 |  |
| Upto 15,000 questions in each above mentioned categories |  | 15 |  |
| Upto 20,000 questions in each above mentioned categories |  | 20 |  |
|  | Database Management System/HRIS/Software for the applicants (Please provide details with screenshot) | **05** | 05 |  |
| 10 | Mechanism to Ensure Transparency/ Confidentiality(the service provider with most efficient mechanism shall be given 10 marks, rest will be pro rata) | **05** | 05 |  |
| 11 | **Financial Position** as per audit reports of the latest year: | **15** | 15 |  |
| Below 10 Million |  | 10 |  |
| From 10 to 100 Million |  | 15 |  |
|  | **Total Marks** | **145** | 145 |  |
| 1. **Minimum Pre-Qualification Criteria:** Minimum pre-qualifying threshold is aggregate of 70% i.e. 102 Marks, in above mentioned areas. All interested services providers obtaining 70% or above marks shall be considered as pre-qualified for the services. However, evaluation will be carried out on the basis of provided information/evidence in light of the requirements.
2. **Clarification** if any requirement may be obtained from: cda.interior@gmail.com
3. The applications must reach before **1200Hrs, on September 16, 2019,** through courier or may be dropped in the tender box on the **Deputy Secretary (CDA), CDA Wing, Ministry of Interior Room No. 142, 1st Floor, Block D, Pak Secretariat, Islamabad.**
4. The Service providers / agencies participating in the pre-qualification process may be required to make a presentation on their organization profile, experience and methodology to the Purchase Committee.
5. The envelopes shall bear the following additional identification marks:

Application for: **“TESTING SERVICES”**Applicant Name: XYZAttention: **Muhammad Nasir Khan Dawar****Deputy Secretary (CDA), CDA Wing, Ministry of Interior, Room No. 142, 1st Floor, Block D, Pak Secretariat, Islamabad.** 1. The deadline for the submission of proposals is:

**Date: September 16, 2019 Time: 1200Hrs**1. The proposal opening shall take place at:

**Office of the Joint Secretary (CDA),****CDA Wing, Ministry of Interior,****Block D, 1st Floor, Pak Secretariat, Islamabad.****Date: September 16, 2019 Time: 1300Hrs** |
| 1. A statement **“Not to be opened before 1300 Hrs on September 16, 2019”** shall be clearly mentioned on the top of the sealed bid/proposal.
2. Applications received after the due date and time will not be entertained.
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