

**TERMS OF REFERENCE AND BIDDING DOCUMENTS FOR HIRING
TESTING AGENCY / FIRM / BODY**

1. INTRODUCTION

Ministry of Interior (MOI), Islamabad, intends to hire the services of a testing assessment firm/agency/body to design and conduct the screening test of applicants to be hired against various posts in Islamabad Capital Territory Administration (ICTA) and Islamabad Capital Territory Police (ICTP) ranging from BPS-05 to BPS-15 (list attached at Annex-I & II).

2. RECEIPT OF PROPOSALS

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes (one marked as original and one marked as copy) should reach office of Deputy Secretary (ICT), 2nd Floor, C Block, Pak. Secretariat, ICT Wing, Ministry of Interior, Islamabad on or before 15th October, 2019 at 1200 hours and will be opened on the same day at 1600 hours.

i. **Technical Proposal:-**

The technical proposal shall consist of all the documents required under Para 6 and 7 of TORs and may also comprise additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status. The bidder shall substantiate his technical proposal for achieving score under Para-7 hereof.

ii. **Financial Proposal:-**

The bidder shall prepare his financial proposal in line with the TORs.

iii. **Technical Evaluation:-**

The technical proposal of the firms will be evaluated on the basis of evaluation criteria defined under Para-7 hereof.

iv. **Financial Evaluation:-**

The lowest responsive evaluated bidder with the lowest rate and optimum quality shall be entitled for award of captioned assignment.

3. TERMS OF REFERENCE OF THE TESTING AGENCY

- a) The agreement would be signed between Ministry of Interior / ICT Administration and qualified testing agency.
- b) The testing agency will have state of the art website and will have to update timely for the announcements regarding test/ interview etc.
- c) The selected testing agency will intimate the eligible candidates through letters, SMS and emails for depositing the test fee.
- d) The 50% fee will be deposited in the bank Account of testing and evaluation agency directly by the candidates and the remaining 50% will be paid by the government on the basis of call letters / tests conducted.
- e) The testing agency will conduct test of the candidates at the respective testing centers as indicated by the candidates.
- f) The testing agency will design an objective type test giving 20% weightage each to Islamic Studies, Pakistan Studies/ English, General Knowledge etc. and the subject relevant to job in consultation with Ministry of Interior.
- g) The testing agency and their staff should not have any stake directly or indirectly with any training and test preparation institution/ academy which may be construed as conflict of interest.
- h) Further, for skilled jobs in BS-5 and above, it should conduct the particular skill test for the candidates as per requirement of the post in addition to the screening test stated above.
- i) The testing agency shall announce the result of tests within a week (07 days) from the date of conducting test.
- j) The testing agency shall provide complete merit list for interview for each post to be filled

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through fresh recruitment.

- k) Ministry of Interior reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal. Ministry of Interior shall, upon request, communicate to the bidder/ testing firm who submitted a bid or proposal, the grounds for its rejection of bid or proposal.

4. SIZE OF TEST ARRANGEMENT

Each test will be conducted according to the prescribed requirements of arrangements at national, provincial level including AJK and GB etc.

5. MODEL OF TEST

The testing Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT) and Skilled (Typing & Shorthand).

6. MANDATORY REQUIREMENTS FOR THE TESTING AGENCY

- a) 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. The details of the company's profile, professional and technical skills should be attached.
- b) The testing agency should have at least four (04) years' experience to conduct such test at a larger scale and set-up in major cities of Pakistan i.e. Islamabad, Lahore, Karachi and Peshawar, Quetta, AJK, Gilgit Baltistan etc.
- c) Firm/Agency should demonstrate staffing and other arrangements to mobilize professional resources. It should have appropriate logistic base in Federal and Provincial capitals.
- d) The testing agency / body should have been providing the examination services to competitive and renowned public sector Ministries/ Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (attach list minimum of 5 clients along with number of applicants).
- e) The testing body must be registered with FBR, have a valid NTN, Vendor Number with AGPR and should be registered with the Securities and Exchange Commission of Pakistan (SECP) if established in private sector. Relevant ISO certification shall be needed.
- f) Details of company profile (brochures), description of similar assignments, experience in similar condition, and availability of appropriate skills amongst staff, and etc., scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached.
- g) It should have established infrastructure for the purpose and the blend of manual/ computerized examination system and online facility of applying/ roll no. slip/ result etc. and demonstrate capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.
- h) The testing body should have strong educational experience in test development; administration and analysis.
- i) The agency must attach an affidavit with a good track record and should not be blacklisted by any organization at any stage.
- j) Financial soundness certificate and Bank statement for the last 12 months and last two years audit report should be attached with the tender document.
- k) Firm/Agency will submit bid security not exceeding five *per cent* of the bid price alongwith technical proposal in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name of Deputy Secretary (ICT), Ministry of Interior. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee. The bid security of unsuccessful bidders will be released after award of bid to the successful bidder.
- l) The successful bidder will also provide performance guarantee amounting to Rs.1.00 million (One Million) in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of Deputy Secretary (ICT), Ministry of Interior which will be released to the firm upon successful completion of the assignment.
- m) The rates quoted will be effective till the completion of whole recruitment process.
- n) The successful bidder shall bear all costs associated with receipt of applications and screening process etc including cost of advertisement, physical test, written test, skill test, test venues and any other cost.
- o) In case of any litigation due to screening test/process, the payments of the agency will be withheld and the testing agency shall bear all cost to be incurred on litigation and there shall be no liability on part of Ministry of Interior.
- p) No deviation from the agreement is permissible otherwise; the security deposit would stand forfeited under the rules in the event of violation of agreement made between the successful

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| bidder(s) and the government under the rules. The vacant posts can be increased / decreased subject to NOC of the Establishment Division. | | | | |
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| 7. EVALUATION CRITERIA | | | | |
| 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 | | | 02 |
| | NTN | | | 01 |
| | Never Black Listed Certificate | | | 02 |
| 2 | Company Profile: must be a registered body having four (04) year experience of similar work assignments of test conducting. | 10 | | |
| | 50 – 100 Employees | | | 5 |
| | 101 – 200 Employees | | | 5 |
| 3 | <ul style="list-style-type: none"> • Testing Agency's Relevant Experience (recruitment tests conducted for entry – level management positions. Test conducted for staff / clerical / non-clerical employment shall 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. • I mark for each of public, private and financial Institutions / Banks subject to maximum marks for each of the mentioned categories. | 18 | | |
| | Tests conducted for public sector organizations. | | | 06 |
| | Tests conducted for private sector organizations. | | | 06 |
| | Tests conducted for financial institutions / banks. | | | 06 |
| 4 | <ul style="list-style-type: none"> • Testing Agency's Experience in terms of number of candidates tested so far. <p>(Please provide details of clients and tests dates, number of candidates which could be verified from the client organizations)</p> | 10 | | |
| | Less than 100,000 candidates tested | | | 3 |
| | 100,000 to 400,000 candidates tested | | | 3 |
| | 400,000 and above candidates tested | | | 4 |
| 5 | Testing Agency's geographic presence. Addresses of regional registered offices and venues required; | 05 | | |
| | Regional offices in various Provinces / Regions. | | | 05 |
| | (I mark for presence in each province / region, maximum 5 marks). | | | |

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| 6 | Testing Service Project Handled in last three (03) years for Government Sector (I mark for each project handled ensuring conformity to the scheduled & TOR, subject to a maximum of 10). Please provide details of clients and test date. | 10 | 10 | |
| 7 | Mechanism to Ensure Transparency / Confidentiality (the service provider with most efficient mechanism shall be given 10 marks) | 10 | 10 | |
| 8 | Financial position as per audit reports of the latest year; (Please provide details of clients and test date) | 12 | | |
| | Below 10 Million | | 06 | |
| | From 10 to 100 Million | | 06 | |
| 9 | Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country. The bidders will be intimated to give presentation at selected venue with due course of time. | 17 | 17 | |
| | Total marks | 100 | 100 | |

- The technical evaluation of bidders will be carried out first on the basis of evaluation criteria and Financial bids of the firms will be evaluated on the basis of evaluation of the bidding documents. Minimum marks for pre-qualification are 60%.

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| 8. TECHNICAL EVALUATION CRITERIA | |
| Testing agency shall quote their minimum lump sum processing fee per application (all inclusive). | |
| 9. PROPRIETARY RIGHTS | |
| The selected testing agency will keep the record / data strictly confidential. 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 law. | |
| 10. TAXES | |
| All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes are required to be built in the quoted rates and not be mentioned separately. | |
| 11. TERM/DURATION OF THE ASSIGNMENT | |
| The selected agency/ bidder should have to complete the assignment within thirty (30) days from the date of award of contract. | |
| 12. REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES BY THE PROCURING AGENCY | |
| i. | The Procuring Agency shall constitute a Committee comprising of odd number of persons with proper pass and authorization to address the complaints of bidders that may occur prior to the entry into force of the procurement / service contract. |
| ii. | Any bidder feeling aggrieved by any act of the procuring agency, after the submission of his bid, may lodge a written complaint concerning his grievances not later than 15 days after the announcement of the bid evaluation report under Rule 35 of the PPRA Rules, 2004. |
| iii. | The said Committee shall investigate and decide upon the complaint within 15 days of the receipt of the complaint. |
| iv. | Mere fact of lodging of a complaint shall not warrant suspension of the procurement / service process. |
| v. | Any bidder not satisfied with the decision of the Committee / Procurement Agency may |

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lodge an appeal in the relevant court of jurisdiction.

13. ARBITRATION

- i. After coming into force the service contract, disputes between the parties to the contract shall be settled by the arbitration.
- ii. The procuring agency shall provide for a method of arbitration.

14. MIS-PROCUREMENT

Any unauthorized breach of these rules shall amount to mis-procurement / service.

15. ADDRESS/ LOCATION:

Deputy Secretary (ICT), Ministry of Interior, Room No.225 & 226, 2nd Floor, C Block, Pak Secretariat, Islamabad. Telephone No.051-9204617



Government of Pakistan

MINISTRY OF INTERIOR

TENDER NOTICE

The Ministry of Interior intends to make recruitments in various vacant posts of Chief Commissioner's Office, and its other offices at Islamabad 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 15th October, 2019. The Technical bids will be opened on the same date at 1600 hours.

TERMS AND CONDITIONS

1. One sealed envelope containing two sealed envelopes having clearly marked as "Technical Proposal" and "Financial Proposal" are to be filled by each Testing Agency.
2. 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. Testing Agency should have minimum Four (04) year 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. Testing Agencies should have their office at Islamabad, Lahore, Karachi, Peshawar, Quetta, AJK, Gilgit Baltistan etc and complete postal addresses, telephone numbers, fax 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 Taxpayers List of FBR.
8. The successful bidder will have to arrange test at Islamabad and at all the Capitals of the Provinces and at maximum other centers initially agreed as per agreement within the stipulated period as per agreement, which will be signed with the bidder subject to the financial 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 and Ministry of Interior website www.interior.gov.pk and 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 or proposal in terms of Rule 33 of PPRA Rules, 2004.
11. The vacant posts can be increased / decreased subject to NOC of the Establishment Division.

(TARIQ ALEEM GILL)

DEPUTY SECRETARY (ICT), MINISTRY OF INTERIOR

ROOM NO.225 & 226, 2ND FLOOR, BLOCK "C"

PAK SECRETARIAT ISLAMABAD