



**Office of the Section Officer (ICT-I)
Old US Aid Building, Sector G-5,
Ministry of Interior
Islamabad**

**BIDDING DOCUMENTS AND TERMS OF REFERENCES (TORs) FOR
HIRING SERVICES OF TESTING AGENCY**

**Ministry of Interior, Islamabad
Tel: 051-9208624**

GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR

TENDER NOTICE

HIRING OF SERVICES OF TESTING AGENCY

The Ministry of Interior intends to make recruitments in ICT Administration and ICT Police against various cadres for which sealed bids (Technical and Financial for conducting the initial screening tests including Physical, Written, Shorthand, Typing and Driving Tests etc are invited from reputed Testing Agencies having NTN, Sales Tax Number, Vender Numbers as well as the facilities of telephones / fax numbers alongwith documents / certificates with regard to the following criteria:-

- a. The Testing Agency should be a registered Agency.
 - b. It should have requisite experience in the relevant field.
 - c. It should have established infrastructure to the purpose.
 - d. It should have not been blacklisted by any government office/organization.
2. 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 may also be obtained from the office of the undersigned.
 3. The sealed bids must reach at Room No.305-A, 3rd Floor, Ex-US Aid Building, Ministry of Interior, G-5, Islamabad on or before 5th April , 2018 at 11:00 a.m. Bids will be opened on the same day at 03:00 p.m.
 4. Rates/fee (50% to be paid by the candidate and 50% by ICT Administration and ICT Police) for holding screening test should be quoted for each candidate including all taxes without any financial liability on the part of Ministry of Interior. These rates shall be valid till completion of the recruitment process.
 5. Ministry of Interior reserves the right to reject any or all bids and cancel the process in the light of PPRA Rules.

(MUHAMMAD ARIF TAHSEEN)
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Ministry of Interior, Islamabad.
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1. **Introduction:**

Ministry of Interior, Islamabad, 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 various posts in ICT Administration and ICT Police of Basic Pay Scales 1 to 15 in its offices at Islamabad.

2. **Receipt of Bids:**

Sealed Bids (Technical & Financial) both in separate sealed envelope duly marked in two envelopes (one mark as Technical and one marked as Financial) should reach Section Officer (ICT-I), Ministry of Interior, Old US Aid Building, Islamabad on or before 5th April, 2018 at 11:00 a.m. and will be opened on the same day at 03:00 p.m.

i) **Technical Bid:**

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.

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 document.

v) **Award of Contract:**

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

3. **Task of the Testing Agency:**

- i) The Testing Agency shall Design the Application Form(s) share the same with Ministry of Interior / ICT Administration / ICT Police for approval.
- ii) The Testing Agency shall collect and evaluate the applications of the candidates in conformity with relevant conditions for eligibility, relevant criteria, experience requirements and age limits as provided in Federal Government Rules / Police Rules.
- iii) Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with Ministry of Interior / ICT Administration / ICT Police.
- iv) The Testing Agency will provide broad guidelines / topics to set pattern. Weightage of each section of question paper i.e. Finance / HR / Law / Training / Library / English / Islamic Studies / Pakistan Studies & General Knowledge etc. in consultation with MOI / ICT Administration / ICT Police.
- v) Office – wise final result including test, where required 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 requirements of arrangements at national, provincial, district and departmental levels etc.

5. **Model of Test:**

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

6. **Eligibility Requirements:**

- a) Name of firm / agency / body with location of its offices and their contact detail.
- b) Should have at least five years in experience in conducting such test at a larger scale.
- c) Prior experience of offering test / examination services for requirement in public sector organizations / departments (attach list with the proposal).
- d) Demonstrate capacity to undertake paper based as well as computer based tests of general / specific assessment across the country.
- e) Demonstrate the strong management system of test development, administration and assessment.
- f) The Firm / Agency should have recognized legal status.
- g) Firm / Agency must have a valid NTN and should be on active tax payer's list of FBR should be registered with Directorate of General Sales Tax (GST).
- h) Relevant ISO certificate shall be preferred.
- i) Firm / Agency must attach an affidavit to the effect of good track record and that it has never been black listed by any organization at any stage.
- j) Detail of company profile (brochures description of similar assignments, experience in similar condition, availability of appropriate skills amongst staff, etc), scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached.
- k) Firm / Agency must have financial soundness with bank statements for the last 12 months and last three years certified audit reports should be attached.
- l) Firm / Agency will submit bid security / performance guarantee alongwith technical bid amounting to Rs.300,000/- in the form of call deposit / bank demand draft from any scheduled bank in Pakistan in the name of DDO, Ministry of Interior, Islamabad.
- m) Firm / Agency should demonstrate availability of adequate logistical structure with adequate staffing and arrangements to mobilize professional resources.
- n) Should have setup at Islamabad, Rawalpindi, Lahore, Karachi, Peshawar, Quetta, Gilgit Baltistan, Azad Jammu & Kashmir to hold initial screening test for each post.
- o) 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 ICT Police.
- p) 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.
- q) 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.
- r) 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, and test venues and any other cost.

7. **Evaluation Criteria:**

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

S#	Requirement with copies of supporting documents	Marks
i)	At least 05 years experience for conducting examination and providing testing services for recruitment (initial screening test) in public sector organizations / government departments	20
ii)	Number of tests conducted during last one year with scholastic capacity and mechanism Excellent: 100% Very good: 90% Good: 80% Satisfactory: 70%	15
iii)	Agency / Firm profile (number of employees, infrastructure setup and stations across the country) Excellent: 100% Very good: 90% Good: 80% Satisfactory: 70%	10
iv)	Agency / Firm relevant ISO certification Excellent: 100% Very good: 90% Good: 80% Satisfactory: 70%	05
v)	Financial soundness certificate showing bank statements for the last 12 months Excellent: 100% Very good: 90% Good: 80% Satisfactory: 70%	20
vi)	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 Excellent: 100% Very good: 90% Good: 80% Satisfactory: 70%	30
Total		100

The minimum technical score required to qualifying is:- 75 (Seventy Five)

8. **Evaluation Criteria:**

Testing Agency shall quote their minimum lump sum processing fee per application (all inclusive).

9. **Proprietary Rights:**

The proprietary will rest with MOI. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding leakage of secrecy during the paper making, conduction of 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 Bid Security / performance gurantee of Rs.300,000/- and a case will be initiated for black listing as well.

10. **Taxes:**

All the applicable Federal, Provincial and local taxes must be considered while preparing the Financial Bids. All these taxes are required to be built in the quoted rates and not be mentioned separately.

11. **Disqualification of suppliers and contractors:**

Ministry of Interior in consonance with Rule 18 of PPRA rules shall disqualify a supplier or contractor if it finds at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

12. **Blacklisting of suppliers and contractors:**

The Ministry of Interior shall permanently or temporarily bar, from participating in procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority; provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard according to Rule 19 of PPRA Rules.

13. **Address / Location:**

Office of the Section Officer (ICT-I), Ministry of Interior, Old US Aid Building, Sector G-5, Islamabad.