



**Office of the Section Officer (Admn-II)  
Ministry of Interior  
Islamabad**

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

Ministry of Interior, Ground Floor, R-Block, Pak Secretariat, Islamabad  
Tel: 051-9207076

**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 Ministry of Interior Pay Scales (BS-1 to BS-15) in its office at Islamabad.

**2. Receipt of Bids:**

Sealed Bids (Technical and Financial) both in separate sealed envelope duly marked as such in two envelopes (one marked Technical and one marked Financial) should reach Section Officer (Admn-II), Ministry of Interior, Islamabad on or before **20.06.2019 at 12:00 a.m and will be opened on the same day at 01:00 p.m.** Interested bidders will be required to give a 3-5 minutes presentation on the profile of their agency on the same day.

**i) Technical Bid**

The technical bid shall consist of all the documents required under Section-6 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 under Section-7 hereof.

**ii) Financial Bid**

The bidder shall prepare his 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 defined under Section-7 hereof.

**iv) Financial Evaluation**

The financial bid of the firms will be evaluated on the basis of evaluation criteria defined under section-7 of the bidding documents.

**v) Award of Contract**

Subject to fulfilment 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 for approval.
- ii. The Testing Agency shall 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 Civil Servants (APT) Rules 1973.

- iii. Applications will further be sorted by the Testing Agency to conduct test at the respective testing centres in consultation with Ministry of Interior.
- iv. The Testing Agency will provide broad guidelines / topics to set pattern. Weightage of each section of question paper as per job description of the cadre of Ministerial staff as per Civil Servants (APT) Rules, 1973 in consultation with MOI.
- v. Office-wise final result including test, where required will be provided by the testing agency within 45 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 level, etc.

5. **Model of Test:**

The Testing Agency must have the facility for the organization of Paper Bases Test (PBT), Computer Bases Test (CBT), Skilled (Typing & Shorthand), physical test (Running & measurement of chest/height etc for the posts where required) and Driving Test.

6. **Eligibility Requirements:**

- a) Name of firm / agency / body with location of its offices and their contact detail.
- b) Should have at least four years' experience to conduct such test at a larger scale.
- c) Prior experience of offering test / examination services for requirement in public sector organizations / departments.
- d) Demonstrate capacity to undertake paper bases 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 / Income Tax Certificate and should be on active tax payer's list of FBR.
- h) Relevant ISO certification 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.
- l) Firm / Agency will submit **bid security** alongwith technical bid amount to Pakistani Rs.300,000/- in the form of Call Deposit / Bank Demand Draft from any scheduled bank in Pakistan in the name of D.D.O, Ministry of Interior, Islamabad. Bid security of three lowest bidders will be kept in custody till the time of decision of award. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee.
- m) The successful bidder will also provide **performance guarantee** amounting to Pakistan Rs. 1,000,000/- (One Million) in the form of Call Deposit / Bank Demand Draft from schedule bank in Pakistan in the name of D.D.O, Ministry of Interior, Islamabad which will be released to the firm upon successful completion of the assignment in all aspect after three months.
- n) Firm / Agency should demonstrate staffing and arrangements to mobilize professional resources. Should have appropriate logistic base in Federal and Provincial capitals.

**7. Evaluation Criteria:**

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

<b>Sr. #</b>	<b>Requirement with copies of supporting documents</b>	<b>Marks</b>
i.	At least 04 years' experience for conducting examination and providing testing services for recruitment in public sector organizations / government departments. Yearly break-up will be as under:- 500 & above applications = 5 marks 400 - 499 applications = 4 marks 300 - 399 applications = 3 marks 200 - 299 applications = 2 marks 100 - 199 applications = 1 mark 100 & below applications = 0 marks	20  5 marks for each year
ii.	Tests conducted during last one year.	10
iii.	Agency/ firm profile (number of employees, infrastructure set up and number of offices across the country etc.)	10
iv.	Agency / firm relevant ISO certification	10
v.	Financial status: a. Soundness certificate showing, bank statements for the last 03-years. b. Audited statements of accounts for last 03 years.	15
vi.	The application management system including storage of data and its retrieval in a database (soft format).	15
vii.	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.	20
<b>Total</b>		<b>100</b>

**Weightage for technical qualification as per section-7 of the bidding documents = 70%**  
**A single consolidated bid should be submitted for all posts (executive and ministerial).**  
**Separate bids for various posts will not be entertained.**

8. **Financial Policy / Matters:**

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

(*Weightage for financial qualification as per section-8 of the bidding documents = 30%*)

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 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 performance guarantee of Rs. 1 million 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.-**

The 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 (Admn-II), Ministry of Interior, Ground Floor, R-Block, , Islamabad.

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