

**GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
ISLAMABAD**

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**TENDER FOR HIRING THE SERVICE OF TESTING AGENCY**


The Finance Division, Islamabad intends to make recruitment for which sealed bids (Technical and Financial) are invited for conducting the screening Tests, including Written, Shorthand, typing Tests from reputed Testing Agencies having NTN, Sales Tax Number, Vendor Number as well as the facilities of telephones / fax along with documents / certificates with regard to the following criteria:

- a. The Testing Agency should be a registered Agency.
- b. It should have the requisite experience in the relevant field.
- c. It should have a well established infrastructure for 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 Finance Division's official's website [www.finance.gov.pk](http://www.finance.gov.pk) as well as PPRA's official website [www.ppra.gov.pk](http://www.ppra.gov.pk) or may be obtained from the office of the undersigned.

3. The sealed bids must reach the undersigned on or before 12<sup>th</sup> March, 2020 at 11:00 a.m. , which will be opened the same day at 11:30 a.m. in terms of Rule-28 of PPRA's Rules-2004. Interested bidders will be required to give a 10 minutes presentation on the profile of their agency on the same day.

4. Rates / fees (50% to be paid by the candidate and 50% by Finance Division) for holding screening test should be quoted for each candidate including all taxes without any financial liability on the part of Finance Division. These rates shall be valid till completion of the Recruitment process.



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(Finance Division)  
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**BIDDING DOCUMENTS AND TERMS OF REFERENCE (TORS) FOR HIRING OF  
SERVICES OF RECRUITMENT AGENCY**

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1. **Introduction:**

Finance Division (Main), Islamabad intends to hire the service of a testing assessment firm / agency / body to design and conduct the screening test of applications to be required against the various posts of BS-09 to BS-15 in the Finance Division, Islamabad.

2. **Receipt of Bids:**

Sealed Bids (Technical and Financial) in terms of Rule-36(b) of PPRA's Rules 2004 (both in separate sealed envelope duly marked as such) in two envelopes (one mark original and one marked copy) should reach in the office of Section Officer (HR-II), Finance Division, Islamabad on or before 12<sup>th</sup> March, 2020 at 11:00 a.m. and will be opened the same day at 11:30 a.m.

i) **Technical Bid:**

The technical bid shall consist of all the documents required under Section-7 of the PPRA Rules, 2004, eligibility requirements and those which the bidder deem necessary as a proof of his qualification / experience and legal status. The bidder shall substantiate his technical bid in view of achieving score under Section-8 of PPRA Rules, 2004 thereof.

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 of the PPRA Rules, 2004 thereof.

iv) **Financial Evaluation:**

The financial bid of the firms will be evaluated on the basis of evaluation criteria defined under Section-8 of the PPRA Rules, 2004.

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.

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

- vi) The Testing Agency shall Design the Application Form(s) and share the same with the Finance Division for approval.
- vii) The Testing Agency shall collect and evaluate the applications of the candidates in conformity with the relevant conditions for eligibility, relevant criteria, experience required and age limit as provided by Finance Division as Federal Government Rules.
- viii) Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with Finance Division.
- ix) The Testing Agency will provide broad guidelines / topics to set pattern, weightage of each section of question paper i.e. English / Islamiyat / Pak Study / Computer Science and General Knowledge etc. in consultation with Finance Division.
- x) Final result of candidates against each post including technical test result (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 department level, etc.

5. **Model of Test:**

The Testing agency must have the facility for the organization of Paper Based Test (PBT), computer based test (CTB) and Skilled (Typing & Shorthand for the post of Stenotypist)

6. **Eligibility Requirement:**

- a) Name of Firm/ Agency / Body with location of its offices and contact detail.
- b) The applicant firm should have at least two years experience to conduct such test at a larger scale.
- c) The Firm / Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/authorization till announcement of the result.

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- d) In case the recruitment process is cancelled by the Finance Division (Main) before conducting screening test, complete fee shall be reimbursed to candidates.
- e) The Firm / Agency should have a recognized legal status.
- f) Relevant ISO certification shall be preferred.
- g) Detail of company profile (brochures) description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, etc., scholastic capacity, mechanism for test development, evaluation process, and up gradation should also be attached with the technical proposal.
- h) Firm / Agency shall submit 0.5% of the bid quoted as bid security in terms of Rule-25 of PPRA's Rules, 2004 along with technical proposal. The security bid should be in the form of pay order/ Bank Demand Draft from any scheduled bank in Pakistan in the name of Finance Division, Islamabad. Bid security of three lowest bidders will be kept in custody till completion of recruitment process. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee.
- i) The successful bidder shall also provide 0% to 10% of the bid as performance guarantee, in terms of Rule-39 of ibid rules, in the form of Cheque Deposit / Bank Demand Draft from schedule bank in Pakistan in the name of Finance Division, Islamabad which will be released to the firm upon successful completion of the assignment in all respect after three months.
- j) The Firm/Agency shall strictly adhere Public Procurement Regulatory Authority (PPRA) Rules, 2004 as time to time amended.
- k) The firm/agency should be a registered agency with the relevant Government Organization of the Federal Government (attested copies to be provided) and shall provide copy of NTN/GST certificate and should be in Active Taxpayer List (ATL) of FBR (attested copies to be provided).
- l) Fifty percent (50%) of the negotiated fee shall be paid by the Finance Division.
- m) The Firm / Agency should have managerial capacity including the following:
- i. Should have own infrastructure / building / office accommodation or rented building.

- ii. Should have sufficient manpower on its sanctioned strength.
  - iii. Should have halls/space/buildings on the panel to meet the requirements for conducting screening tests.
- n) The Firm / Agency should submit a financial stability certificate of Rs.10 million duly verified by Bank.
- o) Firm / Agency must provide technical capability including appropriate IT infrastructure/equipment/machines to handle the requirement of screening test.
- p) The Firm / Agency should submit fresh affidavit on stamp paper of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any Government Organization.
- q) Only Firms / Agencies having web based capacity who may be able to announce result of screening tests within 48 hours giving the following details on its website will be considered:-
- a) Complete list giving names of the applicants and fee paid thereof by each applicant;
  - b) List of rejected applicants with reasons thereof;
  - c) Complete merit list giving score obtained by each applicant in order of merit.
- r) Firm / Agency must submit an affidavit on stamp paper showing that the firm shall not charge any fee over and above the approved bidding rate.
- s) The Firm / Agency shall develop guidelines with approval of Finance Division for candidates which shall include a sample model paper for written MCQs type test for various posts and be placed on its website.
- t) The Firm / Agency should maintain a record of screening test that should be shared with Finance Division (Main) as and when demanded.
- u) The selected firm / agency should register candidates online and acknowledgement receipt of application shall be issued accordingly.

7. **Evaluation Criteria:**

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

S.No.	Attribute / Technical Parameters	Total Marks
1.	<b>Experience in relevant field</b> (documentary evidence must be attached) i) Up to 02 years experience = (10 marks) ii) More than 02 years and up to 10 years = (15 marks) iii) More than 10 years = (20 marks)	20 marks
2.	<b>Testing Experience</b> (during last one year with scholastic capacity and mechanism) as per following: a) <b>Number of client organization (must include at least 02 Govt. Departments)(total marks 07)</b> i) Less than 05 clients = 02 marks ii) More than 05 and up to 10 clients = 05 marks iii) More than 10 clients = 07 marks b) <b>Test conducted (must include at least 02 Govt. Departments (total 08 marks)</b> i) Less than 100 = 04 marks ii) More than 100 and p to 500 = 06 marks iii) More than 500 = 08 marks c) <b>Processing of Applications (must include at least 02 Govt. Departments (total 10 marks)</b> i) Up to 10,000/- applications = 05 marks ii) More than 10,000/- and up to 30,000/- applications = 08 marks iii) More than 30,000/- applications = 10 marks Note: Please provide details of clients and tests dates, number of applications / candidates which could be verified from the client organization)	25 marks
3.	<b>Agency / Firm Profile</b> (number of employees, infrastructure set up and stations across the country) a) <b>Number of Regular / Permanent employees (total 04 marks)</b> i) Up to 25 employees = 02 marks ii) Up to 50 employees = 03 marks iii) More than 50 employees = 04 marks b) <b>Infrastructure set up / Stations across the country (total 06 marks)</b> 01 marks for each office at: Islamabad/Rawalpindi, 04 Provincial Capitals i.e. Lahore, Karachi, Peshawar & Quetta and Gilgit Baltistan, AJK	10 marks
4.	Agency / Firm relevant ISO Certification = 01 mark Registration Certificate = 01 mark NTN/GST = 02 marks Never Blacklisted = 01 mark	05 marks
5.	<b>Financial Position</b> (Financial soundness certificate showing , bank statements for the last 12 months) a) Net assets up to 01 million = 05 marks b) Net assets up to 05 million = 07 marks c) Net assets above 05 million = 10 marks	10 marks
6.	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	30 marks

Weight age of technical qualification as per section-7 of the bidding documents = 70%

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. **Evaluation Criteria:**

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

The bid score would be determined as per following formula:

$$\text{Score (1)} = \frac{\text{Technical Score (1)}}{\text{Technical Score (highest)}} 70\% + \frac{\text{*Cost (lowest)*}}{\text{Cost (1)}} 30\%$$

**Where:**

Score (1) = Evaluated Score of Bidder 1

Cost (1) = Evaluated Bid Price of Bidder 1

Cost (lowest) = Lowest Evaluated Bid Price amongst all responsive Bids

Technical Score (1) = Technical Score of Bidder 1

Technical Score (Highest) = Highest Technical Score among all Bids

10. **Proprietary Rights:**

The proprietary rights will rest with Finance Division. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding securities' 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 performance guarantee of Pakistani Rs. 1 million will be forfeited and a case will be initiated for black listing as well.

11. **Taxes:**

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

12. **Address / Location:**

Section Officer (HR-II), Room No. 512, "Q" Block, Finance Division, Pakistan Secretariat, Islamabad.

13. The detail of the vacancies is annexed.

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ANNEXED

GOVERNMENT OF PAKISTAN  
FINANCE DIVISION

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TENDER FOR CONDUCTING WRITTEN TEST

Name of Post	No. of posts	Nature of test
Assistant (BS-15)	16	Written test as per laid down procedure by the government
Steno typist (BS-14)	37	Written test / shorthand / typing test as per laid down procedure by the government
Assistant Supervisor/Computer Operator (BS-12)	02	Written test , Typing Test as per laid down procedure by the government
Upper Division Clerk (BS-11)	10	Written test as per laid down procedure by the government
Lower Division Clerk (BS-09)	18	Written test , Typing Test as per laid down procedure by the government
Artist (BS-09)	01	Written test as per laid down procedure by the government