TENDER DOCUMENT

FOR HIRING OF TESTING AGENCY FOR RECRUITMENT IN M/O OP&HRD

Part-I

**COMPANY PROFILE**

|  |  |  |
| --- | --- | --- |
| 1 | **Name of the Testing Agency**  -Complete Address  -Telephone, Fax, Email |  |
| 2 | **Attach following valid documents:**   * SECP Certificate * National Tax Number Certificate * Sales Tax Number Certificate * Active Tax Filer * Active Sales Tax Filer * ISO Certificate, if any. * Not Blacklisted Affidavit on stamp paper worth Rs.100/- duly attested by Notary Public (not older than 30 days from the closing date). * No Litigation Certificate on the line of (vii) above. |  |
| 3 | Attach Financial Stability Certificate of a minimum worth of Rs.10 million issued by the Bank (not older than 30 days from the closing date. |  |
| 4 | Attach Calendar-year-wise Lists of Clients in Federal Government during the period of last 03 years from 01st January, 2017 to 31st December, 2019:   * Lists of Ministries/Divisions * Lists of Federal Departments * Commendation letters |  |
| 5 | **The Testing Agency/Firm should have managerial capacity and provide following:**   * List of infrastructure/office accommodation/ buildings (owned or rented). * List of sufficient manpower on its sanctioned strength. * List of halls/space/buildings either owned or on the panel for conducting screening tests. * List of relevant professionals/experts on its panel for preparation of paper/screening test. * List of technical capability including appropriate IT infrastructure/equipment/machines to handle the screening test. |  |

Part-II

**(INSTRUCTIONS FOR SUBMISSION OF BIDS)**

**INTRODUCTION**

Ministry of Overseas Pakistanis and Human Resource Development, Government of Pakistan intends to hire the services of a Testing Agency to conduct the screening test of the applicants for the following vacant vacancies in the main Ministry and its attached Departments as per their requirement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Post/BPS | Number  of Posts | Qualification/Experience | Regional/  Provincial Quota | Age Limit  (Min-Max) |
| 1 | Assistant  (BS-15) | 02 | Graduate | KP 01  Sindh(R) 01 | 18-28 Years |
| 2 | Stenotypist  (BS-14) | 09 | Intermediate. Minimum speed of 80/40 words per minute in shorthand/ typing respectively. Must be computer literate. | Punjab (Merit) 06 Punjab(Minority) 01  AJK 01  Sindh(R) 01 | 18-25 Years |
| 3 | Naib Qasid(BS-01) | 04 | Primary Pass | On local basis | 18-25 years |

**RECEIPT OF BIDS**

In terms of “Single-stage, Two Envelopes Procedure” under Rule-36(b) of the Public Procurement Rules, 2004, sealed bids (Technical Proposal and Financial Proposal) should reach in the Office of Deputy Secretary(Admn), Ministry of Overseas Pakistanis and Human Resource Development, 06th Floor, B Block, Pak. Secretariat, Islamabad before 1000 hours on 1-4-2020 positively, which will be opened by the Tender Committee on the same day at 10:30 hours in presence of the bidders or their authorized representative(s).

**TERMS AND CONDITIONS:** In pursuance of Establishment Division’s O.M.No.53/1/2008-SP dated 01st August, 2019, the following terms and conditions shall be followed by the bidder(s).

1. Public Procurement Regulatory Authority (PPRA) rules shall strictly be adhered.
2. The Testing Agency/Firm should be registered with relevant Organization of the Federal Government (attested copy of valid registration may be provided).
3. The Testing Agency/Firm should have NTN/Sales Tax Number and should be on Active Taxpayer List of FBR (attested copies may be provided).
4. The Testing Agency/Firm should have managerial capacity including the following:
5. Should have own infrastructure/building/office accommodation or rented building.
6. Should have sufficient manpower on its sanctioned strength.
7. Should have halls/space/buildings on the panel to meet the requirements for conducting screening tests.
8. Financial stability certificate of a minimum worth of Rs.10 million duly verified by the Bank.
9. The Testing Agency/firm should have relevant professionals/experts on its panel for preparation of paper/screening test.
10. The Agency/Firm shall have sound Technical capability including appropriate IT infrastructure/equipment/machines to handle the requirement of screening test.
11. 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.
12. Fifty percent (50%) of the negotiated fee to be charged from candidates shall be paid by the Ministry.
13. 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.
14. In case the recruitment process is cancelled by this Ministry before conducting screening test, complete fee shall be reimbursed to candidates.
15. The Testing Agency shall maintain a record of screening test and shall be shared with the Ministry on need basis.
16. 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:-
17. Complete list giving names of the applicants and fee paid thereof by each applicant;
18. List of rejected applicants with reasons thereof;
19. Complete merit list giving score obtained by each applicant in order of merit.
20. 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.
21. The selected Testing Agency shall be required to register candidates online and acknowledgement receipt of application may be issued accordingly.

**SELECTION, DISQUALIFICATION AND BLACKLISTING**

Testing Agency/Firm shall be selected in the light of Evaluation Criteria specified vide **Annexure-I**. Ministry of Overseas Pakistan and Human Resource Development in terms of Rule-18 of PPRA Rules shall disqualify a Testing Agency/ Firm on the basis of false/fabricated information, concealment of facts or incomplete information. The Ministry shall blacklist the firm either permanently or temporarily from participating in the recruitment process who is found involved in corrupt or fraudulent practices or consistently failed to provide satisfactory performance. Such barring action shall be duly publicized and communicated to PPRA; provided that the Agency to be blacklisted shall be provided adequate opportunity of being heard in accordance with Rule l9 of PPRA Rules.

**BID SECURITY AND PERFORMANCE GUARANTEE**

A bid security is required and acceptable in the shape of a Bank Draft/Pay Order/Demand Draft/ Banker’s cheque/CDR only, issued from any scheduled bank operating in Pakistan, of rupees two hundred thousand (PKR 200,000/-), in favour of DDO, M/o OP&HRD, Islamabad. The Bid Security must be submitted with the SEALED TECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted. It will be forfeited if the selected firm does not sign the contract within time.

As per rule-39 of Public Procurement Rules, 2004, the Successful agency will be bound to submit Performance Bank Guarantee (“PBG”) @ 10% of the total fee collected from the applicants by the closing dates within one week after receipt of the applications from candidates by the selected testing agency. It will be released after successful completion of recruitment process. Performance guarantee shall be forfeited on the basis of poor performance or failure of the bidder to complete the process within stipulated time.

**ANNEXURE-I**

**TECHNICAL PROPOSAL EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| 1 | The Testing Agency/Firm  -having minimum three years registration/experience of similar work  -more than three years upto 10 years and  - above 10 years  Note: - The Agency having less than three years experience shall be deemed as disqualified. | **20 Marks**  10 Marks  15 Marks  20 Marks |
| 2 | **Valid Registration Certificate:**   * SECP Certificate * National Tax Number Certificate * Sales Tax Number Certificate * Active Tax Filer * Active Sales Tax Filer * ISO Certificate * Not Blacklisted Certificate * No Litigation Certificate | **25 Marks**  03 Marks  03 Marks  03 Marks  02 Marks  02 Marks  02 Marks  05 Marks  05 Marks |
| 3 | **Financial stability certificate of a minimum worth of Rs.10 million issued by the Bank (not older than 30 days from the closing date):** | **10 Marks** |
| 4 | **List of projects handled at Federal Ministries/Divisions/Departments and Provincial level ( 01 marks for each project)** | **25 Marks** |
| 5 | At least 15 minutes Power Point Presentation regarding performance of the Bidder since its registration. | **20 Marks** |
|  | **Total:** | **100 Marks** |

* In terms of Rule 36(b) (Single Stage Two Envelope Bidding Procedure) of Public Procurement Rules, 2004, the bids received will be evaluated technically first. 60% are the qualifying marks. Financial bids of only qualified bidders will be opened.
* Technical and Financial weightage will be given as 70:30 to be worked out as per following formula

1. For technical evaluation(70%) = marks obtained/total marks x 70
2. For financial evaluation(30%) = lowest rate/quoted rates x 30

Part-III

**INSTRUCTIONS FOR SUCCESSFUL BIDDER**

**ELIGIBILITY CONDITIONS**

The applicants should meet the following criteria for submission of applications:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Post /BPS | No of Posts | Qualification/  Experience | Regional/  Provincial Quota | Age Limit  (Min-Max) |
| 1 | Assistant  (BS-15) | 02 | Graduate | 01x KP  01x Sindh(R) | 18 - 28  Years |
| 2 | Stenotypist  (BS-14) | 09 | Intermediate. Minimum speed of 80/40 words per minute in shorthand/ typing respectively. Must be computer literate. | 06x Punjab (Merit)  01x Punjab (Minority)  01x AJK  01x Sindh(R) | 18 - 25  Years |
| 3 | Naib Qasid(BS-01) | 04 | Primary Pass | On local basis | 18-25  years |

- All appointments will be made in accordance with the prevailing Recruitment Policy of the Federal Government. Computer literates will be preferred.

- General Relaxation of 05 years in upper age limit shall be granted to the applicants under the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

- In addition to 05 years general age relaxation in upper age limit, maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates mentioned in column-2 below to the extent mentioned against each under column-3:

|  |  |  |
| --- | --- | --- |
| (1) | (2) | (3) |
| **S#** | **Category of Candidates** | **Upper Age Relaxation Admissible** |
| (i) | 1. Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government. 2. Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below under the Federal Government. | 03 years  03 years |
| (ii) | Released or Retired Officers personnel of the Armed Forces of Pakistan. | 15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less. |
| (iii) | Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications | 10 years, upto the age of 55 years |
| (iv) | Disabled persons for appointment to posts in BPS 15 and below. | 10 years |
| (v) | Widow, son or daughter of a deceased civil servant who dies during service | 05 years |

- Where a candidate is entitled to age relaxation under more than one category specified in above table, the candidate shall be allowed relaxation in upper age only in one category.

- Government employees should send their applications through proper channel.

**RECEIPT AND PROCESSING OF APPLICATIONS**

- Testing Agency shall develop the “Guidelines for Candidates” which would serve as a guiding tool for the candidates taking written test.

- Testing Agency shall not receive any application from any candidate in person/by hand under any circumstances and shall register only those candidates who send their application forms online and via courier, registered postal mail etc.

- Testing agency will prepare and upload the Application Form on its website indicating check boxes for the posts as soon as the advertisement is published in the newspapers.

- Testing Agency shall carry out shortlisting of the candidates in the light of eligibility criteria and Lists of “eligible candidates” and “not eligible candidates” for screening tests shall be uploaded on the website at least 07 days before test dates. Queries of the candidates, if any, shall be resolved well before holding of screening tests.

- The applicants shall be required to apply on a prescribed format without being asked for photocopies of educational qualification documents etc. However, at the time of written test/skill test, the candidates shall bring with them original certificates/ documents for satisfaction of the testing agency.

- Incomplete application forms shall not be entertained. General criteria for “Not Eligible Candidates” is (i) Overage as on closing date (ii) Result awaiting (iii) Being less Qualified and less experienced (iv) Having irrelevant education (v) Having irrelevant Domicile (vi) Being Under-age (vii) Any other parameter as per advertisement.

- In compliance of Establishment Division’s Memorandum No.F.53/1/2008-SP dated 18/08/2017, 50% of the Fee payable to the Testing Agency will be paid by the Ministry to save the unemployed citizens from financial burden. The Testing Agency shall collect remaining 50% of the fee from the candidates and the Ministry shall have no obligation in this regard. The Ministry will pay the 50% Fee of only those candidates who actually appeared in the Test.

**TRANSPARENCY AND SECURITY**

- Testing Agency will not allow carrying mobile phone, calculating device or any other electronic/digital instrument inside the test centre/hall to avoid use of unfair means during the tests.

- Testing Agency will be responsible to address the complaint/query, if any, within 24 hours if received within 48 hours after announcement of the result on the website.

- Testing Agency will be responsible to ensure provision of comfortable and secure environment, transparent and quality testing, unobjectionable paper marking and observance of merit at all the stages.

- Testing Agency shall establish a helpline facility for the candidates and address their queries.

**SCREENING TEST / SKILL TEST**

- Testing Agency shall arrange test centers/examination halls through its own resources and shall ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.

- Tests will be conducted on any convenient day/time and the candidates will be updated through SMS, phone calls, website etc.

- Testing Agency shall issue Roll Number Slips to eligible candidates, which shall contain picture of candidates and information about the test date, time, venue, city, and post applied for and other compulsory instructions well in time.

- Testing Agency will upload final list of candidates on its website before conducting the tests.

- Testing Agency will not allow any candidate to appear in the test without valid Roll Number Slip and CNIC.

- Testing Agency will be responsible for preparation of question paper on standard format by observing the instructions that an objective type test shall be designed giving 20% weightage each to Islamic Studies, Pakistan Studies, English, General Knowledge and the subject relevant to job.

- For the posts of Stenotypist (BS-14), marking criteria will be 20% for Written Test and 80% for Skill Test (Shorthand, Typing) as per following strategy:-

a). First step: Shorthand test shall be conducted.

b). Second step: Typing test shall be conducted of only those candidates who have qualified the shorthand test.

c). Third step: Written test shall be conducted of only those candidates who have qualified shorthand and typing tests.

- The candidates using or attempting to use any extraneous influence at any level shall be liable to disqualification.

**RESULT**

- Testing Agency will provide result of top 05 candidates against each post within 03 working days from the date of completion of tests to the Ministry in the shape of hard and soft copy along with their application forms.

- Testing Agency will display the test result on its website from where candidates can check their results (Total Marks/Marks Obtained) by entering their Roll Number or CNIC Number.

**PRESERVATION AND SAFETY OF RECORD**

- Application Forms, Question Paper, Answer Sheets, Attendance Sheets etc will be the property of Testing Agency but the same will be provided to the Ministry on demand in writing.

- Testing Agency will not provide any information/document to any un-authorized person to ensure secrecy of the recruitment process.

- Testing Agency will preserve Application Forms, Question Paper, Answer Sheets, Attendance Sheets etc and computerized records for twelve months after announcement of the result.

**COMPLETION PERIOD**

- Screening/Testing Process from receipt of applications to announcement of result shall be completed **within 45 days** from the date of publication of advertisement.

- Bid Security submitted by the Testing Agency shall be released after successful completion of the contract or shall be forfeited if the selected Testing Agency do not sign the agreement or on poor performance besides blacklisting of the Testing Agency if deemed necessary.

**ARBITRATION**

In case of any dispute/issue arising between the Ministry and the Testing Agency the representatives of both the Parties shall in first instance meet and endeavor to resolve the issue amicably and failing such resolution, the matter shall be referred to the Secretary, Ministry of Overseas Pakistanis and Human Resource Development, whose decision will be final and binding on both the Parties.