

# TENDER NOTICE



## REQUEST FOR PROPOSAL (RFP) FOR HIRING TESTING AGENCY TO CONDUCT A TEST FOR RECRUITMENT IN PAKISTAN BAIT UL MAL (PBM).

Sealed bids/Proposals are invited from well reputed registered Testing Agencies to conduct a test for recruitment of regular posts in Pakistan Bait ul Mal. Bids should be submitted on "Single Stage two envelope procedure" basis as laid down in Rule 36 (b) of PPRA Rules, 2004 to the undersigned before 1:00 pm on 20.11.2017. The "Technical & Financial Proposals" will be opened on the same date at 2:00 p.m. and "Financial Proposal" will be opened on next day at 3:00 PM in the presence of bidders or their representatives.

### TERMS & 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 should be a registered agency, if established in private sector, duly supported with an attested copy of registration certificate from SECP.
3. The Testing Agency should have minimum 4 years experience of taking recruitment tests in public sector organizations.
4. Expertize and profile of the Testing Agency to conduct such type of recruitment tests should be attached.
5. The Testing Agency should not have been black-listed by any government office, for which an affidavit on Stamp Paper duly signed by the head of the testing agency, may be attached with the bid.
6. The Testing Agency should have their offices at Islamabad and complete postal addresses, telephone numbers, fax numbers and e-mail address etc. shall also be attached with the bid for confirmation by the Authority.
7. The Testing Agency should have NTN and STRN Certificates issued from FBR, Proof of Active Payer List (ATL) from the web-site of FBR will have to be provided with the bid.
8. Rates/fee (50% to be paid by the candidate and 50% by PBM) for holding recruitment test should be quoted for each candidate including all taxes without any financial liability on the part of Cabinet Division. These rates shall be valid till completion of the recruitment process.
9. The successful bidder will have to arrange test at Islamabad and all the capitals of the provinces within the stipulated period as per agreement, which will be signed with the bidder subject to final approval of the Authority.
10. Copy of Bidding document can be obtained (free of cost) from the undersigned on any official working day or may be downloaded from [www.cabinet.gov.pk](http://www.cabinet.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk)
11. The Authority may reject any or all bids at any time prior to the acceptance of bid or proposal in terms of Rule 33 of PPRA Rules, 2004.

*Ne*

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CABINET DIVISION,  
ISLAMABAD**

*R. Khan*



**Government of Pakistan**  
**Cabinet Division**  
**PAKISTAN BAIT-UL-MAL,**  
**ISLAMABAD**

**BIDDING DOCUMENTS**

**Expression of Interest**

**FOR HIRING OF SERVICES OF  
RECRUITMENT AGENCY**

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## **1. Introduction of employer:**

Pakistan Bait-ul-Mal. (PBM) is a social welfare organization, working under the auspices of Cabinet Division, Government of Pakistan. PBM is striving hard for poverty alleviation in Pakistan and in pursuance to the objective, PBM executes number of projects / schemes to assist destitute, old, infirm, needy people, widows and orphans through economic empowerment, elimination of child labour, universalization of Primary education through Conditional Cash Transfer Program, expansion of social safety nets, provision of basic facilities of health and protection to the helpless old peoples. Rehabilitation of disabled for respectable & independent social life and establishment of Thalassaemia Center is also hallmark of PBM activities.

For more information please visit <http://www.pbm.gov.pk/>

## **2. Objectives of EOI:**

Through this Expression of Interest (EoI), PBM intends to hire a testing agency for selection of best human resource in an efficient and transparent manner. The selected testing agency is required to conduct written test for the selection processes for the one year (from the date of contract). The selected testing agency is required to comply with all instructions provided in the Scope of Service "SOS" as provided in this document. The objectives of this EoI document are as follows:

- a) To provide a basic understanding of requirements to the prospective bidder
- b) To list general instructions for the prospective bidders
- c) To provide the scope of work
- d) To define eligibility criteria for the prospective bidders

## **3. Invitation to Bids**

PBM is interested to engage services of an experienced recruiting/testing agency for designing and conducting written tests for recruitment of human resource against the vacant posts as indicated in advertisement. All interested organizations are requested to complete the Information/Data Forms given in this document.

## **4. Instructions to Bidders**

To shortlist the eligible organizations, PBM invites least cost selection namely "Single Stage-Two Envelope" bidding procedure from registered firms/organizations.

## **5. Procedure of Tender Opening**

PBM will adopt least cost selection under single stage two envelopes bidding procedure as laid down in PPRA Rules. The bidders shall submit the technical and financial proposals in two separate envelopes and envelopes shall be marked as: "Financial Proposal" and "Technical Proposal". In first instance, "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in custody of the Department. The Department shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal, which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. A bidder has to obtain a minimum threshold of 60 marks to qualify in technical evaluation. If a bidder does not qualify in technical evaluation, his financial bid will not be opened. After evaluation and approval of technical proposals, the Department shall open financial proposals of the technically accepted bids, on a date/time to be announced in EoI. The financial bids found technically non-responsive

shall be returned un-opened to the respective bidders. The lowest evaluated bidder after selection of technical proposal shall be awarded the contract.

## **6. Terms & Conditions:-**

- i. The Proposals must reach the office of DS (Health) Cabinet Division, Islamabad Room No. 1001 on prescribed date as mentioned on tender notice.
- ii. Technical and Financial proposals should be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of respective envelopes.
- iii. Technical Proposals will be opened on the same day at 1:00 PM in presence of tenderers or their authorized representatives who wish to witness tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on the next date.
- iv. The Financial Proposal shall be inclusive of all taxes.
- v. Financial proposal must be accompanied by Rs.10,000/- (Bank Draft in favor of Director-Admin, PBM, Islamabad) as bid security. In case of more than one financial bid each bid security must be deposited respectively.
- vi. The Testing Agency shall provide the following documents:
  1. Details of legal status.
  2. Human Resource/Technical Expertise Profile.
  3. Experience of similar assignments.
  4. Testing facilities available.
  5. Audited financial statements of last 3 years.
  6. Tax registration certificate. Copy of NTN Certificate, Sales Tax Certificate and any other Certificate (whichever is applicable)
  7. History of litigations, if any.
  8. The bid security of amounting Rs. 10,000/- in form of Bank Draft in favor of Director-Admin, Pakistan Bait-ul-Mal, Islamabad.
  9. Affidavit that the company has never been blacklisted by any Government/semi Government/autonomous body or private company.
- vii. The bid validity period shall be effective till completion of whole recruitments process.
- viii. The firm shall deliver services within 45 days after signing the contract.
- ix. PBM reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
- x. Incomplete proposals shall be rejected.
- xi. This Tender Notice has been posted/uploaded on PPRA website <http://www.ppra.org.pk>
- xii. Bids received through fax/Telex/email and after due date/ time will not be considered.
- xiii. Income Tax & GST will be deducted as per rules and Sales Tax if applicable will be the responsibility of the bidder.

## **7. Scope of Services:**

The selected executing agency will be responsible for the following activities and as per the Guidelines of Establishment Division:

- i) The selected executing agency shall be required to register candidates for taking written test (objective type & subjective type) for selection against the vacant posts.
- ii) The selected executing agency under no circumstances shall receive any application directly from any candidate in person/ by hand. The selected agency shall only be responsible for registering candidates who send their forms via courier/registered postal mail/online.

- iii) The selected executing agency shall be responsible to provide the final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of PBM. In case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to Department. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- iv) The selected executing agency shall be responsible to keep record of all registration forms for at least two years after completion of project. Furthermore, the executing agency shall provide any registration form to Department as and when required.
- v) The candidate registration process, including data entry of registration forms, shall be completed in consultation with Department. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected executing agency shall ensure to advertise the list of registered candidates on its website and have a mechanism to make corrections/edits etc.
- vii) The selected executing agency shall be responsible for implementing a tracking system for all registration forms received prior to deadline. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.
- viii) The selected executing agency shall be responsible to collaborate with Department to develop the "Guidelines for Candidates", which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written test.
- ix) The selected executing agency shall be responsible to prepare final test paper in consultation with Department. The Final Test Paper will be according to the syllabus provided by Department. The Department has to be in concurrence with testing format as designed in aforementioned "Guidelines". The agency will however, ensure the secrecy of the final test paper and not share it with any employee of Department in advance.
- x) The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- xi) The selected executing agency shall conduct written test including arranging all the logistics of test.
- xii) The selected executing agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of executing agency as the result of written test is a prime determinant for final selection.
- xiii) The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test.
- xiv) The selected executing agency shall develop and grade written test containing different sections including MCQs, descriptive answers, analytical writing, data analysis and practical test of IT skills, as under:
- |                                    |   |                                                                                                             |
|------------------------------------|---|-------------------------------------------------------------------------------------------------------------|
| 1. For posts from BPS-16 to BPS-19 | - | 75% Objective<br>25% Subjective                                                                             |
| 2. For posts from BPS-07 to BPS-15 | - | 20% Islamic Studies<br>20% Pakistan Studies<br>20% English<br>20% General Knowledge<br>20% Relevant Subject |
| 3. For posts from BPS-01 to BPS-06 | - | Practical Skills                                                                                            |
- xv) The questions in test paper should be in varying order to minimize the chances of copying answers. The selection of test center, seating arrangement and quality/quantity of

Invigilatorsshould be such that a conducive test environment is created. Furthermore, theselection of invigilators should be such that there is no conflict of interest.

xvi) The selected executing agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Department after announcement of the written test result.

xvii) The selected executing agency shall conduct Written Test of the eligible registeredcandidates. The test shall be conducted at the convenient location.

xviii) The selected executing agency shall provide a merit list for the candidates taking writtentest as per merit criteria provided by Department. Merit list will include all detailsincluding (but not limited to) test marks, name of candidate, date of birth, gender, CNICno., father name, employment record, address, domicile, mobile no., alternate phone, faxand email etc.

xix) The selected executing agency shall be responsible for setting up a helpline to facilitatepotential candidates and answer their queries pertaining to registration and written test.The helpline personnel shall be required to get one day briefing from Department.

xx) The selected executing agency shall facilitate visits of monitoring teams/inspectors at all test centers as well as organization offices, as and whenrequired.

xxi) The selected executing agency shall share all documents and data relevant with theselection process in both hard copy and soft copy format.

xxii) 50 % of total test fee of present candidates will be paid by PBM and 50% will be paid by the candidate as per Federal Govt.

xxiii). The pattern and sequence of Technical and Financial proposal must be same as per given format.

## **8. Important Note:**

The competent authority may reject all bids or proposals at any time prior to acceptance of a bid orproposal. The procuring agency shall upon request communicate to any bidder, the grounds for itsrejection of all bids or proposals, but shall not be required to justify those grounds.

**9. TECHNICAL PROPOSAL EVALUATION CRITERIA**

1	<b>Company Profile:</b> must be a registered body and having experience of Similar Work / Assignments of Test conducting: Minimum Four years experience Five to Eight years experience	20 Points (break up)  10 Points. 20 Points.
2.	Recommendations Letter from the Client of Public Sector Organization: Ten client Twenty or more clients	20 Points (break up)  10 points 20 Points
3	Audited Financial Statement Amount Rs. 5-10 Millions Amount above Rs. 10 Millions	20 points (break up) 10 points 20 points
4	Addresses alongwith phone numbers of each offices at requisite stations	10 Points
5	Registration / Certification i) SECP Certificate ii) ISO Certificate iii) NTN Certificate iv) PRA Registration v) Never Blacklisted Certificate	10 Points (break up) 2 points 2 points 2 points 2 points 2 points
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 within due course of time	20 Points
	Total Marks Qualifying Marks	100 60

*The technical evaluation of bidders will be carried out first and on the basis of which, financial bids will be evaluated. Minimum marks for pre-qualification are 60%.*



## 10. FINANCIAL PROPOSAL EVALUATION CRITERIA

Minimum lump sum processing fee per Candidate (all inclusive).

## 11. FINANCIAL PROPOSAL SUBMISSION FORM

Islamabad the (Date \_\_\_\_\_)

To:

**Tariq Zubair Khan**  
Deputy Secretary (Health)  
Cabinet Division,  
Islamabad.

Sir/Madam,

We, the undersigned offer to conduct the "Registration and Conduct of Written Test" for selection against vacant posts in Pakistan Bait- ul- Mal in accordance with your Expression of Interest dated [Advertisement Date] and our proposal [Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

2. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. [Date].

Though included in the above mentioned fee. Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below: -

Name and Address  
Amount in Pak Rs. (per candidate basis)

\_\_\_\_\_

\_\_\_\_\_

3. We understand you are not bound to accept any Proposal you receive.

Regards.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm: Address:

## **12. AFFIDAVIT**

We, [Name & address of the Agency], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with any client during the last one year.
3. We acknowledge that we have read, understood and accepted the tender document.
4. We understand that the purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

**13. AGENCY INFORMATION**  
**AGENCY PROFILE**

<b>S.No.</b>	<b>Required information</b>	<b>Detail</b>
1	Legal Name of the Agency	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Name & Designation of Head of Organization	
6	Address of Agency:	
7	Phone/s:	
8	Fax:	
9	Email:	
10	Website address:	
11	Name & Designation of "Contact Focal Person":	
12	Phone/s, Fax and Mobile No: E-mail of Focal Person	