

Dated March 16, 2020



**GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING**

TENDER NOTICE

The Ministry of Information and Broadcasting, Islamabad invites sealed bids from the registered testing agencies to conduct centralized initial screening/shortlisting tests of applicants for recruitment against the posts from BS- 5 to 15 or equivalent in the Ministry and its allied organizations. The tendering process will be carried out within the parameters of PPRA Rules.

2. The interested bidders may submit their sealed bids under Rule 36(b) of PPRA Rules 2004 and in accordance with Govt. policy and instructions issued by the Establishment Division from time to time. Detail Tender Documents can be obtained from the office of the undersigned, free of cost, or may be downloaded from the website of the Ministry (<http://www.moib.gov.pk>).
3. Complete bids in all respects may reach in the office of the undersigned on or before **07-04-2020 at 3:30 pm** positively. The bids received within the given schedule shall be opened by the Tender Committee on the same day at **4:00 pm**. Incomplete or bids received after due date and time will not be considered. This notice is also uploaded on PPRA website (<https://www.ppra.org.pk>).
4. M/o Information and Broadcasting reserve the right to reject all bids or proposals at any time under Rule 33 of PPRA Rules, 2004.

**Muhammad Shahid Bashir
Section Officer**

**Room No. 4153, 4th Floor Cabinet Block,
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GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
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TENDER DOCUMENTS FOR HIRING OF TESTING AGENCY

This document includes: -

1. Tender Notice Published on March 16, 2020
2. Detail Tender Documents including scope of work for testing agency, eligibility requirements, evaluation criteria, other conditions, etc.

**GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING**

TENDER DOCUMENTS

1. Introduction:

- a) The Ministry of Information and Broadcasting, Islamabad invites sealed bids from the registered testing agencies to conduct centralized initial screening/short listing tests of applicants for recruitment against the posts from BS- 5 to 15 or equivalent in the Ministry and its allied organizations, initially for a period of two years. The tendering process will be carried out within the parameters of PPRA Rules.
 - b) The interested bidders may submit their sealed bids under Rule 36(b) of PPRA Rules 2004 and in accordance with Govt. policy and instructions issued by the Establishment Division from time to time. Detail Tender Documents can be obtained from office of the undersigned, free of cost, or may be downloaded from the website of the Ministry (<http://www.moib.gov.pk>).
 - c) Complete bids in all respect may reach the office of the undersigned on or before 07.04.2020 at 3.30 pm positively. The bids received within the given schedule shall be opened by the Tender Committee on the same day at 4.00 pm. Incomplete or bids received after due date and time will not be considered. This notice is also uploaded on PPRA website (<https://www.ppra.org.pk>).
4. M/o Information and Broadcasting reserve the right to reject all bids or proposals at any time under Rule 33 of PPRA Rules, 2004.

2. General Instructions

- a) Method of procurement will be according to PPRA Rules 36(b) i.e. single stage two-envelope procedure.
- b) Initially, only the envelope marked "Technical Proposal" shall be opened.
- c) The envelope marked as "Financial Proposal" shall be retained in the custody of the Ministry without being opened.
- d) The Ministry shall evaluate the Technical Proposal in accordance with the given evaluation criteria and in conformity with the Tender Documents.
- e) During the technical evaluation, no amendments in the Technical proposal shall be permitted.
- f) The Financial proposals shall be opened publically at a time, date and venue announced and communicated to the bidders in advance.
- g) After the evaluation and approval of the technical proposal, the Ministry shall at a time within the bid validity period, publically open the financial proposals of the technically qualified bidders only. The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.
- h) Firm / Agency will submit bid security along-with technical bid amounting to Rs. 100,000/- in the form of Call Deposit / Bank Demand Draft /Pay Order from any scheduled bank in Pakistan in the name of DDO, M/o Information and Broadcasting, Islamabad. Bid security of three lowest bidders will be kept in custody till the time of decision of the award. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee.
- i) The successful bidder will also provide performance guarantee amounting to Rs. 1,000,000 (One Million) in the form of Call Deposit/Bank Demand Draft from scheduled bank in Pakistan in the name of DDO, M/o Information and Broadcasting, Islamabad which will be released to the firm upon successful completion of the assignment in all aspect after three months.

3. Special Conditions

- a) Conditional bids/rates will not be entertained/accepted.
- b) Bid submission/tender opening date and timings shall be observed strictly.

- c) In case of holiday announced by the Government, OR any other reasons, whatsoever, due to which the office of the Ministry remains closed on the above scheduled opening date, the Tender will be opened on the next working day at same time and venue.
- d) Only one rate/price should be quoted. The rate shall be quoted for full services. Bidders are not allowed to quote rate partially.
- e) The prices, exclusive of applicable percentage of Sales Tax shall be firm and final and not subject to escalation for any reasons whatsoever. The conditional prices shall not be accepted.
- f) The prices should include present duties and applicable taxes. In case however the present duties and taxes are increased or new taxes/duties are imposed by the Government during the currency of the Contract, the same will be paid extra on production of documentary evidence. In case of decrease in duties/taxes by Government, the price will be decreased accordingly.
- g) Individual/private limited firms/companies with Income Tax/GST certificates (copies of appropriate certificates shall submit with their bids).
- h) The bidder has not been blacklisted by Government, Semi-Government and Autonomous Bodies etc. undertaking on non-judicial paper of Rs. 100/- is to be attached.
- i) The bidder has not under investigation in FIA/NAB and SECP. Undertaking on non-judicial paper of Rs. 100/- is to be attached in this regard.

4. Mandatory Requirements:

- a) Name of the firm / agency / body with verifiable location of its offices at Islamabad, Lahore, Karachi, Peshawar, Quetta, GB and AJK.
- b) Minimum two years experience to conduct such assessment test at a large scale. Date will be calculated from date of incorporation with SECP.
- c) Prior experience of offering test / examination services for requirement in public sector organizations / departments.
- 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) Relevant ISO certificate shall be preferred.
- h) 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.
- i) Firm / Agency must have financial soundness with bank statements for the last 12 months.
- j) Firm / Agency should demonstrate staffing and arrangements to mobilize professional resources. Should have appropriate logistic base in Federal and Provincial capitals.
- k) 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 M/o Information and Broadcasting.
- l) The successful bidder(s) will issue separate call letters to the candidates for the, 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.
- m) 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.
- n) The successful bidder shall bear all costs associated with receipt of applications and screening process etc. including cost of advertisement, written test, skill test, and test venues and any other cost.
- o) Moreover criteria laid down by Establishment Division vide O.M. 53/1/2008-SP dated August 1, 2019 for hiring of services of testing agencies for recruitment of different categories will be strictly observed.

- p) Misstatement or wrong information will lead to disqualification, blacklisting and confiscation of bid security of the agency.

5. Scope of Work

- i) The Testing Agency shall Design the Application Form(s) and submit to the respective authority for approval.
- ii) The Testing Agency shall collect and process according to the relevant conditions for eligibility, criteria, experience requirements and age limit as provided in the relevant Recruitment Policy of the Government and others Rules and Regulations notified by the Establishment Division from time to time.
- iii) Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with M/o Information and Broadcasting.
- iv) The Testing Agency will provide broad guidelines / topics to set pattern. Weightage of each section of question paper will be given as per job description of the respective posts in concurrence with M/o Information and Broadcasting.
- v) Final result including skill test, where required, will be provided by the testing agency within 45 days from the date of publication of advertisement.

6. Other terms and conditions for conducting initial written/screening tests:

Names of posts for recruitment tests, test fee to be charged from the candidate, advertisement, application form, written test, preparation and announcement of result, secrecy and confidentiality and transparency, verification of eligibility of candidates and other details and terms and conditions will be settled by mutual consultation of the successful testing agency and this Ministry and will be essentially incorporated in the MoU to be signed between the two parties.

7. Evaluation Criteria for Technical Proposal

Bids shall be evaluated as per Rule 36 (b) "Single Stage Two Envelope Procedure" of Public Procurement Rules, 2004 on the basis of documents attached with the bid:-

S#	Requirement with copies of supporting documents	Maximum Marks
1	Experience for conducting examination and providing testing services in public sector organizations / government departments since incorporation (company registration date with SECP):- i) Two years =10 marks ii) Testing Agency having experience more than 02 years will be awarded 02 additional marks for each completed year upto 05 years 10 marks.	20
2	Number of tests conducted(details with documentary evidence) a) Test conducted less than 10 =0 marks b) Completion of 10 tests =05 marks (0.5 marks per test) c) Completion of more than 10 tests =additional marks will be awarded @ 0.5 for each test maximum upto 10 tests	10
3	Agency / Firm profile a) Permanent employees (list of employees to be provided by the bidders) i) 1-20 employees =02 marks ii) 2-50 employees =04 marks iii) 50-100 employees =05 marks b) Offices/available arrangement in cities across Pakistan for conducting test i) 1-4 =04 marks ii) 5-7 =08 marks iii) 7 and above =10 marks Please also provide proof of ownership of building or lease agreement of all functional offices.	15

4	Agency / Firm relevant ISO certification verifiable from the issuing authority (latest version 10 marks and old version 05 marks)	10
5	Financial strength: a) More than Rs.10 million verified bank account certificate =10 marks b) Audited statements of accounts for last 02 years =10 marks	20
6	The application management system including storage of data and its retrieval in a database (soft format): - a) Software and hardware technical infrastructure =05 marks b) Demo (practical display) =05 marks	10
7	Presentation Technical Approach and Methodology; Methodology is the detailed plan of all the activities that will be conducted and the manner in which all objects /deliverables will be met. Methodology must include Outreach Plan, Applicant's initial screening methodology, test arrangements and conducting plan, result finalization plan and strategy. Power point presentation to the procurement committee. Time and date will communicated later.	15
8	Total	100
9	Minimum threshold for technical qualification	70%

8. **Proprietary Rights:**

The proprietary rights will rest with the M/o Information and Broadcasting. 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 agency, the firm / agency will be liable to penalty with heavy cost and forfeiture of the Bid Security / performance guarantee and a case will be initiated for black listing as well.

9. **Taxes:**

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

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

Ministry of Information and Broadcasting 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.

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

The Ministry of Information and Broadcasting shall permanently or temporary bar, from participating in procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performance or found to be indulged in corrupt or fraudulent practices according to Rule 19 of PPRA Rules.

12. **Submission of Bids:**

Complete bids should reach the undersigned by 07-04-2020, at 3.30 pm and Technical bids will be opened on the same day at 4.00 pm in the presence of bidders who desires to attend opening of their bids.

(Muhammad Shahid Bashir)
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