

**Ministry of Information and Broadcasting
Islamabad**

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

**Ministry of Information and Broadcasting,
Cabinet Block, 4th Floor Room No. 4153,
Islamabad**

Bidding documents

1. Introduction:

Ministry of Information and Broadcasting, 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 M/o Information and Broadcasting Pay Scales (BS-9 to BS-14) in its offices at Islamabad, Lahore, Peshawar, Karachi and Quetta.

2. Receipt of Bids:

Sealed Bids (Technical & Financial) both in separate sealed envelope duly marked as such in two envelopes (one marked Technical and one marked Financial) should reach Deputy Secretary (P), M/o Information and Broadcasting, 4th Floor, Room No. 4153, Cabinet Block, Islamabad on or before November , 2019 at 2:00 p.m. and will be opened on the same day at 02.30 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 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.

3. Task of the Testing Agency:

- i) The Testing Agency shall Design the Application Form(s) share the same with Ministry of Information and Broadcasting for approval.
- ii) The Testing Agency shall collect and evaluate the applications of the candidates in conformity with 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 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 as per job description of the cadre of Ministerial staff as per Civil Servants (APT) Rules, 1973 in consultation with M/o Information and Broadcasting.
- 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 levels, 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).

6. Eligibility Requirements:

- a) Name of firm / agency / body with location of its offices and their contact detail.
- b) Should have at least five years in experience in conducting 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 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) Firm / Agency must have a valid NTN/Income Tax Certificate and should be on active tax payer's list of FBR.
- h) Relevant ISO certificate 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 amounting to Rs. 300,000/- in the form of Call Deposit / Bank Demand Draft 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 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 Pak 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.
- n) Firm / Agency should demonstrate staffing and arrangements to mobilize professional resources. Should have appropriate logistic base in Federal and Provincial capitals.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) 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 also be fully observed.

7. Evaluation Criteria:

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

S#	Requirement with copies of supporting documents	Marks
1	At least 05 years' experience for conducting examination and providing testing services for recruitment (initial screening test) 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 marks 100 & below applications = 0 marks	20 5 marks for each year
2	Tests conducted during last one year	10
3	Agency / Firm profile (number of employees, infrastructure setup and stations across the country)	10

4	Agency / Firm relevant ISO certification	10
5	Financial status: a) Soundness certificate showing, bank statements for the last 03 years b) Audited statements of accounts for last 03 years	15
6	The application management system including storage of data and its retrieval in a database (soft format),	15
7	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
	Total	100

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 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 hiring agency, in case of such incident the firm / agency will be liable to penalty with heavy cost and forfeiture of the Bid Security / performance guarantee of Rs. 100,000/- 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:**

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.

12. **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 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 Deputy Secretary (P), Ministry of Information and Broadcasting, Room No. 4153, 4th Floor, Cabinet Block, , Islamabad.

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