

# **TENDER NOTICE**

## **REQUEST FOR PROPOSAL (RFP)** **FOR HIRING TESTING AGENCY** **TO CONDUCT SCREENING TEST FOR RECRUITMENT** **IN MINISTRY OF INTERIOR**

Sealed bids/proposals are invited from well reputed registered Public & Private sector Testing Agencies/ Universities/ Institutes duly recognized in Pakistan and internationally to conduct a test for recruitment of regular posts in Ministry of Interior in BPS-1 to 15. 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 **1200 hours Monday, the 31<sup>st</sup> January 2022**. The "Technical Proposal" will be opened on the same date at **1300 hours**.

### **TERMS AND CONDITIONS**

1. One sealed envelope containing two sealed envelopes having clearly marked as "Technical Proposals" and "Financial Proposals" are to be filled by each Testing Agency.
2. Recruiting Agency should be a registered agency, if established in private sector, duly supported with an attested copy of Registration Certificate from Security Exchange Commission of Pakistan.
3. The Recruiting Agency should have minimum 10-years experience of taking recruitment tests in public sector organizations.
4. Expertise and profile of the testing agency to conduct such type of recruitment tests should be attached.
5. The Recruiting Agency must not be black-listed by any government office, for which an affidavit on Stamp Paper, duly signed by the head of Testing Agency, should be attached with the bid.
6. The Recruiting Agency should have their arrangements to conduct test at Islamabad/Lahore/Karachi/ Peshawar/Quetta/Muzafarabad/FATA/Gilgit etc and complete postal addresses, telephone numbers and e-mail addresses etc. shall also be attached with the bid for confirmation by the Authority.
7. The Recruiting Agency should have NTN and Income Tax Certificates.
8. The rate/ fee (100% to be paid by the Ministry of Interior) for holding recruitment test should be quoted for each candidates including all taxes. These rates shall be valid till the completion of the recruitment process.
9. The successful bidder will have to arrange tests at Islamabad and all the capitals of provinces and at maximum other centers initially agreed as per agreement within the stipulated period as per agreement, which will be signed with the bidder subject to the final approval of the Authority.
10. Copy of the Bidding document can be obtained (free of cost) from the undersigned on any official working day.
11. The Authority may reject any or all the bids at any time prior to the acceptance of the bid or proposal in terms of Rule 33 of PPRA Rules, 2004.

**SECTION OFFICER (ADMN-II)**  
**MINISTRY OF INTERIOR**  
**GROUND FLOOR, R-BLOCK, PAK SECRETARIAT**  
**ISLAMABAD**  
**Phone # 051-9207076**



**Office of the Section Officer (Admn-II)  
Ministry of Interior  
Islamabad**

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

Ministry of Interior, Ground Floor, R-Block, Pak Secretariat, Islamabad  
Tel: 051-9207076

**1. Introduction:**

Ministry of Interior, Islamabad, intends to hire the services of a testing assessment university / agency / institute body to design and conduct the screening test of applicants to be required against various posts in Ministry of Interior in Pay Scales (BS-1 to BS-15) in its office at Islamabad.

**2. Receipt of Bids:**

Sealed Bids (Technical and Financial) both in separate sealed envelope duly marked as such in two envelopes (one marked Technical and one marked Financial) should reach Section Officer (Admn-II), Ministry of Interior, Islamabad on or before **1200 hours Monday 31<sup>st</sup> January 2022 and will be opened on the same day at 1300 hours.** 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 fulfilment 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 Recruiting Agency**

- i. The Recruiting Agency shall Design the online Application Form(s) in response to the advertisement.
- ii. The Recruiting Agency shall collect and evaluate the applications of the candidates in conformity with the relevant conditions for eligibility,

relevant advertised criteria for each post, experience requirements and age limits as provided in Civil Servants (APT) Rules, 1973.

- iii. Applications will further be sorted by the Recruiting Agency to conduct test at the respective testing centres in consultation with Ministry of Interior.
- iv. The Recruiting 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 MOI.
- 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.
- vi. In case the recruitment process is cancelled by this Ministry before conducting screening test, complete fee shall be reimbursed to candidates.

**4. Size of Test Arrangement:**

Each test will be conducted according to the prescribed requirements of arrangements at national, provincial, district and departmental level, etc.

**5. Model of Test:**

The Recruiting Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT), Skilled (Typing & Shorthand), physical test (Running & measurement of chest/height etc for the posts where required) and Driving Test.

**6. Eligibility Requirements:**

- a) Name of firm / agency / body with location of its offices and their contact detail.
- b) Should have at least ten (10) years' experience to conduct 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 bases 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 Recruiting Agency should have recognized legal status.
- g) The Recruiting Agency must have a valid NTN / Income Tax Certificate and should be on active tax payer's list of FBR.
- h) Relevant ISO/HEC certification shall be preferred.

- i) The Recruiting agency must attach an affidavit on Stamp Paper (original and latest) of Rs. 100 duly attested by Notary Public showing that the company has never blacklisted by any government organisation.
- 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) The Recruiting Agency must have financial stability certificate of Rs. 10 million duly verified by the bank.
- l) The Recruiting Agency will submit **bid security** alongwith technical bid amounting to Pakistani Rs.300,000/- in the form of Call Deposit / Bank Demand Draft from any scheduled bank in Pakistan in the name of D.D.O, Ministry of Interior, 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 Pakistan Rs. 1,000,000/- (One Million) in the form of Call Deposit / Bank Demand Draft from schedule bank in Pakistan in the name of D.D.O, Ministry of Interior, 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 and Technical capability including appropriate IT infrastructure/equipment's/machines to handle the requirement of screening test.
- o) The Recruiting Agency should have web based facility and shall be required to announce result of screening tests within 48hrs giving the following details on its website:-
- i. Complete list giving names of the applicants and fee paid thereof by each applicant;
  - ii. List of rejected applicants with reasons thereof;
  - iii. Complete merit list giving score obtained by each applicant in order of merit.
- P) The Recruiting 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.

7. **Evaluation Criteria:**

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

Sr. #	Requirement with copies of supporting documents	Marks
i.	At least 10 years' experience for conducting examination and providing testing services for recruitment in public sector organizations / government departments.  (2 marks for each year)	20
ii.	Number of tests conducted during last one year. (5 and above tests = 10 marks)	10

	4 tests = 08 marks 3 tests = 06 marks 2 tests = 4 marks 1 test = 2 marks)	
iii.	Agency/ firm profile (sufficient manpower, infrastructure set up and number of offices across the country etc.)	10
iv.	Agency / firm relevant ISO/HEC certification HEC certification = 8 marks, ISO certification = 2 marks	10
v.	Financial status: a. Soundness certificate showing, bank statements for the last 03-years. ( 2.5 marks per year) b. Audited statements of accounts for last 03 years. ( 2.5 marks per year)	15
vi.	The application management system including storage of data and its retrieval in a database (soft format).	15
vii.	The Recruiting Agency should have relevant professionals/Experts on its panel for preparation of Paper/screening test.	10
Viii.	The recruiting 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.	10
<b>Total</b>		<b>100</b>

*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 Rights will rest with Ministry of Interior. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding 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 performance guarantee of Rs. 1 million 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.-**

The Ministry of Interior 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 Interior shall permanently or temporarily 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 Section Officer (Admn-II), Ministry of Interior, Ground Floor, R-Block, Islamabad.

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