

**GOVERNMENT OF KHYBER PAKHTUNKHWA
PLANNING & DEVELOPMENT DEPARTMENT**

BID DOCUMENTS

for

Hiring of Testing Agency for Recruitment against vacant positions
from BPS 11 & above

in

Planning & Development Department and its Coordinated Projects

**Last date for submission of bid is 18th December 2017 at 11:00 AM
Opening date of bid on 18th December 2017 at 12:00 PM**

Objectives:

Main objective of hiring of services of Recruitment/Testing Agency is to ensure smooth functioning of the Planning & Development Department P&DD by hiring best human resource in an efficient and transparent manner.

Invitation to Bids:

P&D Department in pursuance of its objective is interested to engage the services of an experience recruitment /testing Agency for designing and conducting written test for recruitment of human resource against vacant posts in its coordinated projects.

Instructions to Bidders:

To select the eligible organizations, P&D Department invites least selection in conjunction with “Single Stage - Two Envelopes” bidding procedure from registered firms/companies/organizations.

Procedure of Tendering Opening:

P&D Department will adopt least cost selection method under single stage two envelope bidding procedure as laid down in KPPRA Rule 14(2). The bidders shall submit the technical and financial proposals in two separate envelopes; one envelope contain Technical proposal shall be marked as: “Technical Proposal” and 2nd envelop as “Financial Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the P&DD. The Technical proposals shall be evaluated on the basis of criteria specified in the tender documents without reference to the price and any proposal which does not conform to the specified requirements shall be rejected. During the technical evaluation, no amendment in the technical proposal shall be permitted. A list of technically qualified bidders shall be finalized. After the evaluation and approval of the technical proposals, financial proposals of the technically accepted bids only shall be opened publicly within the bid validity period. The financial proposals found technically non-responsive shall be returned un-opened to the respective bidders and the bid found to be the lowest evaluated bid shall be accepted.

Details and No of Posts:

Note: P&DD reserves the rights to increase or decrease the numbers of posts.

Terms & Condition & Technical Proposal Evaluation Criteria:

1. The Proposals must reach the office of Deputy Secretary (Admin), Planning & Development Department by **18th December 2017** before 11:00 AM.
2. 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 the respective envelopes.
3. Technical Proposals will be opened by the procurement committee on the same day at 12:00 PM in P&DD, in the presence of bidders or their authorized representatives, who wish to witness the bid opening. After the evaluation of Technical Proposals, Financial Proposals of only technically qualified agencies/firms/organizations/companies shall be opened on a date/time to be announced subsequently.
4. The Financial Proposal shall be inclusive of all taxes.
5. The firms must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided). Active Tax Payer Certificate by FBR may be attached. Registration with Khyber Pakhtunkhwa Revenue Authority should be produced.
6. Financial proposal must be accompanied by a bid security of Rs. 25,000/- (Bank Draft in favor of DDO, Planning & Development Department).
7. Experience of conducting similar assignments already completed with government agencies with satisfactory completion report at least 02 references.
8. Financial statements for the last two years.
9. The bid validity period shall be 30 days from the date of opening of the bid, which is extendable, as per KPPRA rules.
10. Firms will indicate per candidate fee to be charged.
11. The firm shall deliver the services within 45 days after signing the contract.
12. P&DD reserves the rights to reject any or all the proposals, submitted in response to this tender notice prior to acceptance as per KPPRA Rule 47.
13. Incomplete proposals shall be rejected.
14. This Tender Notice has also been posted/uploaded on KPPRA as well as this department website www.pndkp.gov.pk & www.kppra.gov.pk

15. Bids received through fax/Telex/email and after due date/ time will not be considered.
16. The financial bid shall include rate inclusive of Income Tax & GST as per rules.
17. An affidavit (on Stamp paper) duly attested by Oath Commissioner to the effect that the firm is not black-listed by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids.

TORS/SCOPE OF SERVICES

The selected testing agency will be responsible for the following activities:

- i) The selected Testing Agency shall be required to register candidates for taking written test for selection against the vacant posts.
- ii) The selected Testing 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 Testing Agency shall be responsible to provide the final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of the department. It is responsibility of the selected agency to check and verify that submitted registration forms of candidates are complete; 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 the department. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- iv) The selected Testing Agency shall be responsible to keep record of all registration forms for at least one year after completion of project. Furthermore, the testing agency shall provide any registration form to the department as and when required.
- v) The candidate registration process, including data entry of registration forms, shall be completed in consultation with the department. Selected testing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected Testing Agency shall ensure to advertise the list of registered candidates on a website and have a mechanism to make corrections/edits etc.
- vii) The selected Testing 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 Testing Agency shall be responsible to collaborate with the 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 Testing Agency shall be responsible to prepare final test paper in consultation with the department keeping in view the requirement of the positions to be filled in.

- x) The selected Testing Agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- xi) The selected Testing Agency shall conduct written test including arranging all the logistics of test.
- xii) The selected Testing 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 testing agency as the result of written test is a prime determinant for final selection.
- xiii) The selected Testing Agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test;
- xiv) The selected Testing Agency shall develop and grade written test containing different sections including MCQs, descriptive answers, analytical writing, data analysis and practical test of IT skills.
- xv) The questions in test paper should have been varying order to minimize the chances of copying answers. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
- xvi) The selected Testing Agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to the department in addition to answer sheet copy provided to the candidate after announcement of the written test result.
- xvii) The selected Testing Agency shall conduct Written Test of the shortlisted, eligible registered candidates. The test shall be conducted at the convenient location in Peshawar.
- xviii) The selected Testing Agency shall provide a merit list for the candidates taking written test as per merit criteria provided by the department. Merit list will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC no., father name, employment record, address, domicile, mobile no., alternate phone, fax and email.
- xix) The selected Testing Agency shall be responsible for setting up a helpline to facilitate potential candidates and answer their queries pertaining to registration and written test. The helpline personnel shall be required to get one day briefing from Ministry.
- xx) The selected Testing Agency shall facilitate visits of monitoring teams, as and when required.
- xxi) The selected Testing Agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.
- xxii) The selected Testing Agency shall receive application forms from BS-11 & above and scrutinize the same and provide list of eligible candidates to the department. **(Free of Cost)**

Technical Proposal Evaluation Criteria:

1	Firm Profile (Registration with relevant body) For 2 to 2.5 years' experience For > 2.5 to 3.5 years' experience For > 3.5 to 4.5 years' experience For > 4.5 years' experience	20 Points (break up) 5 5 (5+5=10) 5 (10+5=15) 5 (15+5=20)
2	Details of Similar public sector Assignments already completed (at least 03) For 3 to 6 Assignments For 7 to 10 Assignments For 11 and 14 Assignments	30 Points (break up) 10 10 (10+10)=20 10 (20+10+=30)
3	Management / Team Each PhD personnel = 2 marks 5 PhD's or more = 10	10 points
6	Financial Stability certificate Upto worth 1.5 Million From more than 1.5 to 4 Million From more than 4 to 10 Million and greater than > 10 Million	20 points (break up) 5 points 10 points 15 Points 20 Points
7	Content Experts / Consultants	10 points (break up) i) 05 points for atleast 03 Phd ii) 05 points for atleast 03 M.Phill
8	Registration / Certification i) SECP Certificate ii) ISO Certificate iii) NTN Certificate iv) KP Revenue Authority Registration v) Never Blacklisted Certificate(Mandatory)	10 Points (break up) 2 points 2 points 2 points 2 points 2 points
	Total Marks	100
	Qualifying Marks	50

Organization Information

Form A: Firm Profile		
S#	Required Information	Response
1	Legal Name of the Organization	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Core business areas of the Organization	
6	Name & Designation of Head of Organization	
7	Address of organization:	
8	Phone/s:	
9	Email:	
10	Fax:	
11	Website address:	
12	Name & Designation of "Contact Person":	
13	Phone/s:	
14	Email:	
15	Fax:	
16	Mobile/s:	

AFFIDAVIT

We, [Name & address of the contractor], 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 2 years.
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).

Financial Proposal Submission Form

To:

The Deputy Secretary (Admin) ,
P&D Department.
Government of Khyber Pakhtunkhwa, Peshawar
Tel: (92-91) 9210519

Sir/Madam,

We, the undersigned offer to conduct the “Registration and Conduct of Written Test” for selection against vacant posts in P&D Department in accordance with your tender notice 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.

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	Total amount in Pak Rs. (inclusive of all charges like per candidate basis, management cost, taxes etc)
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_____ We understand you are not _____
bound to accept any Proposal you receive. We remain,
Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:

Address:

Costs	Pak Rupees in Figures	Pak Rupees in words
Total amount of Financial proposal per candidate inclusive of all charges and taxes		