



Government of Pakistan  
Ministry of Finance, Revenue, Economic Affairs,  
(Economic Affairs Division)

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**REQUEST FOR PROPOSAL FOR INITIAL SCREENING TEST FOR RECRUITMENT  
AGAINST VACANT POSTS IN ECONOMIC AFFAIRS DIVISION**

The Economic Affairs Division (EAD), Islamabad, intends to make recruitment against 34 vacant posts for which sealed offers containing technical/ financial proposals for conducting screening test including written, shorthand and typing/skill tests are invited from well reputed testing agencies/ firms/ companies to conduct centralized initial screening tests of the eligible applicants and short listing of candidates for interview to be filled through fresh recruitment.

S.No	Name of the Post	BPS	No. of posts
1.	Stenotypist	14	20
2.	Data Entry Operator	12	01
3.	U.D.C.	11	04
4.	L.D.C	09	09
<b>Total</b>			<b>34</b>

Testing agencies having NTN, Sales Tax Number, Vendor Number with AGPR active Taxpayer of FBR as well as having facilities of telephone/ fax numbers alongwith documents/ certificates, in this regard may submit their proposals on Economic Affairs Division:-

- The testing agency should be a registered agency.
- It should have experience in the relevant field.
- It should have established own infrastructure for the purpose
- It should have sufficient manpower on its sanctioned strength
- It should have halls/space/buildings on the panel to meet the requirements for conducting screening test
- It should have not been black listed by any government office/ organization.
- It should have sound Technical capability including appropriate IT infrastructure/ equipments/machines to handle the requirement of screening test
- The Testing Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/ authorization till announcement of results

The sealed offers/ proposals must reach at the given address on or before **7<sup>th</sup> January, 2020 at 10:00 a.m.** Offers will be opened on the same day at 10:30 a.m. All expenditure incurred on the above mentioned screening test will be fifty percent (50%) borne by the applicants and fifty percent (50%) shall be paid by the this Division, out of its own budget

**Note:** Detailed Terms of Reference (TORs) and eligibility criteria for testing agency are available on PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk) as well as on website of Economic Affairs Division [www.ead.gov.pk](http://www.ead.gov.pk) .

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**TERMS OF REFERENCE AND BIDDING DOCUMENTS FOR HIRING  
TESTING FIRM/AGENCY/BODY**

**1. Introduction:**

Economic Affairs Division (EAD), Islamabad, intends to hire the services of a testing assessment firm/agency/body to design and conduct the screening test of applicants to be hired against various posts in ranging from BPS-06 to BPS-15.

**2. Receipt of Proposals:**

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes should reach office of Section Officer (Admin-II), Islamabad on or before 7<sup>th</sup> January, 2020 at 1100 hours and will be opened on the same day at 1130 hours.

**i. Technical Proposal:-**

The technical proposal shall consist of all the documents required under **Annexure-I** of TORs and may also comprise additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status. The bidder shall substantiate his technical proposal for achieving score under Para-7 hereof.

**ii. Financial Proposal:-**

The bidder shall prepare his financial proposal as per **Annexure-II**.

**iii. Technical Evaluation:-**

The technical proposals of the firms will be evaluated on the basis of evaluation criteria defined under Para-7 hereof.

**iv. Financial Evaluation:-**

The financial proposals of the firms will be evaluated on the basis of evaluation criteria defined in line with the TORs.

**2. Task of the Testing Agency:**

- i The selected company shall be responsible to coordinate with the Economic Affairs Division to prepare complete work plan for entire selection process and share with the Economic Affairs Division. This work plan can be altered as per needs of the Department.
- ii The testing agency shall 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 MCQs type tests for various posts. The portions of the test and their weightage shall be decided in consultation with the Economic Affairs Division so as to ensure the directives in Recruitment Policy of Establishment Division.
- iii The selected agency shall be required to register candidates online for taking written test for selection against the vacant posts. The agency shall assign an "Application No.", Roll Number with record of "Date of Receipt of Application" along with the record of particulars of Fee Challan paid in banks. The "Application No." and "Date of Receipt of Application" should be duly traceable, if required and will be provided to the applicants as acknowledgement of receipt of application. The agency shall ensure a mechanism that no application should be considered after expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper recordkeeping.
- iv The selected 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 application forms via courier/registered postal mail/online.

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- v. The selected testing agency shall not reject any candidate prior to written test on any ground whatsoever unless exclusively instructed by the Economic Affairs Division, keeping in view the basic parameters for eligibility of the candidates. In other words, all candidates shall be allowed to appear in the written test and their eligibility shall be determined after the written test by the Economic Affairs Division. The testing agency shall accordingly manage and provide the data as per guidelines of the Economic Affairs Division.
- vi. The agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used for any purpose other than that of Economic Affairs Division. This database shall be provided complete by all aspects to the Economic Affairs Division.
- vii. The agency shall be responsible for answering any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty / ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to emails, SMS etc.
- viii. It is responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respect. 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 Economic Affairs Division. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- ix. The agency shall issue Roll No. / ID No. to all candidates for the test. The agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates through SMS/Email as well as through postal/ courier service and ensure timely delivery.
- x. The agency shall arrange test centers / examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
- xi. The testing agency will set and print multiple series objective type test booklet. Four different sets of options (i.e. A, B, C, &D) should be prepared in consultation with the Economic Affairs Division. The selected agency shall be responsible to prepare final test paper in consultation with Economic Affairs Division. The Final Test Paper will be according to the syllabi provided by Economic Affairs Division / Establishment Division. The Testing agency will, however, ensure secrecy of the final test paper and must not share it with any employee of the Economic Affairs Division /Testing firm or any candidate in advance.
- xii. The agency shall also design OMR answer sheets for each set of question paper and print OMR sheets with provision of carbon copy for candidates. Duplicate OMR answer sheets shall be provided to the candidates in the written test so that they can check / tally their marks in the written test. The answer keys must be uploaded on the selected agency's website in one week time after the date on which written test would be conducted.
- xiii. The agency shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/Test centers under foolproof security. The arrangement of such security shall be responsibility of the testing agency.

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- xiv. The selected executing agency shall be responsible to keep record of all registration/application forms for at least one year after completion of entire selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the Economic Affairs Division as and when required. However record keeping mechanism/methodology may be finalized as per the comfort of Economic Affairs Division, in an agreement/contract signed with successful testing agency.
- xv. After the provision of written test result, further short listing for next screening phase of the recruitment process shall be conducted by the Economic Affairs Division. The sorted result of test against each post shall be shared with Economic Affairs Division both in Soft and Hard form as per requirement of Economic Affairs Division.
- xvi. The agency shall also take attendance sheets from each center.
- xvii. The agency shall print and display instructions for candidates at each test center at prominent places.
- xviii. The selected 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 the agency as the result of written test is a prime determinant for final selection. The Testing Agency shall allow presence of authorized officers from the Economic Affairs Division (if required) at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.
- xix. The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- xx. Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the testing agency.
- xxi. The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Economic Affairs Division after announcement of the written test result.***
- xxii. The testing agency shall be bound to provide original / authentic copy (whichever is applicable) of any record related to this Recruitment if required by the Economic Affairs Division.
- xxiii. The selected agency shall conduct Written Test of the registered candidates. The test shall be conducted at the convenient locations in **Karachi, Lahore, Peshawar, Abbottabad, Quetta, Islamabad/Rawalpindi, Hyderabad, Multan, GB, FATA, Muzfarabad and Sukkur etc.** subject to availability of at least 200 candidates at each center. In case the number of candidates is less than 200 at any center, the written test of that center shall be shifted to the other nearest center.
- xxiv. The selected agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Economic Affairs Division **a week time after test.** Merit list shall be based on marks obtained which, inter-alia, 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 etc.
- xxv. The Economic Affairs Division based on the merit list shall select candidates for the post and provide names to the testing agency for conducting skill test for the post.

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xxvi The selected agency shall be bound to arrange and **complete written and skill tests within 45 days from the date of advertisement of the posts by the Economic Affairs Division** in the Newspaper(s) and on the website of the selected agency.

**4. Size of Test Arrangement:**

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

**5. Model of Test:**

The testing Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT) and Skilled (Typing & Shorthand).

**6. Mandatory Requirements for the Testing Agency:**

- a) Public Procurement Regularity Authority (PPRA) rules shall strictly be adhered by the Testing Agency/Firm.
- b) The Testing Agency/Firm should be registered with relevant government organization of the federal government (attested copy of valid registration will be retained for record).
- c) The Testing Agency/Firm should have NTN/Sale Tax Number and should be on Active Tax Payer list of FBR (attested copies will be retained for record).
- d) The Testing Agency/Firm should have managerial capacity including the following:
  - i) Should have own infrastructure/building/office accommodation or rented building.
  - ii) Should have sufficient manpower on its sanctioned strength.
  - iii) Should have halls/space/buildings on the panel to meet the requirement for conducting screening tests.
- e) Financial stability certificate of a minimum worth of Rs. 10 million duly verified by the Bank
- f) The Testing Agency should have relevant professional / experts on its panel for preparation of paper/ screening tests
- g) The Agency/Firm shall have sound Technical capability including appropriate IT infrastructure/ equipments/ machines to handle the requirement of screening test.
- h) An affidavit of stamp paper (original and latest) of Rs. 100/- duly attested by Notary public showing that company has never been blacklisted by any government organization.
- i) Fifty percent of the negotiated fee to be charged from candidates shall be paid by the respective Ministry / Division etc, out of their own budget.
- j) The Testing Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/ authorization till announcement of results.
- k) In case Economic Affairs Division cancel recruitment before conducting screening test, complete fee shall be reimbursed to candidates.

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- l) The Testing Agency shall maintain a record of screening test and shall be shared with concerned Ministry/ Division on need basis.
- m) The Testing Agency / Firm should have a web based facility and shall be required to announce result of screening tests within 48 hrs 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 reason thereof;
  - iii. Complete merit list giving score obtained by each applicant in order of merit
- n) The Testing 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.
- o) The selected testing Agency shall be required to register candidates online and acknowledgement receipt of application may be issued accordingly.
- p) Any other factor that a pre-qualifying agency may deem relevant.
- q) For skilled jobs in BS-9 and above, it should conduct the particular skill test for the candidates as per requirement of the post in addition to the screening test stated above.
- r) It would provide list of top five (05) candidates short listed for interview for each post to be filled through fresh recruitment.
- s) Firm/Agency will submit bid security alongwith technical proposal amounting to **Rs.100,000/- (one hundred thousand only)** in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name of D.D.O Economic Affairs Division, Islamabad. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee. The bid security of unsuccessful bidders will be released after award of bid to the successful bidder.
- t) The successful bidder will also provide performance guarantee amounting to **Rs.1.00 million (One Million)** in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of D.D.O Economic Affairs Division, Islamabad, which will be released to the firm upon successful completion of the assignment.
- u) In case of failure of testing agency regarding lapse of stipulated time given for conducting written / skill tests as well as violation of any clause of TORS the amount of performance guarantee and bid security will be confiscated.
- v) In case of any dispute between EAD and testing agency decision of Secretary, EAD will be final and not challenged in any court of law/ forum.

## 7. EVALUATION CRITERIA OF BIDS

- i. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will be evaluated technically first. 80% (64 out of 80) marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows:-

Technical Proposal (T)	=	<b>80 Marks.</b> (64 out of 80 are qualifying marks)
Financial Proposal (F)	=	<b>20 Marks</b>
Total (T+F)	=	<b>(80 + 20)=100 Marks</b>

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ii. The technical proposals/bids securing 64 marks i.e. 80% of total marks(80) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 48 marks will be considered as Technically Disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 20 marks) in financial evaluation using formulae given below:

(A) Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required  
 [For lowest bid ratio would be 1]

(B) Bid Ratio x 20 = Financial marks of firms

iii. The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated testing agency.

iv. For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this bidding document, the criteria given on next page will be applied. For this purpose the agencies shall submit documentary proof along with the Technical bid in shape of sections 1, 2 & 3, in an organized manner and as per requirement/format mentioned in this bidding document. Poor compliance of criteria may affect marking of the Technical bids. Testing agencies are, therefore, requested to comprehensively provide the accurate information along with copies of evidences otherwise no claim of poor marking in technical evaluation would be entertained. Non-submission of the same and/or not conforming to any of these parameters will l to low marking of technical bids.

S#	Technical Evaluation Criteria	Marks
1	<b>Experience:</b> Number of years, since inception of business operations as registered testing agency with the relevant Government agency ≤ 1 to 5years >5years and above	<b>10 Points(break-up)</b>  7.5 10
2	<b>Clientele &amp; Coverage &amp; Performance:</b>  <u>Past performance</u> (Details of Similar Work/ Assignments already completed <b>without</b> complains, delay, misbehavior/leakage of paper  01 to 15Assignments For more than 15Assignments (Copy of award letter/proof must be attached) <u>Presence of Service across different Districts</u> Offices in capital and four provinces Other two districts or more in Pakistan (Proof related to point (b) must be attached)  <u>Financial Stability Certificate</u> worth 10Million greater than >10Million	<b>10 Points(break-up)</b>  7.5 10  <b>10 Points(break-up)</b> 06 04  <b>10 Points (break-up)</b> 8 10
3	<b>Management/Team (Key Experts)</b> Each PhD personnel = 2 marks 5 PhD's or more= 10	<b>10 Points</b>
4	<b>Working Methodology</b> Secrecy of recruitment process Facilitation to competing candidates	<b>10 Points (break-up)</b> 5 5
5	<b>Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.</b>	<b>20 Points</b>

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**8. Payment Schedule by Procuring agency**

- i. In compliance with Establishment Division, Government of Pakistan, 50% of the fee payable to testing agency will be paid by to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and EAD shall have no obligation in this regard.
- ii. For 100% payment (on part of i.e. 50% of Fee) against satisfactory performance of the testing agency and successful completion of required services, shall require from the Testing Agency, authentic copy of attendance Sheet, original copies of bank challan of fee paid by candidate directly to testing agency and application Form of candidate along with Invoice besides other relevant document (if required to avoid undue payment). It will be made after successful completion of the recruitment process within a period of 60 days.
- iii. **It may be noted that EAD will pay the 50% Fee of only those candidates who actually appeared in the Test in the light of Establishment Division's O.M No. 53/1/2008-SP, dated 1<sup>st</sup> August, 2019.**
- iv. Release of PBG after successful completion of the contract or forfeiture of PBG on poor Performance and/or blacklisting of firm as the case maybe.

**9. Proprietary Rights:**

The proprietary will rest with. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting 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 and any other legal action prescribed under law.

**10. Taxes / Service Charges:**

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes/ service charges including courier/ postal etc. are required to be built in the quoted rates and not be mentioned separately.

**11. Term/Duration of the Assignment:**

The selected agency/ bidder should have to complete the assignment within forty (45) days from the date of award of contract.

**12. Address/ Location:**

Section Officer (Admin-II), Economic Affairs Division, Block-C, Pak Secretariat, Islamabad.  
Telephone No. 051-9223979

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## Format for Technical Proposal

S#	Technical Evaluation Criteria	Marks	Reference
1	<p><b>Experience:</b> Number of years, since inception of business operations as registered testing agency with the relevant Government agency</p> <p>≤ 1 to 5years &gt;5years and above</p>	<p><b>10 Points (break-up)</b></p> <p>7.5 10</p>	Placed at Page N of Bid (Relevant copy of certificate for incorporation testing agency must be attached)
2	<p><b>Clientele &amp; Coverage &amp; Performance:</b></p> <p><b>Past performance</b> (Details of Similar Work/ Assignments already completed <b>without</b> complains, delay, misbehavior/leakage of paper</p> <p>01 to 15 Assignments For more than 15 Assignments (Copy of award letter/proof must be attached)</p> <p><b>Presence of Service across different Districts</b></p> <p>Offices in capital and four provinces Other two districts or more in Pakistan (Proof related to point (b) must be attached)</p> <p><b>Financial Stability Certificate</b></p> <p>worth 10 Million greater than &gt;10 Million</p>	<p><b>10 Points (break-up)</b></p> <p>7.5 10</p> <p><b>10 Points (break-up)</b></p> <p>06 04</p> <p><b>10 Points (break-up)</b></p> <p>8 10</p>	<p>Details are placed Page No. of Bid</p> <p>Address of office related to point (b) must be attached</p> <p>Details are placed Page No. of Bid</p>
3	<p><b>Management/Team (Key Experts)</b></p> <p>Each PhD personnel = 2 marks 5 PhD's or more = 10</p>	<b>10 Points</b>	Details are placed Page No. of Bid
4	<p><b>Working Methodology</b></p> <p>Secrecy of recruitment process Facilitation to competing candidates</p>	<p><b>10 Points (break-up)</b></p> <p>5 5</p>	Details/sample are placed at Page No. of Bid
5	<p><b>Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.</b></p>	<b>20 Points</b>	Details are placed Page No. of Bid

Signature with stamp

**Format for Financial Proposal**

S. No.	Fee to be charged from a Candidate Fee* (Rs.) (including all applicable taxes/ service charges) for all cadres/posts

\*This shall be 50% of the total Fee/cost of conducting test per candidate.

**Signature with stamp**

**NOTE:** It is reiterated here that in compliance of Establishment Division, 50% of the fee payable to testing agency will be paid by Government of Pakistan (in this case ) to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and shall have no obligation in this regard.

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