



**OFFICE OF THE DEPUTY SECRETARY (ADMIN)
PRIME MINISTER'S OFFICE (PUBLIC)
CONSTITUTION AVENUE, G-5
ISLAMABAD**

TENDER DOCUMENTS

FOR

Hiring of Testing Agency for Recruitment against
Ministerial Posts in the
Prime Minister's Office (Public), Islamabad
Tel: 051-9008545

Last date for submission of bid is 21-03-2019 by 11:00 AM
Opening of Tender on 21-03-2019 by 11:30 AM

PRIME MINISTER'S OFFICE (PUBLIC)

ADVERTISEMENT

PROCUREMENT OF SERVICES OF A TESTING AGENCY

Prime Minister's Office (Public) intends to hire the services of a testing assessment firm/agency/body for a period of two (02) years to design and conduct the screening test of applicants to be hired against the Ministerial Posts.

2. Initially, services are required for making recruitment against **2x** vacant posts **1x** for Stenotypist (BPS-14) and **1x** for Upper Division Clerk (BPS-11), available under disabled quota.

3. Sealed bids (Technical and Financial) for conducting the screening tests in Islamabad, provincial capitals Lahore, Karachi, Peshawar, Quetta, AJK and Gilgit Baltistan, including Written, Shorthand and typing tests are invited from reputed Testing Agencies having NTN, STN, Vendor Numbers as well as the facilities of telephone/fax numbers alongwith documents/certificates with regard to following criteria: -

- a. The Testing Agency should be registered Agency with relevant authority.
- b. It should have experience of conducting recruitment tests in Public Sector Organization.
- c. It should have established infrastructure for the purpose.
- d. It should have not been blacklisted by the Government office/ organization.
- e. The Testing Agency will provide detail of testing facilities alongwith fee per candidate.
- f. 50% of the fee payable to testing agencies will be paid by the Prime Minister's Office (Public) out of its own budget and 50% fee to be paid by the candidates. These rates will be valid till completion of the contract.
- g. Quoted rates should be inclusive of all taxes as admissible under rules.

4. **The sealed bids must reach the undersigned at Prime Minister's Office (Public), Constitution Avenue, G-5 Islamabad upto 21st March, 2019 at 11:00 A.M. Bids will be opened on the same date at 11:30 A.M.**

5. The bidding documents containing detailed terms and conditions, evaluation criteria, bid security etc. for hiring services of Testing Agency are available on the PPRA website (www.ppra.gov.pk) and may also be obtained from the office of the undersigned. A pre bid meeting will be held on 19th March, 2019 at Prime Minister's Office (Public), Islamabad. All bidders are encouraged to attend the pre-bid meeting.

Deputy Secretary (Admin)
Prime Minister's Office (Public)
Constitution Avenue, G-5, Islamabad
Tel: 051-9008545

Government of Pakistan
PRIME MINISTER'S OFFICE (PUBLIC)
ISLAMABAD

TERMS AND CONDITIONS AND BIDDING DOCUMENTS FOR HIRING
TESTING FIRMS/AGENCIES/BODY

1. INTRODUCTION:

Prime Minister's Office (Public) intends to hire the services of a testing assessment firm/agency/body for the period of two (02) years to design and conduct the screening test of applicants to be hired against the post Ministerial Posts.

2. TERMS & CONDITION:-

- i. The Proposals must reach the office of Deputy Secretary (Admn), Prime Minister's Office (Public), Constitution Avenue, G-5, Islamabad by 21st March, 2019 before 11 am.
- ii. The bidders shall submit the technical and financial proposals in two separate envelopes marked as: "Financial Proposal" and "Technical Proposal" in accordance with Rule 36 (b) single stage – two envelop procedure of Public Procurement Regulatory Authority, 2004.
- iii. Technical Proposals will be opened by a Committee on the same day at 1130 hours in the Prime Minister's Office (Public), in the presence of bidders or their authorized representatives, who wish to witness the tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on a date/time to be announced subsequently.
- iv. The Financial Proposal shall be inclusive of all taxes.
- v. Financial proposal must be accompanied with a Pay Order of Rs. 50,000/- as bid security in the name of DDO, Prime Minister's Office (Public), failing which bid will not be considered.
- vi. The firms must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided). Vendor number issued by the AGPR is also required. Active Tax Payer Certificate by FBR may be attached.
- vii. The companies must produce proof of financial soundness (Current Bank Statement / Certificate).

- viii. The bid validity period shall be 90 days from the date of opening of the Tender, which is extendable, as per PPRA rules.
- ix. The firm shall deliver the services within 45 days after signing the contract.
- x. Prime Minister's Office (Public), Islamabad reserve the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance in accordance with PPRA Rules, 2004.
- xi. Incomplete proposals shall be rejected.
- xii. This Tender Notice has also been posted/uploaded on PPRA as well as this Office's website.
- xiii. Bids received through fax/Telex/email and after due date/ time will not be considered.
- xiv. Income Tax & GST will be deducted as per rules.
- xv. An affidavit (on Stamp paper) dully 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.
- xvi. If the bidders fail to provide satisfactory services within agreed period or are found to be indulging in corrupt or fraudulent practices, the Prime Minister's Office (Public) shall proceed against the bidder under the relevant law/rules.
- xvii. The Testing Agency shall be responsible for any litigation and any claim or damage questioning the transparency of the test.

3. EVALUATION CRITERIA: -

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

S#	Requirements with copies of supporting documents	Marks
1	Similar Work/Assignments completed with Government Agencies with satisfactory completion report (at-least 05 reference)	20 Points
2	Tests conducted during last two years with scholastic capacity and mechanism	10 Points
3	Financial soundness certificate showing bank statements for the last 12 months (i) Amount Rs. 10-20 Millions (ii) Amount above Rs. 20 Millions	20 Points 10 points 20 points

