



**GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL
TRAINING COMMISSION (NAVTTTC)**

*5th Floor, Evacuee Trust Complex,
Near Marriott Hotel, Sector F-5/1,
Islamabad
Tel: 051-9044140*

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



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL
TRAINING COMMISSION
5th Floor, Evacuee Trust Complex, Sector F-5/1
ISLAMABAD



TENDER FOR HIRING THE SERVICES OF TESTING AGENCIES

Sealed tenders are invited from the registered testing agencies having their offices at Rawalpindi / Islamabad, Karachi, Peshawar, Quetta, Northern Areas and FATA for conducting written / typing test for recruitment against the following posts:

Name of Post	Nature of test
Director (BS-19)	Written test as per laid down procedure by government.
Deputy Director (BS-18)	Written test as per laid down procedure by government.
Assistant Director (BS-17)	Written test as per laid down procedure by government.
Office Manager / APS (BS-16)	Written test / shorthand / English typing test as per laid down procedure by government.
Record Keeper / Assistant (BS-15)	Written test as per laid down procedure by government.
Office Assistant / Stenotypist (BS-14)	Written test / shorthand / English typing as per laid down procedure by government.
Data Entry Operator (BS-14/12)	Written / professional test as per laid down procedure by government

The selected testing agency is required to call / receive applications for the above mentioned posts as per laid down procedure prescribed by the Government and after scrutinizing the applications, will conduct written / typing test etc.

Terms and Conditions

1. The testing agency should be a registered agency, if established in private sector.
2. The testing agency should have experience in the relevant field.
3. The testing agency should have established infrastructure for the purpose.
4. The testing agency should have not been blacklisted by the Government offices.
5. The testing agencies having GST and NTN number are eligible for bidding. The agencies will provide copies of the certificate of these numbers alongwith their bids.
6. Each bidding agency will provide an undertaking that it is not involved in any case of litigation etc.
7. Rates quoted, if any must include all taxes and ancillary charges etc.
8. Tenders for written test should be clearly written on the envelope containing the bids.
9. Submission of any false statement / documents including concealment of any information will lead to disqualification of bidder.
10. Sealed bids must reach the office of the undersigned by **28.08.2018** at 11:00 am. Bids shall be opened on the same day at 11:30 am in the committee room of NAVTTC in the presence of the representatives of the bidders (who may choose to be present).
11. NAVTTC reserve the right to accept or reject any or all tenders in accordance with rule 33 of PPRA rules, 2004.
12. 50 % of the fee payable to testing agencies will be paid by the NAVTTC out of its own budget.
13. Complete set of bidding documents, containing detailed terms & conditions may be collected from R&I Section, NAVTTC HQs, 5th floor, Evacuee Trust Complex, Sector F-5/1, free of cost.

FAREED SULTAN
Deputy Director (HRM)
Phone:051-9044140

1. Introduction:

National Vocational and Technical Training Commission (NAVTTTC), 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 NAVTTTC of Basic Pay Scales as per above tender notice at NAVTTTC HQs, Islamabad and Regional Offices at Lahore, Karachi, Peshawar & Quetta.

2. Receipt of Bids:

Sealed Bids (Single Stage Two Envelopes) containing Technical & Financial proposals, both in separate sealed envelope duly marked in two envelopes (one mark as Technical and one marked as Financial) should reach office of the Deputy Director (HR), NAVTTTC HQs, 5th Floor, Evacuee Trust Complex, F-5/1, Islamabad on or before 28.08.2018 at 11:00 a.m. and will be opened on the same day at 11:30 a.m.

i) Technical Bid:

The technical bid shall consist of all the documents 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.

ii) Financial Bid:

The bidder shall prepare its financial bid based on these bidding documents. Rates must be quoted separately for each post {lump sum (all inclusive)}, however, lowest bids will be calculated on the basis of lowest rate quoted for all categories of posts.

iii) Technical Evaluation:

The technical bids of the firms will be evaluated on the basis of evaluation criteria.

iv) Financial Evaluation:

The financial bid of the firms will be evaluated on the basis of evaluation criteria of the bidding document.

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 NAVTTTC 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 Federal Government Rules / NAVTTTC Rules.
- iii) Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with NAVTTTC.
- iv) The Testing Agency will provide broad guidelines / topics to set pattern. Weightage of each section of question paper as defined under Establishment Division's guidelines in their letter dated 3rd March, 2015, in consultation with NAVTTTC.
- v) Post-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, district and departmental levels 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. **Eligibility Requirements:**

- a) Name of firm / agency / body with location of its offices and their contact detail.
- b) Should have experience in conducting such test at a larger scale.
- c) Prior experience of offering test / examination services for recruitment in public sector organizations / departments (attach list with the proposal).
- 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, should be on Active Taxpayer List (ATL) of FBR and should be registered with Directorate of General Sales Tax (GST).
- 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 and certified audit reports (if any) should be attached.
- l) Firm / Agency will submit bid security / performance guarantee 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, NAVTTC HQs, Islamabad.
- m) Firm / Agency should demonstrate availability of adequate logistical structure with adequate staffing and arrangements to mobilize professional resources.
- n) Should have setup at Islamabad, Rawalpindi, Lahore, Karachi, Peshawar, Quetta, Gilgit Baltistan, Azad Jammu & Kashmir to hold initial screening test for each post.
- o) The successful bidder(s) will arrange test at required stations for filling the posts within the stipulated period as per agreement which will be signed between the bidder and NAVTTC.
- 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 written test, shorthand, typing, skill test, and test venues and any other cost.

7. **Technical Evaluation of firm for hiring services of testing agency:**

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

Sr. No.	Attributes / Technical Parameters
1	Registration with SECP / FBR (10 Marks)
2	Experience in relevant field (20 Marks) – (Documentary evidence must be attached) a. Upto two year (10 Marks) b. More than two years and upto 5 years (15 Marks) c. More than five years and Upto 10 years (20 Marks)
3	Established infrastructure for the purpose (60 Marks)
	(i) Offices (Provide documentary proof) - (Total 15 Marks) i.e. 2.5 marks for each office at: Islamabad / Rawalpindi, 4 Provincial capitals i.e Lahore, Karachi, Peshawar & Quetta and Gilgit Baltistan / AJK
	(ii) No. of Regular / Permanent employees (Total Marks 15) – (Provide list of staff and organogram) a. Upto 25 (3 Marks) b. Upto 50 (5 Marks) c. Upto 100(10 Marks) d. 100 and above (15 Marks)
	(iii) Financial Position (Total 5 Marks) (Provide documentary proof) a. Net assets upto 10 million (1 Marks) b. Net assets upto 50 million (3 Marks) c. Net assets 50 million and above (5 Marks)
	(iv) Testing Experience (Total 25 Marks) (Please provide details of clients and tests dates, number of applications / candidates which could be verified from the client organization).
	a. No. of client organizations Less than 20 clients (2 Marks) More than 20 and upto 50 clients (4 Marks) More than 50 and upto 100 clients (7 Marks) 100 and above clients (10 Marks)
	b. Tests Conducted Less than 500 (2 Marks) More than 500 and Less than 1000 (4 Marks) 1000 and above clients (10 Marks)
	c. Processing of Applications Upto 100,000 applications (1 Marks) More than 100,000 and upto 200,000 applications (2 Marks) More than 200,000 and upto 500,000 applications (3 Marks) 500,000 and above applications (5 Marks)
4	Relevant ISO certificate (05 Marks)
5	Certificate of Not Blacklisted on judicial paper (05 Marks)

Minimum Technical Qualification Criteria: Minimum Technically qualifying threshold is aggregate of 50% i.e. 50 Marks in above mentioned areas. All interested services providers obtaining 50% or above marks shall be considered as qualified for opening of their financial proposal(s).

8. **Evaluation Criteria:**

The total bid score would be determined as per following formula:

$$(i) \text{ Score} = \frac{\text{Technical Score } (i)}{\text{Technical Score (highest)}} \times 60\% + \frac{\text{Cost (lowest)}}{\text{Cost } (i)} \times 40\%$$

Where:

Score (i) = Evaluated Score of Bidder i

Cost (i) = Evaluated Bid Price of Bidder i

Cost (lowest) = Lowest Evaluated Bid Price amongst all responsive Bids

Technical-Score (i) = Technical Score of Bidder i

Technical Score (highest) = Highest Technical Score amongst all Bids

(The bidder securing highest evaluated score will be considered the best evaluated bid)

9. **Proprietary Rights:**

The proprietary will rest with NAVTTC. 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 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:**

NAVTTC 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 on incomplete.

12. **Blacklisting of suppliers and contractors:**

NAVTTC 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 Director (HRM), NAVTTC HQs, Evacuee Trust Complex, Near Marriott Hotel, Sector F-5/1, Islamabad.
