



**Office of the Deputy Secretary (Admn)
Pakistan Tobacco Board
Peshawar**

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

**MINISTRY OF COMMERCE
PAKISTAN TOBACCO BOARD
PESHAWAR**

**MINISTRY OF COMMERCE
PAKISTAN TOBACCO BOARD**

HIRING OF TESTING AGENCIES

Pakistan Tobacco Board (PTB), Ministry of Commerce, Government of Pakistan, intends to outsource written/screening testing services for hiring of personnel for the following positions:

- i. Assistant Chemist/BPS-17 (One Post)
- ii. Lower Division Clerk/BPS-09 (Two Posts)

These positions will be filled by disabled candidates in compliance of Establishment Division O.M. No. F.53/1/2008-SP dated 16th January, 2015. Interested agencies should submit proposals in light of the following:

Criteria:

1. The Testing Agency should be a registered agency (proof should be provided).
2. It should have experience in the relevant field (List of clients and kinds of tests conducted should be attached).
3. It should have established infrastructure for the purpose.
4. It should have not been blacklisted by any Government Office.

Terms and Conditions:

1. Testing Agency shall provide detail of its process of tests in a chronological manner.
2. Testing Agency shall fulfill the process of recruitment and submit report along with five (5) top candidates in order of merit to PTB for selection.
3. PTB shall seek bids from Testing Agencies with regard to the reasonability of the amount they will charge from candidates and quality/reputation of the agency.
4. Sealed Profiles marked as "Hiring of Testing Agencies" should reach the undersigned at 10:30am on 4th March, 2019. Proposals will be opened on the same day at 11.00am in presence of representative of the Testing Agencies who may choose to be present, in the office of PTB at the following address:
"Pakistan Tobacco Board, 46-B Office Enclave, Phase-V Hayatabad, Peshawar."
5. Bidding documents can be accessed from the office of the undersigned during office hours. Bidding documents can also be downloaded from www.ptb.gov.pk
6. PTB may reject any or all proposals, under PPRA Rules, 2004.

Deputy Secretary (Admn)
Pakistan Tobacco Board (PTB)
Phone No. 091-9217416
Website: www.ptb.gov.pk

BIDDING DOCUMENTS

1. Introduction:

Pakistan Tobacco Board, Peshawar, 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 Pakistan Tobacco Board of BPS-17 and BPS-09.

2. Receipt of Bids:

Sealed Bids (Technical & Financial) both in separate sealed envelope duly marked in two envelopes (one mark as Technical and one marked as Financial) should reach the office of Deputy Secretary (Admn), Pakistan Tobacco Board, Peshawar on or before 4th March, 2019 at 10:30 a.m. and will be opened on the same day at 11:00 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 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.

iv) Financial Evaluation:

The lowest bid amongst the technically qualified bids will be awarded the contract.

v) One Stage – Two Envelop System will be adopted

vi) One year agreement will be signed with the contracted testing agency.

vii) Award of Contract:

Subject to fulfilment of Public Procurement Rules, 2004, the lowest evaluated bidder shall be awarded the contract.

3. Task of the Testing Agency:

i) The Testing Agency shall Design the Application Form(s) and share the same with Pakistan Tobacco Board 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 / Police Rules.

iii) Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with Pakistan Tobacco Board.

iv) The Testing Agency will provide broad guidelines / topics to set pattern.

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.

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 at least five years' experience in conducting such tests.
- c) Prior experience of offering test / examination services for requirement 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 and should be on active tax payer's list of FBR.
- 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. Bank statements for the last 12 months and certified audit reports for the last three years should be attached.
- l) Firm / Agency will submit bid security / performance guarantee alongwith technical bid amounting to Rs.50,000/- in the form of call deposit / bank demand draft from any scheduled bank in Pakistan in the name of DDO, Pakistan Tobacco Board, Peshawar.
- 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 designated stations for filling in the posts within the stipulated period as per agreement after finalizing the requirements with PTB.
- p) The successful bidder(s) will issue separate call letters to the candidates for written test 07 days prior to start of the tests 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.

7. Evaluation Criteria;

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

S. No.	Technical Evaluation Criteria	Maximum Marks	Sub Marks
1.	Company Profile: must be a registered body having experience of similar work assignments of test conducting:	10	
	50-100 Employees		2.5
	101-200 Employees		05
	201-300 Employees		10
3.	Testing Agency's Relevant Experience, (recruitment tests conducted for entry-level management positions. Test conducted for staff/clerical/non-clerical employment shall not be considered. Please provide detail/list of each clients, tests date, and number of registered candidates. This will be verified from the relevant client organizations. 1 mark for each of the public, private and Financial Institutions/Banks, subject to maximum marks for each of the mentioned categories.	30	
	Tests conducted for public sector organizations		20
	Tests conducted for private sector organizations		10
4.	Testing Agency's Experience in terms of number of candidates tested so far. (Please provide details of clients and tests dates, number of candidates which could be verified from the client organizations)	20	
	Less than 100,000 candidates tested		05
	100,000 to 500,000		10
	Above 500,000		20
5.	Testing Agency's geographic presence. Addresses of regional registered offices and venues required:	05	
	Regional Offices in various Provinces/Regions. (1 mark for presence in each province/region, maximum 5 marks):		05
6.	Financial Position as per audit reports of the latest year:	15	
	Below 10 Million		05
	From 10 to 100 Million		10
	100 Million and above		15
7.	At-least five years' experience for conducting examination and providing testing services for recruitment (initial screening test) in public sector organizations/ government departments.	20	
Total		100	100

8. Evaluation Criteria:

75 marks in technical evaluation will be the cut-off criteria. Financial bids of those firms scoring higher than 75 marks in the technical evaluation will be publically opened. Technically qualified firm with the lowest financial bid will be awarded the contract. Testing Agency shall quote their minimum lump sum processing fee per application (all inclusive).

9. 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.

10. Disqualification of suppliers and contractors:

Pakistan Tobacco Board 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.

11. Blacklisting of suppliers and contractors:

The Pakistan Tobacco Board 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.

12. Address / Location:

Pakistan Tobacco Board, 46-B Office Enclave, Phase-V Hayatabad, Peshawar.
