**TENDER NOTICE**

**HIRING OF SERVICES OF TESTING AGENCY**

Export Development Fund, Ministry of Commerce intends to make recruitment for which sealed bids **(Technical and Financial)** for conducting the screening tests are invited from reputed Testing Agencies having minimum 05 year experience, registered with Government of Pakistan, and registered with income tax and sale tax department. The agency should not have been black listed by any government office.

The bidding documents containing detailed terms and conditions for hiring of services of testing agency are available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and EDF’s website www.edf.gov.pk.

The sealed bids must reach to the undersigned at the address, “Room 440, Ministry of Commerce, 4th Floor, A Block Pak Secretariat, Islamabad” on or before 22-10-2018 at 11:00 am bids will be opened on the same day at 11:30 a.m. Bids submitted late/ incomplete shall not be considered/ entertained.

**(Syed Ejaz Ali Shah)**

**Deputy Director (HR and Admn)**

**Export Development Fund**

**Tel: 051-9107285**

1. **Introduction:**

Export Development Fund, Ministry of Commerce, 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 post of BPS (1-19).

1. **Receipts of Bids:**

Sealed bids (Technical and Financial) both in separate sealed envelope duly marked in two envelopes (one marked as Technical and one marked as Financial) should reach Deputy Director (HR & Admn), Export Development Fund, Room No. 440, Ministry of Commerce, 4th Floor, A-Block, Pak Secretariat, Islamabad on or before 22-10-2018 at 11: 00 a.m and will be opened on the same day at 11:30 a.m

1. **Technical Bid:**

The technical bid shall consist of all the documents eligibility requirements and those which the bidders deem necessary as a proof of qualification/ experience and legal status.

1. **Financial Bid:**

The bidder shall prepare its financial bid based on these bidding documents.

1. **Technical Evaluation:**

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

1. **Financial Evaluation:**

The Financial bid of the firms will be evaluated on the basis of evaluation criteria of the bidding documents.

1. **Award of contract:**

Subject to fulfillment of Rule 35 of PPRA Rules 2004, the lowest evaluated bidder (both in terms of technical and financial) shall be awarded the contract.

1. **Task of the Testing Agency:**
2. The Testing agency shall design the application form(s) share the same with EDF for approval.
3. The Testing agency shall collect and evaluate the application of the candidates in conformity with relevant conditions for eligibility, relevant criteria, experience, quota, and age limits as provided by EDF.
4. Applications will further be sorted by the testing agency to conduct test at respective testing centers.
5. The testing agency will provide broad guideline / topic to set pattern.
6. Final Result including test, will be provided by the testing agency within 60 days from the date of publication of advertisement.
7. **Size of Test Arrangement:**

Each test will be conducted according to the prescribed requirement of arrangement at national, provincial and district level.

1. **Eligibility requirements:**
2. Name of firm/ agency/ body with location of its offices and their contact detail.
3. Should have at least three years of experience in conducting such tests.
4. Prior experience of such test.
5. Demonstrate capacity to undertake paper based as well as computer based tests.
6. The firm/ agency should be have recognized legal status.
7. Firm/ agency must have a valid NTN and should be on active tax payer’s list of FBR should be registered with Directorate of General Sale Tax (GST).
8. Relevant ISO certificate shall be preferred.
9. 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.
10. Details of Company profile.
11. Firm/ agency must have financial soundness.
12. The timeline of recruitment mutually agreed by the parties must be strictly followed failing which, the bidder will be disqualified.
13. **Evaluation Criteria:**

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

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| S.No | Requirement with copied of supporting documents | Marks |
| 1 | At least 05 years’ experience for conducting examination and providing testing services for recruitment (initial screening test) in public sector organization/ government departments  1-2 years= 05  2-3 years=10  3-4 years=15  4-5 years=20 | 20 |
| 2 | Number of tests conducted during last one year with scholastic capacity and mechanism | 15 |
| 3 | Agency/ Firm profile (number of employees, infrastructure, setup and stations across the country) | 15 |
| 4 | Agency/ Firm relevant ISO certification | 10 |
| 5 | Financial soundness certificate showing bank statements for the last 12 months | 20 |
| 6 | Presentation of Paper based as well as computer based test (samples hard copies) | 20 |
| **Total** | | **100** |

1. **Financial Evaluation:**

Testing agency shall quote their minimum lump sum processing fee per application scale wise (all inclusive).

1. **Bid Security:-**

The Firm shall submit bid security/ performance guarantee along with Technical bid amounting to PKR 50,000/- in the form of bank demand draft in the name of Export Development Fund M/O Commerce.

1. **Property Right:**

The proprietary will rest with EDF (MoC). Both parties will keep the record/ data strictly confidential.

1. **Rejection of bid:-**

EDF reveres the right to reject any or all bids/ proposals at any time and cancel the process in the light of PPRA Rules 2004.

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