



No.PD/EDT&IFL/2018-19/336-40

Dated: 02.09.2019

The Director Information,
Government of Khyber Pakhtunkhwa,
Peshawar.



Most Immediate

Subject: **REQUEST FOR FLOATING ADVERTISEMENT FOR HIRING TESTING AGENCY.**

Dear Sir,

Please refer to the subject cited above and to state that the competent authority has approved to hire the services of a testing agency.

In light of the above, this office has prepared a detailed advertisement and requested your good office to kindly send the advertisement to "The Dawn", "The Daily Express" and "The Daily Aaj" for floating.

(Seven Copies of Draft Advertisement is enclosed)

PROJECT DIRECTOR

Copy forwarded for information & necessary action:

- i. Secretary Health, Khyber Pakhtunkhwa, Peshawar.
- ✓ ii. Director General Health Services, Khyber Pakhtunkhwa, Peshawar with the request to please upload the "Draft Advertisement & Bid Documents" on the official website of the department.
- iii. Managing Director, Khyber Pakhtunkhwa Public Procurement Regulatory Authority with the request to please upload the "Draft Advertisement & Bid Documents" on the official website of the department.
- iv. Accounts Officer, Extension of D-TALK & Insulin for Life Program

PROJECT DIRECTOR

Dr. A.S.
cell
[Handwritten signature]

Dairy No: 180
Dated: 13-09-2019 12:00 noon
DHIS Khyber Pakhtunkhwa Peshawar



**PROJECT DIRECTOR, EXTENSION OF D-TALK & INSULIN
FOR LIFE PROGRAM, HEALTH DEPARTMENT, KHYBER
PAKHTUNKHWA, PESHAWAR.**

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

**HEALTH DEPARTMENT
KHYBER PAKHTUNKHWA
PESHAWAR**

HIRING OF TESTING AGENCIES

Project Director, Extension of D-TALK & Insulin for Life Program, Health Department, Khyber Pakhtunkhwa, intends to hire the services of testing agency under single stage-two envelope procedure for hiring of personnel requires for different positions in the project.

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 written/screening test and submit report in descending order (Based on Passing Marks)
3. Project Director, Ext: of D-TALK & Insulin for Life Program, 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. Each bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal
5. Sealed Profiles marked as "Hiring of Testing Agencies" should reach the undersigned on or before 25.09.2019 11:00 AM. Technical Proposal will be opened on the same day at 12.00 noon in presence of representative of the Testing Agencies who may choose to be present, in the office of Project Director at the following address:
"House#06, Hadi Lane, Old Bara Road, University Town, Peshawar"
6. Bidding documents can be accessed from www.kppra.gov.pk, www.dghskp.gov.pk or by sending an email to pdedtfl@gmail.com
7. This office may reject any or all proposals, under KPPRA Rules.


Project Director

Extension of D-TALK & Insulin for Life Program
House#06, Hadi Lane, Old Bara Road, University Town, Peshawar.
Health Department, Khyber Pakhtunkhwa
Phone# 091-2601028

BIDDING DOCUMENTS

1. **Introduction:**

Project Director, Extension of D-TALK & Insulin for Life Program, Health Department, Khyber Pakhtunkhwa, Peshawar, intends to hire the services of a testing assessment firm / agency / body to design and conduct the screening/written test of applicants to be required against various posts of BPS-16 and BPS-17 in the Project.

2. **Receipt of Bids:**

Sealed Bids in one envelope which contained two separate envelopes (Technical & Financial) should reach the office of the Project Director, Extension of D-TALK & Insulin for Life Program, Health Department, Khyber Pakhtunkhwa, Peshawar on or before 25.09.2019 11:00 AM and will be opened on the same day at 12:00 Noon.

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 KPPRA Rules, 2014 (Amended to date), the lowest financially evaluated bidder (In terms of charging the lowest fee per applicant/candidate) 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 Project Director 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 Provincial Government Rules/Project Policy.**

iii) **Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers in consultation with Project Office.**

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

- v) Result of written/screening test will be provided by the testing agency within 45 days from the date of awarding the contract.

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) and Computer Based Test (CBT).

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 along with 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 Project Director, Extension of D-TALK & Insulin for Life Program, Health Department, Khyber Pakhtunkhwa, Peshawar.
- m) Firm / Agency should demonstrate availability of adequate logistical structure with adequate staffing and arrangements to mobilize professional resources.
- n) Should have setup across the Khyber Pakhtunkhwa and FATA (Newly Merged Areas) to hold written/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 Project Office.
- p) The successful bidder(s) will issue separate call letters to the candidates for written/screening 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 and legal action will be taken as per KPPRA Rules.

7. Evaluation Criteria;

Bids shall be evaluated as per KPPRA Rules 2014 (Amended to date)

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. 2 marks 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 in public sector organizations/ government departments.	20	
Total		100	100

8. Evaluation Criteria:

70 marks in technical evaluation will be the cut-off criteria. Financial bids of those firms scoring higher than 70 marks in the technical evaluation will be publicly opened. Technically qualified firm with the lowest financial bid (In terms of charging the lowest fee per applicant/candidate) 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:

The Project Director office in consonance with KPPRA Rule shall disqualify a supplier or contractor/agency if it finds at any time, that the information submitted by him concerning his qualification as supplier or contractor/agency was false and materially inaccurate or incomplete.

11. Blacklisting of suppliers and contractors:

The Project Director, Extension of D-TALK & Insulin for Life Program, Health Department, Khyber Pakhtunkhwa, Peshawar shall permanently or temporary bar, from participating in procurement proceedings, suppliers and contractors/service provider 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 Rules.

12. Address / Location:

Project Director, Extension of D-TALK & Insulin for Life Program, House#06, Hadi Lane, Old Bara Road, University Town, Peshawar. Phone# 091-2601028
