



Federal Public Service Commission

Aga Khan Road, Sector F-5/1, Islamabad, Tel: 051-9205075

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Website: www.fpsc.gov.pk

TENDER NOTICE FOR UP-GRADATION/ INTEGRATION OF EXISTING RECRUITMENT SYSTEM SOFTWARE MODULES UNDER COMPUTER BASED TESTING (CBT) PROJECT

Hiring of Software Development Firm for Up-Gradation/ Integration of Existing Recruitment System Software Modules

Federal Public Service Commission (FPSC) invites sealed bids from reputed / registered software development/IT firms for Up-gradation/Integration of FPSC's Existing Recruitment System Software Modules in line with futuristic requirements enabling transformation from Paper based legacy examination system to a modern state of the art Computer Based Testing (CBT) System.

Terms and Conditions:

- Bidding document containing detailed terms, conditions, specifications and evaluation criteria etc. is available at FPSC & PPRA websites: <http://fpssc.gov.pk> & <http://ppra.org.pk>
- Single-Stage-2-Envelope bidding method will be followed. Sealed Bids (Technical & Financial in separate envelopes duly marked) in duplicate should reach office of the undersigned on or before **11:00 AM, 31st May, 2021**. Technical proposals will be opened on the same day at **12:00 AM**.
- Pre-bid meeting will be held at FPSC on 20th May, 2021 at 01:00 PM.

(Syed Muhammad Ayub Shah)
Project Director



Federal Public Service Commission

Bidding Document

For

**Up-gradation/Integration of Existing Recruitment System Software
Modules**

Under the Project Titled

**“Computer Based Testing (CBT) for Various Test/Exam Conducted
by Federal Public Service Commission (FPSC)”**

Federal Public Service Commission

Aga Khan Road, Sector F-5/1,

Islamabad

BIDDING DOCUMENTS

For

Up-gradation/Integration of Existing Recruitment System Software
Modules

Part One

- I. Instructions to Bidders(ITB)
- II. Bid Data Sheet (BDS)

Part Two

- I. Schedule of Requirements
- II. Scope of Work
- III. Standard Forms

Federal Public Service Commission (FPSC)
Government of Pakistan

Part One

Section I. Instructions to Bidders (ITB)

Instructions to Bidders (ITB)

A. Introduction

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| 1. Name of Purchaser and address | 1.1 Federal Public Service Commission (FPSC), Aga Khan Road, Sector F-5/1, Islamabad |
| 2. Eligible Bidders | <p>2.1 General Sales Tax Registered.</p> <p>2.2 National Tax Number Registered.</p> <p>2.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan in accordance with ITB <u>Clause 31.1</u>.</p> <p>2.4 No history of blacklisting.</p> |
| 3. Cost of Bidding | 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the Bid Data Sheet, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

B. The Bidding Documents

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| 4. Content of Bidding Documents | <p>4.1 The Product required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:</p> <ul style="list-style-type: none">(a) <u>Instructions to Bidders (ITB)</u>(b) <u>Bid Data Sheet (BDS)</u>(c) <u>General Conditions of Contract (GCC)</u>(d) <u>Special Conditions of Contract (SCC)</u>(e) <u>Schedule of Requirements</u>(f) <u>Scope of Work</u>(g) <u>Bid Form and Price Schedules</u>(h) <u>Contract Form</u>(i) <u>Technical Evaluation Criteria</u> <p>4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p> |
| 5. Clarification of Bidding Documents | 5.1 A prospective Bidder requiring any clarification of the bidding documents may seek the clarification in the pre-bid meeting to be held one week before opening of the bids at FPSC HQ Islamabad. |
| 6. Amendment of | 6.1 At any time prior to the deadline for submission of bids, the |

Bidding Documents

Purchaser/Firms, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment, without substantially changing nature of procurement.

- 6.2 All bidders that have obtained the bidding documents, from the Purchaser, will be notified of the amendment in writing which will be binding on them.
- 6.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids and Bidding Procedure

- 7. Language of Bid**
 - 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet.
- 8. Documents Comprising the Bid**
 - 8.1 The bid prepared by the Bidder shall comprise the following components:
 - (a) a Bid Form, specifications and a Price Schedule completed in accordance with ITB Clauses 9, 10, and 11; and
 - (b) Bid security furnished in accordance with ITB Clause 13.
 - (c) Single stage Two envelope bidding procedure as per PPRA Rule 36 (b) will be adopted.
- 9. Bid Form**
 - 9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Product to be supplied, a brief description of the Product, quantity, and prices.
- 10. Bid Prices**
 - 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Product it proposes to supply under the contract.
 - 10.2 Prices indicated on the Price Schedule shall be delivered duty paid **(DDP)** i.e. inclusive of all applicable taxes, prices. The price of other (incidental) product, if any, listed in the Bid Data Sheet will be entered separately.
 - 10.4 The Bidder's separation of price components in accordance with ITB Clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

	10.5	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected two or more prices for a single item will be treated as non-responsive.
11. Bid Currencies	11.1	Prices shall be quoted in Pak Rupees.
12. Documents Establishing Bidder's Eligibility and Qualification	12.1	Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
	12.2	The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction: <ul style="list-style-type: none"> (a) The Bidder meets the qualification criteria listed in the Bid Data Sheet.
13. (i) Bid Security	13.1	Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
(ii) Performance Guarantee	13.2	The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 13.7.
	13.3	The bid security shall be in Pak. Rupees and shall be in one of the following forms: <ul style="list-style-type: none"> (a) Irrevocable en-cashable call-deposit/bank draft/pay order in name of the Purchaser given under ITB clause 13.1 of Bid Data Sheet.
	13.4	Any bid not secured in accordance with ITB Clauses 13.1 and 13.3 of the BDS will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 22.
	13.5	Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 14.
	13.6	The bid security may be forfeited: <ul style="list-style-type: none"> (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or (b) in the case of a successful Bidder, if the Bidder fails:

- (i) to sign the contract in accordance with ITB Clause 30;
- (ii) fails to deliver the Goods within stipulated time period as per Schedule of Requirements: Section: I – Part Two.

13.7 The bid security of the successful bidder shall be treated as performance Guarantee and retained for the whole period of service.

14. Period of Validity of Bids

14.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 20. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

14.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 13 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

15. Format and Signing of Bid

15.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

15.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

15.3 Any interlineations, erasures, or overwriting shall not be valid even if they are initialed by the person or persons signing the bid. The bid should be duly binded and each page signed/stamped by authorized person.

D. Submission of Bids

16. Sealing and Marking of Bids

16.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
- (b) bear the name indicated in the Bid Data Sheet, the Invitation for

Bids title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 20.

16.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

16.4 If the outer envelope is not sealed and marked as required by ITB Clause 16.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

17. Deadline for Submission of Bids

17.1 Bids must be received by the Purchaser at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet.

17.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17.3 Pre-bid meeting will be held on **20th May, 2021 at 1:00 pm in the conference room of FPSC HQ Islamabad.**

18. Late Bids

18.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 17 will be rejected and returned unopened to the Bidder.

19. Modification and Withdrawal of Bids

19.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 16. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.

19.3 No bid may be modified after the deadline for submission of bids.

19.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 13.7.

E. Opening and Evaluation of Bids

20. Opening of Bids by the Purchaser

- 20.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/ attendance sheet evidencing their attendance.
- 20.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 18.
- 20.3 Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 20.4 The Purchaser will prepare minutes of the bid opening.

20.5 Acceptance Criteria

QUALIFYING MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 60% pass marks (**60 marks out of total 100 as detailed in BDS (Part-D)**), will be rejected in Technical Evaluation and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 60% of the marks will be accepted in technical proposal and their financial bids will be opened.

PROVISO: Provided that if NONE exceeds the 60% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 50%. In other words, if any of the bidders exceed 60%, then the Pass Mark will NOT be decreased to 50%.

Note:

The proposal from any supplier which is blacklisted or being contemplated for blacklisting from any government entity will not be considered.

21. Clarification of Bids

- 21.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

22. Preliminary Examination

- 22.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 22.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 22.4 Prior to the detailed evaluation, pursuant to ITB Clause 23 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 13) and Taxes and Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 22.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

23. Evaluation and Comparison of Bids

- 23.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.
- 23.2 **The overall evaluation of bids will be based on 60% weight-age to the technical evaluation and 40% to the financial evaluation. Financial Bids of all the technically responsive bids shall be opened and shall be evaluated on the basis of 40 marks to be awarded to least financial bid and the remaining financial bid would be rated accordingly as per weight-age.**
- 23.3 The Purchaser's evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

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| 24. Contacting the Purchaser | <p>24.1 Subject to ITB Clause 21, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.</p> <p>24.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.</p> |
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F. Award of Contract

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| 25. Qualification | <p>25.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.</p> <p>25.2 The determination will take into account the Bidder's compliance with the qualification criteria defined in the Bid Data Sheet.</p> |
| 26. Award Criteria | <p>26.1 Subject to ITB Clause 28, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</p> |
| 27. Purchaser's Right to Vary Quantities at Time of Award | <p>27.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of Product and product originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> |
| 28. Purchaser's Right to Accept any Bid and to Reject any or All Bids | <p>28.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser will inform the affected Bidder or bidders of the grounds for the Purchaser's action, if so requested, but the Purchaser shall not be required to justify the grounds.</p> |
| 29. Notification of Award | <p>29.1 Prior to the expiration of the period of bid validity and subject to ITB Clause 29.3, the Purchaser will notify the successful Bidder in writing by registered letter, to be confirmed in writing by registered letter, that its bid has been accepted.</p> <p>29.2 The notification of award under ITB 29.1 will constitute the formation of the Contract.</p> |

29.3 The Purchaser shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract.

30. Signing of Contract

30.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

30.2 Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.

31. Corrupt or Fraudulent Practices

31.1 The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a FPSC financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a FPSC financed contract.

Section II.

Bid Data Sheet (BDS)

Bid Data Sheet

The following specific data for the product to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. The Bidding Document		
ITB 7.1	Language of the Bid	English

B. Preparation of Bids		
ITB 10.2	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation charges.
ITB 10.5	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
ITB 12.2 (a)	Qualification requirements.	The bidders are required to submit bids as per PPRA Rule 36 (b) Single Stage - Two Envelopes Procedure Therefore, the proposals will be evaluated technically first as detailed in section 20.5 above. Financial bids of only technically responsive bids shall be further taken up for evaluation as per section 23.2 above. The date of opening of financial bids for technically qualified vendors will be communicated later on.
ITB 13.1	Amount of bid security	3 % of the total quoted bid price.
ITB 13.3	Form of Bid Security	(i) The tenders found deficient of the amount as bid security compared to total bid price will not be considered. (ii) No personal cheques will be acceptable at any cost. (iii) The previous bid security will not be considered or carried forward.
ITB 14.1	Bid validity period.	Bid should remain valid for 180 days from the closing date.
ITB 15.1	Number of copies.	One original & One additional Copy.

C. Submission of Bids		
ITB 17.1	Address for bid submission.	Syed Muhammad Ayub Shah Project Director Federal Public Service Commission (FPSC) Aga Khan Road, Sector F-5/1, Islamabad Tel: 051-9210702
ITB 17.1	Pre-bid meeting	Pre-bid meeting will be held on 20th May, 2021 at 1:00 pm at FPSC HQs Islamabad in the Conference Room.
ITB 17.1	Deadline for bid submission.	31st May, 2021 at 1100 Hours

D. Opening and Evaluation of Bids		
ITB 20.1	Time, date, and place for bid opening.	31st May, 2021 at 1200 Hours Federal Public Service Commission (FPSC) Aga Khan Road, Sector F-5/1, Islamabad Tel: 051-9210702
ITB 20.5	Criteria for bid evaluation.	<p>Preliminary scrutiny (Initial Screening) of technical bids will be done on the basis of following parameters which are pre-requisites; non-compliance of any of following clause shall disqualify the vendor straight away. Please provide copies of relevant documents in support of below mentioned screening criteria.</p> <ol style="list-style-type: none"> Certificate of Company/Firm Registration / Incorporation under the laws of Pakistan. Valid Income Tax Registration Valid General Sales Tax Registration (Status = Active with FBR) Affidavit on stamp paper (original and latest) of Rs. 100/- showing that bidder is not black listed from any government department and no suit is pending in any court of law in Technical proposal. Bid security (in desired shape and amount) in Technical proposal. Firm has at least ten full time relevant technical resources for last three years including Project Manager, System Architect, DBA and software developer etc. The bidder must have legal presence in Pakistan. Must have office(s) in Rawalpindi/Islamabad (provide addresses). The bidder must submit the Annual Audited Report/statements for the last 03 financial years.
Evaluation criteria.		
A	Financial Aspects and Past Experience (Marks=30)	
i)	Average Annual turnover for the last three financial years commencing from 1 st July and ending on 30 th June for each year. (Max 10 Marks)	<ul style="list-style-type: none"> Average annual turnover of the bidder for the last three years (upto Rs. 25 million = 2 marks, upto Rs. 50 million = 5 marks, upto Rs. 75 million = 7 marks, upto 100 million or above = 10 marks) No marks if average annual turnover is less than Rs. 5 million. <p>Audited financial statements for last three financial years shall be submitted.</p>
ii)	COMPLETED PROJECTS (cost not less than Rs. 5 million) of Similar Nature of (Max Marks 20) *similar nature means design,	<p>7-8 or above projects=20 marks 5-6 projects=15 marks 3-4 projects = 10 marks 1-2 projects=5 marks</p> <p>For Completed Projects, Completion Certificate OR</p>

	development, implementation and support of IT solutions to public or private clients	<i>Contract Agreement of respective project is mandatory indicating Project Cost and relevant reference reference/contact information. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of project is Not attached.</i>
B	Quality Parameters (Marks = 10)	
	ISO 9001	5
	ISO 27001	5
C	Technical HR Aspects (Marks=30)	
	Project Manager (Max Marks 5)	Relevant experience in Public Sector. Minimum 10 years experience (Resume along with their Certification, if any)
	System Architect of proposed Solution (Max Marks 5)	Proposed Solution certified architect in Public Sector Minimum 10 years experience (Resume along with their Certification, if any)
	Developer / Designer of Quoted Solution (Max Marks 10)	Proposed Tools Certified Designer / Developer (Resume along with their Certification, if any (2 marks for each developer/designer)
	Certified Database Administrator/ Developer (Max Marks 5)	DB certified Administrator/Developer Minimum 5 years experience (Resume along with their Certification, if any)
	Trainer of proposed Solution (Max Marks 5)	Proposed Solution Trainer Minimum 5 years experience (Resume along with their Certification, if any)
	Detailed Resource Allocation Plan to support Project Plan at 'C' and CVs are a mandatory Requirement	
D	Presentation and Overall Work Methodology(30 Marks)	
Technical 20%		<ul style="list-style-type: none"> ▪ Use of proven standards for the software and middleware ▪ Use of proven Technology for easy maintenance of software and plug & play configuration. ▪ Service Oriented Architecture. (Integration with other services / Functions of Government Departments). ▪ Implementation of security standards where applicable. ▪ Technical Documentation including Change Management Plan/BPR/User Manuals and Technical Documents
Functional 25%		<ul style="list-style-type: none"> ▪ Easy access of data according to different roles and rights of access. ▪ Maintenance of application feature by using customizable GUI. (Plug & Play) ▪ Prototypes of the system ▪ Scalability up to 5000+ users. ▪ Multi Language Support (English & Urdu) where demanded. ▪ Searching of all contents/data from the software ▪ Generate Analytical Reports for higher management ▪ Workflow audit trail and approval history ▪ Use of Version control for the software application

	<ul style="list-style-type: none">▪ Suggestions / Recommendations for improvements in the requirements of the client▪ Software/user documentation plan and identification of documents at completion of each Phase								
Business 15%	<ul style="list-style-type: none">▪ Adequacy of work plan including staffing and methodology (Project Schedule/Plan) e.g. timelines vs. milestones▪ Strategy for implementation of Security Standards during development / implementation▪ Easy in-house management/maintenance (minimum future dependency on vendor)▪ Proposal of alternative paper-based process for applications in event of system outage▪ Integration and expansion to add new features (Future requirements analysis and easy integration)▪ Comprehensive maintenance and support plan▪ Comprehensive training plan by certified trainers								
Support/Training/Risk 20%	<ul style="list-style-type: none">▪ Support/maintenance plan during warranty period.▪ Both End user and technical user trainings and training plan.▪ Proprietary issues (Source Code)▪ Identification of potential risks and mitigation strategy								
Related Experience with specifics (References) 20% (2 marks for each project completed, Maximum 5 latest projects of similar nature)	GOP: How good are their references regarding their experience with GOP with their specific solution Solution: How good are their references regarding their experience with the solution Company: How well can one rate their company regarding size ability to support, etc.								
Note: Verifiable documentary proof for all above requirements and criteria Marks are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.									
E. Technical and Financial Evaluation of Bids									
Technically responsive bids shall be evaluated as per following method to finalize the lowest evaluated bid									
	<table><tr><td></td><td>Technical Evolution(marks)</td><td>Financial Evaluation (Marks)</td><td>Total</td></tr><tr><td>ITB 23.2</td><td>60</td><td>40</td><td>100</td></tr></table>		Technical Evolution(marks)	Financial Evaluation (Marks)	Total	ITB 23.2	60	40	100
	Technical Evolution(marks)	Financial Evaluation (Marks)	Total						
ITB 23.2	60	40	100						
F. Award of Contract									
ITB 27.1	Percentage for increase or decrease of quantity of work	As per provision of PPRA Rules							

Part Two

- I. Schedule of Requirements
- II. Scope of Work
- III. Standard Forms

I. Schedule of Requirements

I. Schedule of Requirements

A schedule describing milestones with timelines is proposed based on rapid progress attained on similar nature projects. This schedule is in commensuration with other parts of the CBT Project and therefore calls for complete adherence to avoid delay caused to the dependencies. The milestones however can be attained in parallel and a different project planned with the outcomes attained within the specified timelines can be proposed by the firm with due justifications. Four prongs of four major components of the system are proposed to proceed in tandem attaining overall completion timeline to be 48 weeks (12 months). An off the shelf solution or customizable solution therefore may take even less time logically and shall be considered.

Milestones	General Recruitment	Competitive Examination	Unified Examination	Official Website	Management Modules	Timelines (Weeks)
	Weightage (%age)	Weightage (%age)	Weightage (%age)	Weightage (%age)	Weightage (%age)	
Design & Prototyping	4	4	3	2	2	8
Preparation of necessary documents i.e. Software Requirement, User Experience, Software Architecture Design, Quality Assurance, Source Code, Maintenance & help, End-User manuals, System Administrator, Technological roadmap etc.	4	4	4	4	2	6
Development of system with seamless Integration	6	6	6	6	2	10
Implementation, Testing & Training	4	4	3	2	2	10
Historic and current Data Migration	5	2	1	2	1	4
Go Live	3	2	1	2	1	4
Receipt of all necessary documents	1	1	1	2	1	6
Total (in %age)	27	23	19	20	11	48
Note: Support/ Operations and Maintenance	Technical support and maintenance will be required for 2 years after Go Live					

II. Scope of Work

2. Scope of Work

Up-gradation/Integration of Existing Software Modules with Computer Based Testing (CBT) System

2.1 Introduction:

FEDERAL PUBLIC SERVICE COMMISSION (FPSC) is the apex recruiting agency of the federal government. There are two streams for induction/selection of candidates for various posts i.e. through General Recruitment (GR) and Competitive Examinations (CE). Appearance of candidates in examinations/tests conducted for both the streams is mandatory. Competitive examination for CSS comprises subjective questions along with Multiple Choice Questions (MCQs). The test for posts in BS-16 and 17 of GR are MCQs based. However, the tests for posts in BS-18 and above are subjective. Competitive examination for CSS is conducted on annual basis, whereas the tests for GR are conducted on quarterly basis round the year.

Thousands of candidates apply for the advertised posts and appear in the examination/tests. The selection of suitable professionals/technical officers entails a long process. Holding of test/written examination and result generation consumes a reasonably long time. The questions for tests/examinations are set by examiners/subject specialists requiring extensive liaison with the said examiners by the officers/officials of FPSC. In order to address the above said issues, FPSC intends to develop question databank that will become basis of computer based testing. Accordingly, up-gradation of existing application and integrating it with CBT module is inevitable.

2.2 Objectives

FPSC has already developed its online recruitment system for automation of various business processes of recruitment cycle for efficiency enhancement. In the existing system the tests are being conducted manually on OMR Sheets/answer books and most of the pre-exam activities are automated. Now the Commission has decided to shift from paper based examination to computer based testing through development project. For the purpose, FPSC invites proposals from firms/companies having a legal presence in Pakistan for up-gradation/integration of Existing Online Recruitment System software with Computer Based Testing (CBT) System being developed under the ongoing project at Federal Public Services Commission, Islamabad. The objective is to upgrade existing modules to latest tools and technologies, Customized development, configuration and installation, basic data entry, integration with other modules through interfaces, testing, end users training, support and maintenance, migration of current/historic data etc.

Project focuses towards achievement of above mentioned objective through implementation of Management Information System at FPSC, Islamabad, to improve management services through informed decision making and efficient use of available resources including human, technical and financial.

2.3 Scope of work

FPSC is interested in developing a software application in order to assist the management of the FPSC for effective Planning, Implementation, Monitoring of Tests/Examination conducted by the Commission. The following modules of the existing software are required to be upgraded with enhanced features as per detail tabulated below;

Modules	Key Functionalities	
1- General Recruitment	1.1	Requisitions Registration, Search, Statistics and Current Status
	1.2	Consolidate, prepare advertisements from approved requisitions and re-advertisements of unfilled vacancies
	1.3	Recruitment Rules Registration, Search, Comparative Statement Sheet
	1.4	Quota Roster Registration, Search Vacant Post List for Circulation (availability of jobs planner)
	1.5	Migration of advertisements to live/production server
	1.6	Registration of applicant and management of his/her online profile i.e. Personal, Education, Experience, Fee etc.
	1.7	Online Application Submission
	1.8	Automated data migration between production and local system
	1.9	Up-gradation of existing website for converting it to an interactive web portal incorporating eCase flow management including eCase files, workflows, attachments, noting, actions, search / trail, statistics etc.
	1.10	Preparation of pre- exam reports i.e. Center/ Batch Wise Statements, Test Scheme, Time Table, Halls Registration, Center/Batch/Case wise Hall Allocation of candidates, Admission Certificates (and their online availability) and Attendance Sheets/Lists etc.
	1.11	Integration of CBT results and preparation of Merit List
	1.12	Marksheet generation for all types of test/exam
	1.13	Receipt of online requests/document for recounting of marks
	1.14	Online submission of required documents for short listing of candidates for interviews with provision/module for Scrutiny of documents vis-à-vis advertised condition of vacancy and as per criteria of scrutiny used by T&S dte.
	1.15	Registration of Subject Specialists, Interview Panel
	1.16	Scheduling of Personal Hearings of Rejected Candidates and Interviews of Shortlisted Candidates and modifications thereof
	1.17	Generation of Bio-data summary of Candidates
	1.18	Generation of Final Merit List
	1.19	Intimations to candidates through SMS/Email/Profile/ Push notifications on major milestones
	1.20	Generation of all pre and post examination related correspondences/letters with Ministries/Divisions / Subject Specialists/ Candidates etc. as per templates
	1.21	Ministries/Divisions/Candidate case tracking during major milestones
	1.22	Historic/current data migration into new system
	1.23	Android/ios app development for Online Application Submission and Tracking
	1.24	Incorporation of all reports included in FPSC Annual-Report into new application software
	1.25	Provisions regarding Biometric capturing, Online fee Payments
	1.26	Management of Non-Joiner and allocation of alternate candidates from reserved merit list

2. Competitive Examination	2.1	Requisitions Registration, Search, Statistics and Current Status
	2.2	Migration of advertisement to live/production server
	2.3	Registration of applicant and management of his/her online profile i.e. Personal, Education, Experience, Subjects, Group selection, Fee Details and Uploading of required documents etc. with provision/module for Documents Scrutiny
	2.4	Online Application Submission
	2.5	Automated data migration between production and local system
	2.6	Up-gradation of existing website for converting it to an interactive web portal incorporating eCase flow management including eCase files, workflows, attachments, noting, actions, search / trail, statistics etc.
	2.7	Preparation of pre-exam reports i.e. Center/ Batch Wise Statements, Time Table, Halls Registration, Center/Batch/Subject wise Hall Allocation of Candidates, Admission Certificates (and their online availability) and preparation of Attendance Sheets/Lists etc.
	2.8	Scrutiny of documents
	2.9	Integration of CBT results for MCQ part
	2.10	Generation of marksheet
	2.11	Receipt of online requests/document for recounting of marks
	2.12	Scheduling of Personal Hearings of Rejected Candidates, Medical, Viva Voce, Interviews & Psychological Assessment of Written Qualified Candidates
	2.13	Vacant Seat Management and Quota circulations
	2.14	Group Allocation of Qualified Candidates (Based on Result Form Secrecy) as per laid down policy of the Government
	2.15	Intimations to candidates through SMS/Email/Profile/ Push notifications on major milestones
	2.16	Generation of all pre and post examination related correspondences/letters with Ministries/Divisions / Candidates etc. as per templates
	2.17	Candidate case tracking during major milestones
	2.18	Historic/current data migration into new system
	2.19	Android/ios app development for Application Submission and Tracking
	2.20	Incorporation of all reports included in FPSC Annual-Report into new application software
	2.21	Provisions regarding Biometric capturing, Online fee Payments
	2.22	Record of Medical Examination, Police Verification and Psychological Assessment
	2.23	Report on unfilled seats quota wise over the years

3. Unified Examination Module (UEM)	3.1	Exam Type Generator i.e. FPOE, SOPE, Civil Judges, AD Survey of Pakistan, Gilgit-Baltistan Competitive Examinations, Internal Recruitments, Psychological Assessments & Situational tests etc. With additional types definable.
	3.2	Requisitions Registration
	3.3	Candidate Profile (Profile Application, Non-Profile Application)
	3.4	Consolidate and prepare advertisements from approved requisitions
	3.5	Recruitment Rules Registration, Search, Comparative Statement Sheet and Check Sheets for determining primary suitability of the candidate
	3.6	Quota Roster Registration, Search Vacant Post List for Circulation
	3.7	Migration of advertisements to live/production server
	3.8	Registration & management of Candidate's online profile i.e. Personal, Education, Experience, Fee Details etc. In line with any modern system including picture and scanned copies of documents / testimonials etc.
	3.9	Candidate's Dash Board showing posts applied for results / outcomes and progress tracking etc.
	3.10	Online Application Submission
	3.11	Automated data migration between production and local system
	3.12	Marksheet generation for all types of test/exam
	3.13	Receipt of online requests/document for recounting of marks
	3.14	Preparation of pre-exam reports i.e. Center/ Batch Wise Statements, Time Table, Halls Registration, Center/Batch/Subject wise Hall Allocation of Candidates, Admission Certificates (and their online availability) and preparation of Attendance Sheets/Lists etc.
	3.15	Online submission of required documents for shortlisting of candidates for interviews with provision/module for Documents Scrutiny vis-à-vis advertised conditions of vacancy and criteria being used by respective Wings/directorate
	3.16	Automated Preliminary Scrutiny and suitability determination / Specific Questions Designed for the Purpose with other possible options.
	3.17	Scheduling of Psychometric, Medical, Viva Voce and other exams
	3.18	Scheduling of Personal Hearings of Rejected Candidates and Interviews of Shortlisted Candidates
	3.19	Generation of Final Merit List and re-allocation on unfilled seats
	3.20	Intimations to candidates through SMS/Email/Profile/ Push notifications on major milestones

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Note: All the modules must be supported with a Multi-User, Multi-Authorization System

2.3.1 Tool/ Technology

The methodology would include the use of latest tools to develop web/Android/IOS application and to make the portal attractive and informative. The vendor shall follow the industry best practices for the development of the application. As existing application is developed in core PHP with ORACLE, therefore, up-gradation/integration work may be carried out using following tools;

- i. Core PHP/ Framework i.e. Laravel etc. preferable
- ii. ORACLE as backend database management system

2.4 General guidelines

- a) Third party hardware and software requirements would be clearly identified in the proposal along with all cost including license fee.
- b) Comprehensive project plan is critical to the success of the project. A comprehensive project plan is to be prepared by the bidders. Project plan and approach (definition, methodology, technology, implementation, timeline, team, maintenance and support plan) needs to be submitted with the proposal. The plan should clearly define roles and responsibilities of vendor and FPSC.
- c) The plan must clearly show the following:
 - Activities
 - Duration of each activity
 - Stages
 - Milestones
 - Deliverables
 - Reports and meetings

2.5 Deliverables

Tentative deliverables shall include (but not limited to) the following:

- i. Tentative Project Plan.
- ii. Approved Requirement Specification Document.
- iii. Functional Requirements.
- iv. Design Documents/Information Architecture & flow.
- v. User Interface Design.
- vi. Fully functional Software as per scope of work along with source code of the complete solution in all respects as required by FPSC.
- vii. Test cases and User acceptance testing of software modules.
- viii. Deployment & Hosting Plan along with specifications of requisite hardware/bandwidth.
- ix. Maintenance Plan.
- x. Technical/Training Manual (Configuration / Administration) & Trainings to FPSC officers/officials.
- xi. User Manuals
- xii. Report on successful migration of the historic data, currently available in Oracle, to new database.
- xiii. Complete security/ vulnerability report of complete solution using international best standards/tools

- xiv. The online component of software should handle at least 50,000 concurrent users at peak load.
- xv. All the modules will be providing multiple user access controls / authentication for different users and wings of the Commission.
- xvi. Detail of the technology platform to be used and related certificates and licenses etc.

Note:

- Changes in any of the above items during the contract period must be communicated in writing and pre-approved by FPSC.
- FPSC shall retain the ownership of the Source code & documentation developed during the application development / maintenance life cycle.
- Vendor shall provide a complete source code (in editable format), configuration files and related documentation to FPSC at the time of commissioning of the application.
- Any other module, requirement, functionalities, reports and enhancements can be added at any stage during development phase before final acceptance of the project and within maintenance period.
- Client will reserve the right to make changes in the code.

III. Standard Forms

1. Bid Form/Cover Letter

Date: _____
No: _____

To:

*Syed Muhammad Ayub Shah,
Project Director (CBT)
Federal Public Service Commission,
Aga Khan Road, Sector F-5/1,
Islamabad.*

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the product* in conformity with the said bidding documents for the sum of Rs. _____.

We undertake, if our Bid is accepted, to deliver the product in accordance with the delivery schedule specified in the Schedule of Requirements and Scope of Work.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Purchaser according to Clause 13.6 of Instructions to Bidders.

We also agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause 20 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2. Price Schedule

Name of Bidder _____

Milestones	General Recruitment		Competitive Examination		Unified Examination		Official Website		Management Modules		Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
	Weightage (%)	Timelines (Weeks)	Weightage (%)	Timelines (Weeks)	Weightage (%)	Timelines (Weeks)	Weightage (%)	Timelines (Weeks)	Weightage (%)	Timelines (Weeks)		
Design & Prototype	4	8	4	8	3	8	2	8	2	8		
Preparation of necessary documents i.e. Software Requirement, User Experience, Software Architecture Design, Quality Assurance, Source Code, Maintenance & help, End-User manuals, System Administrator, Technological roadmap etc.	4	6	4	6	4	6	4	6	2	6		
Development of system/ Integration	6	10	6	10	6	10	6	10	2	10		
Implementati on/ Testing & Training	4	10	4	10	3	10	2	10	2	10		
Historic/ current Data Migration	5	4	2	4	1	4	2	4	1	4		
Go Live	3	4	2	4	1	4	2	4	1	4		
Receipt of necessary documents	1	6	1	6	1	6	2	6	1	6		
Total (in %age)	27	48	23	48	19	48	20	48	11	48		
Support/ Operations and Maintenance	Technical support and maintenance will be required for 2 years after Go Live											
Total												

Total amount of Bid in Figures-----

Total amount of Bid in words-----

Signatures of authorized person-----

--End of Document--