



Central Directorate of National Savings

Request for Proposal (RFP)

For

**Hiring of Services of Firm for Managing Writtens/ Skill
Tests for Recruitment against Vacant Posts**

Government of Pakistan

Ministry of Finance

www.savings.gov.pk

August, 2024



Say No to Corruption

TENDER NOTICE

Central Directorate of National Savings (CDNS), invites Bids through PPRA e-Pak Acquisition & Disposal System (EPADS) to hire the services of an experienced and well-reputed Firm registered with taxation and other relevant authorities for managing written/ skills tests of approximate 54,300 applicants across Pakistan for recruitment against various posts.

2. The detailed Request for Proposal (RFP), which would be the integral part of this Tender may be obtained from the undersigned during office hours or can be downloaded from www.savings.gov.pk or www.ppra.org.pk.

3. The Tender shall be carried out under Rule-36(b) of Public Procurement Rules, 2004. Bidders are required to submit their bids through PPRA EPADS (www.eprocure.gov.pk), however, the bid security in original amounting to Rs.300,000/- in shape of Pay Order / Demand Draft / CDR / Cashier Cheque only, issued from any bank operating in Pakistan in favour of Director General, CDNS, Islamabad must be delivered on below mentioned address before bid submission date & time. Bid must be submitted on or before **04.09.2024 upto 11:00 a.m.** Bids will be opened on the same day at 11:30 a.m. at Conference Room of Central Directorate of National Savings (CDNS), 23-N, Savings House, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.

4. The CDNS reserves the right to reject any / all or a part of bids prior to the acceptance of a bid or proposal, for which reason (s) may be conveyed if desired in writing as per PPRA Rule-2004.

5. For any query related to this tender notice, please feel free to contact the undersigned.

(Ishtiaq Ahmad)
National Savings Officer (P&L),
Central Directorate of National Savings (CDNS),
23-N, Savings House, G-6 Markaz,
Islamabad.
051-9215744



PART 1

INSTRUCTIONS TO THE BIDDERS



SECTION I - INSTRUCTIONS TO BIDDERS (ITB)

1. Scope of Bid.

Central Directorate of National Savings, having its principal place of business at 23-N, Savings House, G-6 Markaz, Islamabad hereinafter called the “Central Directorate of National Savings” or “CDNS” or “Procuring Agency”, issues this Tender Notice to invite Proposals (Technical & Financial) under Rule 36(b) of Public Procurement Rules, 2004 to hire the services of an experienced and well-reputed Firm registered with taxation and other relevant authorities for managing written/ skills test of approximately 54,300 applicants across Pakistan for recruitment against various posts.

2. Eligible Bidders.

Only experienced and well-reputed Firm registered or licenced by Securities & Exchange Commission of Pakistan (SECP), registered with Tax Authorities, can participate in the bidding process. Bidder who has violated the law of land of any country and recorded in any sanctions list or black listed by any authority/ organization will not be eligible to participate in the bidding/ procurement process.

3. One Bid per Bidders

Each Bidder shall submit only one bid; a bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder’s participation to be disqualified.

4. Bid Security.

A Bid Security equivalent to PKR 300,000/- (Rupees Three hundred thousand only) is required in the shape of Pay Order/ Demand Draft/ CDR/ Cashiers Cheque only, issued from any bank operating in Pakistan in favour of Director General, Central Directorate of National Savings, Islamabad . Bids without bid security will be rejected.

5. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and CDNS will in no case be responsible or liable for those costs.

6. Clarification of RFP.

A prospective Bidder requiring any clarification of the RFP may contact the Procuring Agency through PPRA EPADS. In accordance with provision of Rule 31 of PPRA Rules, 2004, if a Bidder feels that any important provision in the RFP is unacceptable; such an issue should be raised as soon as possible through EPADS.

7. Deadline for submission.

The deadline for submission of Bids shall be **04.09.2024 up to 11:00 a.m.**

8. Bids Opening.

Bid will be opened at 11:30 a.m. on same day at CDNS Conference Room in the presence of the bidders or their representatives who wish to attend the bid proceedings.

9. Method of Bid Submission.

The Proposals must be submitted online through PPRA EPADS (www.eprocure.gov.pk) as per schedule i.e. on **04.09.2024 upto 11:00 a.m.** Bidding process will be carried out as per Rule-36(b) of Public Procurement Rules, 2004.



PART II

INTRODUCTION OF THE ORGANIZATION AND DESCRIPTION OF SERVICES REQUIRED



SECTION II – INTRODUCTION TO ORGANIZATION

2.1 Introduction

2.1.1 CDNS is defined as an Attached Department of Finance Division as per Schedule III of Rules of Business, 1973 (issued by Federal Government in exercise of the powers conferred by Articles 90 and 99 of the Constitution of the Islamic Republic of Pakistan). Key Role of CDNS is to formulate policies on National Savings Schemes (NSSs) and offer it to public under following administrative infrastructure. There are more than 350 NSCs across the county which offers NSS to public. These offices are administratively controlled by 12 Regional Directorates supported by more than 38 auxiliary offices.

2.1.2 Administratively, CDNS and its offices are distributed into twelve Regions i.e. Regional Directorates of National Savings (RDNS), Abbottabad, Bahawalpur, Faisalabad, Gujranwala, Hyderabad, Islamabad, Karachi, Lahore, Multan, Peshawar, Quetta & Sukkur. Furthermore, there are 12 Regional Accounts Offices, 12 Zonal Inspection & Audit Offices, 15 National Savings Treasuries, 02 Training Institutes, Directorate of Inspection & Audit, Islamabad working under CDNS.



SECTION III – DESCRIPTION OF SERVICES

3.1 Description of Services

CDNS has advertised various vacant posts in BPS-11 to BPS-14 in National Dailies on 26.05.2024 and 22.06.2024 and initiated online applications. In response, approximately **54,300** candidates have applied for the vacant posts. CDNS requires services of experienced and well-reputed Firm registered with taxation and other relevant authorities for managing written/ skills test of abovementioned number of applicants as per scope of work detailed blow:

3.2. Scope of Work

- 3.2.1 The Firm shall be responsible to coordinate with CDNS to develop the “Guidelines for Candidates”, which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written test.
- 3.2.2 The Firm shall be required to conduct skill test i.e. Shorthand & typing Test for the post of Steno Typist (BPS-14) in addition to the Written Test.
- 3.2.3 CDNS will provide the data / information of above-mentioned candidates, in soft form to the selected Firm.
- 3.2.4 The Firm shall develop a valid and reliable database for maintaining the record of all applicants against each posts. This database shall be classified information and will not be used for any purpose other than for CDNS. The Firm shall process the data as per their proposal and assign an Application No. and Roll Number to the candidates.
- 3.2.5 The Firm shall be responsible for answering any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve / guide the candidates in case of any difficulty / ambiguity faced by them by maintaining a valid telephone number facility besides emails, SMS etc.
- 3.2.6 Lists of candidates along with their roll number and test venue details etc. shall be uploaded on the Firm’s website as well as on CDNS website well in time before the test date. Also SMS and/or emails (if applicable) will be sent to each candidate informing him/her of the particulars mentioned on roll number slips so as to ensure his/her participation in the Test.
- 3.2.7 The Firm shall issue Roll No. / ID No. to the candidates to hold their test. The Firm shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- 3.2.8 The Firm shall arrange test centers / examination halls through its own resources at 12 desired test cities and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
- 3.2.9 The Firm will set and print multiple series objective type test booklet. Four different sets of Question Papers (i.e. A, B, C, & D) should be prepared by the firm as per syllabus provided by CDNS. Each set of question paper should consist of same questions but with different serial numbers. The selected Firm shall be responsible to prepare model paper & share it with CDNS. The final paper must be in accordance with the model paper. The



Firm will however, ensure the secrecy of the final test paper and not share it with any employee of CDNS or any other person in advance.

- 3.2.10 The Firm shall also design Optical Marks Recognition (OMR) answer sheets or equivalent for each set of question paper and print OMR sheets. The answer keys must be uploaded on the selected Firm's as well CDNS website on the same date in which written test would be conducted.
- 3.2.11 The Firm shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/ Test centers under foolproof security. The arrangement of such security shall be responsibility of the Firm.
- 3.2.12 Sorted result of test against each post may be shared with CDNS both in Soft and Hard form as per requirement of CDNS.
- 3.2.13 The Firm shall also take attendance sheets from each center and ensure the identity of the candidate via CNIC etc. The selected Firm shall share all documents and data relevant with the selection process in both hard copy and soft copy format as per requirement of CDNS.
- 3.2.14 The Firm shall print and display instructions for candidates at each test center at prominent places.
- 3.2.15 The selected Firm must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of the Firm as the result of written test is a prime determinant for final selection. The Firm shall allow presence of authorized officers from CDNS (if required by CDNS) at each testing centers during the test for effective monitoring of arrangements for conducting the test.
- 3.2.16 The selected Firm shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- 3.2.17 Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the Firm.
- 3.2.18 The selected Firm shall, on demand, provide an authentic and legible copy of candidate's answer sheet to CDNS after announcement of the written test result.
- 3.2.19 The Firm shall be bound to provide original or authentic copy (whichever is applicable) of any record related to this Recruitment if required by the CDNS.
- 3.2.20 The selected Firm shall conduct Written Test of the candidates at the following desired locations as per following number of candidates mentioned against each:

| S# | Test Center | ANSO | STENO | LIB ASST. | JNSO | Total |
|----|-------------|------|-------|-----------|------|-------|
| 1 | Peshawar | 901 | 1640 | 7 | 2089 | 4637 |
| 2 | Abbottabad | 143 | 255 | 1 | 415 | 814 |
| 3 | Islamabad | 2488 | 4462 | 292 | 5417 | 12659 |
| 4 | Gujranwala | 175 | 325 | 2 | 458 | 960 |
| 5 | Lahore | 1366 | 3298 | 35 | 3310 | 8009 |
| 6 | Faisalabad | 529 | 1017 | 2 | 1557 | 3105 |
| 7 | Multan | 753 | 1176 | 11 | 2104 | 4044 |
| 8 | Bahawalpur | 357 | 530 | 4 | 984 | 1875 |



| | | | | | | |
|----|--------------|--------------|---------------|--------------|---------------|---------------|
| 9 | Sukkur | 795 | 1197 | 775 | 2063 | 4830 |
| 10 | Hyderabad | 777 | 1429 | 682 | 2217 | 5105 |
| 11 | Karachi | 966 | 1882 | 491 | 1983 | 5322 |
| 12 | Quetta | 651 | 868 | 11 | 1406 | 2936 |
| | Total | 9,901 | 18,079 | 2,313 | 24,003 | 54,296 |

3.2.21 The selected Firm shall provide a post wise list for the candidates taking written test in decesnding order of obtained marks **within Ten (10) days** after conducting Test.

3.2.22 The selected Firm shall deliver services within **Sixty (60) days** after signing the contract.



PART III

**GENERAL TERMS AND CONDITIONS, FORCE MAJURE AND
AMICABLE SETTLEMENT**



SECTION IV: TERMS OF REFERENCES, FORCE MAJURE AND AMICABLE SETTLEMENT

4. General Terms Of Refernces (TORs)

- 4.1.1 The Proposals must be submitted online through PPRA EPADS (www.eprocure.gov.pk) as per schedule i.e. on **04.09.2024 upto 11:00 a.m.** Bidding process will be carried out as per Rule-36 (b) of Public Procurement Rules, 2004.
- 4.1.2 Bidders are required to submit bid security in original amounting to Rs.300,000/- in the shape of a Pay Order / Demand Draft / CDR / Cashier Cheque only, issued from any bank operating in Pakistan in the favour of Director General, CDNS, Islamabad must be delivered to National Savings Officer (P&L), CDNS on mentioned address on bid submission date & time, without which the proposal shall not be entertained / accepted and be rejected straight away.
- 4.1.3 Documentary evidences of technical proposals must be provided with proper page marking and referencing to relevant documents/ evidences in the summary/ title page etc.
- 4.1.4 The bid security of unsuccessful bidder will be returned without any interest, as promptly as possible: however the bid security of the 2nd lowest bidder will be return on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
- 4.1.5 CDNS reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance as per PPR-33 of PPRA-Rules 2004.
- 4.1.6 Bids received through fax/Telex/email and after due date/ time will not be entertained.
- 4.1.7 All applicable taxes will be deducted as per rules and shall be the responsibility of the bidder.
- 4.1.8 Any delay in conducting the written test and sharing of results with CDNS will attract penalty of 0.25 % per day of the total contract price. In case of any other shortcomings found on part of Firm during the entire project period, a penalty up to 03% (Three Percent) of total contract price may be imposed by the CDNS besides taking any other corrective measures.
- 4.1.9 CDNS shall have the exclusive rights to surprise check any test center where test would be conducted on the written test day.
- 4.1.10 Poor compliance of any requirements and guidance mentioned in this tender may affect the ranking of bid, therefore it is advised to prepare proposal very carefully otherwise no claim shall be entertained.
- 4.1.11 The Competent Authority may reject all bids or proposals at any time prior to acceptance of a bid or proposal.
- 4.1.12 CDNS shall have the right to contact clients of the Firm to verify performance of the Firm.
- 4.1.13 CDNS shall have the right to contact the complainant regarding the details of the complaints against the Firm.
- 4.1.14 Each page of the bid must be signed and stamped by authorized officer of Firm.
- 4.1.15 No document will be accepted after bids submission timelines/ Deadlines, however CDNS may ask the bidder for any clarification.



- 4.1.16 Relative marking will be observed for Evaluation Criteria.
- 4.1.17 100% payment (on part of CDNS) will be made against satisfactory performance of the Firm and successful completion of required services. CDNS may require from the Firm, the authentic copy of attendance Sheet, OMR answer sheet of candidate, along with Invoice besides other relevant document (if required to avoid undue payment). It may be noted that CDNS will pay only for those candidates who actually appeared in the Test.
- 4.1.18 The Firm will be responsible for all taxes/ duties on transactions and/ or income, which may be levied by government from time to time.
- 4.1.19 The selected Firm will sign the Contract with Government through CDNS, for which draft may be obtained from CDNS, within seven (07) days of issuance of work order/ acceptance letter.
- 4.1.20 The successful bidder shall be required to submit an un-conditional and irrevocable Performance Guarantee in shape of Bank Performance Guarantee (PBG), equivalent to 05% (five percent) of the total contract value valid till the completion of contract from the date of signing of agreement. The PBG may be released after successful completion of contract period.
- 4.1.21 The PBG shall be submitted on or before raising invoice(s). This PBG shall be issued by any scheduled bank operating in Pakistan and the value for the outstanding deliverables of the contract will remain valid until the final and formal termination of Contract by CDNS.
- 4.1.22 The CDNS may forfeit the PBG if the bidder`s performance found to be poor or bidder breaches any of its obligations under the contract agreement or published tender notice/ TORs besides considerations for black listing the selected Firm or any other action taken under the law or all or waive off all or partially based on sound justification that may be beyond Firm normal control, provided by the Firm and up to the satisfaction of CDNS but the decision in this regard would be at sole discretion of the CDNS and in no way, the Firm may consider it as its Right.
- 4.1.23 CDNS reserves the right to recover penalty by adjusting the payment to be made to the Firm or from the PBG. In case recovery is made through PBG then the Firm is bound to resubmit without loss of time, the full bank guarantee provided that the agreement is not terminated. However, CDNS reserves the right to relax the penalty if it is satisfied by the written reasoning and justifications provided by Firm that may fall beyond their control or in case of force majeure. In any case relaxation of penalty rests with the satisfaction of CDNS.
- 4.1.24 This Tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan. The Government of Pakistan and all bidders responding to this Tender and parties to any contract executed pursuant to this Tender shall submit to the exclusive jurisdiction to **Courts at Islamabad**.
- 4.1.25 The ownership of all products and services rendered under any contract arising as a result of this Tender will be the sole property of CDNS.
- 4.1.26 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances within five (05) days after issuance of Final Evaluation report to the Grievance Redressal Committee of CDNS.



The Grievance Redressal Committee for the purpose is already notified at EPADS as well as PPRA Website.

4.1.27 Non-compliance of any clause/article of this tender, concealment or sharing misleading facts may lead to disqualify the bidder(s) at any stage from bidding process.

4.2. Disclosure/ Integrity Pact

4.2.1 The Firm hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

4.2.2 Without limiting the generality of the foregoing the Firm represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

4.2.3 The Firm will certify that it will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

4.2.4 The Firm accept full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It will agree that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

4.2.5 Notwithstanding any rights and remedies exercised by GoP in this regard, the firm will agree to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by supplier as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other **obligation or benefit in whatsoever form GoP.**



4.3. Force Majeure

A “Force Majeure Event” shall mean act of God or any event or circumstance or combination of events or circumstances that are beyond the control of a Party and that on or after the date of signing of the Agreement, materially and adversely affects the performance by that Part of its obligations or the enjoyment by that Party of its rights under or pursuant to the Agreement; provided, however, that any such event or circumstance or combination of events or circumstances shall not constitute a “Force Majeure Event” within the meaning of this Section to the extent that such material and adverse effect could have been prevented, overcome, or remedied in whole or in part by the affected Party through the exercise of due diligence and reasonable care, being understood and agreed that reasonable care includes acts and activities to protect the Sites and the Facilities, as the case may be, from a casualty or other reasonably foreseeable event, which acts or activities are reasonable in light of the likelihood of such event, the probable effect of such event if it should occur and the likely efficacy of the protection measures. “Force Majeure Events” hereunder shall include each of the following events and circumstances that occur inside or directly involve Pakistan, but only to the extent that each satisfies the above requirements:

- Any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act or campaign of terrorism, or sabotage;
- Strikes, works to rule or go-slows that extend beyond the Sites, are widespread or nationwide;
- Change in Laws of Pakistan;
- Other events beyond the reasonable control of the affected Party, including, but not limited to, uncontrollable events, namely, lightning, earthquake, tsunami, flood, storm, cyclone, typhoon, or tornado, epidemic or plague, radioactive contamination or ionizing radiation;

4.4. Amicable Settlement

4.4.1 Any dispute, controversy or claim arising out of or relating to Contract, or the breach, termination or invalidity thereof, shall be resolved through negotiation in an amicable and friendly manner between the parties. The Parties shall seek to resolve any dispute amicably by mutual consultation and discussion at the appropriate level of Parties or through the committee constituted, representing members from both sides, whichever is suitable to reach the amicable solution of dispute.

4.4.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within thirty (30) days after receipt. If that Party fails to respond within thirty (30) days, or the dispute cannot be amicably settled within thirty (30) days following the response of that Party, disputes shall be settled by arbitration in accordance with the following provisions:



- 4.4.3 Failing amicable settlement, the dispute, differences or claims, as the case may be, shall be finally settled by binding arbitration in accordance with the provisions of the Arbitration Act 1940 of Pakistan.
- 4.4.4 The arbitration shall be conducted at Islamabad, Pakistan before an arbitration panel comprising three (3) members, one to be nominated by each Party and the third nominated by the first two nominees (collectively, "Arbitration panel").
- 4.4.5 The fee/ expenses of the arbitrators and all other expenses of the arbitration shall initially be borne and paid equally by both the Parties, subject to determination by the arbitration panel. The arbitration panel may provide in the arbitral award for the reimbursement to the prevailing party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by such Party.
- 4.4.6 Any decision or award resulting from the arbitration shall be final and binding upon the Parties. The Parties will agree that the arbitral award may be enforced against the Parties to the arbitration proceedings or their assets, wherever they may be found, and that a judgment upon the arbitral award may be entered in courts having jurisdiction at Islamabad only.
- 4.4.7 Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published the Parties shall continue to perform all of their obligations under the Contract.



PART III

BID EVALUATION AND ACCEPTANCE CRITERIA



SECTION V – BID SUBMISSION AND EVALUATION CRITERIA

5.1. Bid Submission Criteria

- 5.1.1 Technical Bid should be prepared in an organized manner divided into section/ chapters with proper referencing as per the check list/ Technical Evaluation Criteria.
- 5.1.2 Each criteria of the Technical Bid must be substantiated with valid proof.
- 5.1.3 Non-compliance to Para **5.1.1 and 5.1.2** will lead to poor technical marking during technical evaluation.
- 5.1.4 False/ wrong or misleading information if shared may lead to disqualification of bidding firm from the tendering process.
- 5.1.5 Any attempt directly or indirectly to influence may lead to disqualification of bidding firm from the tendering process.
- 5.1.6** Support material should not be part of the main proposal but should be placed as **Annexures**.
- 5.1.7 Each page of bids (Technical & Financial) must be signed and stamped by authorized officer of Firm/ bidder.

5.2. Responsiveness Test / Initial Screening

- 5.2.1 Prior to the Technical Evaluation, all the Technical Bids shall be examined for the Responsiveness Test / Initial Screening on the basis of parameters listed as under. Non-compliance to these parameters shall disqualify the bidder.
 - A. The Bidder is licensed or registered with following authorities/ organizations:
 - I. Security & Exchange Commission of Pakistan (SECP)
 - II. Tax Authorities with Income Tax status as “Active” and Sales Tax as “Operative”.
 - B. The Bidder has been in this business for at **least last 5 years**.
 - C. Affidavit on stamp paper (latest) of Rs.100/- signed by bidder and duly attested by Notary Public/ Oath Commissioner, describing that bidder is not black listed from any government department and no suit is pending against the bidder(s) in any court of law or any case/ litigation.
 - D. Bid Security as an earnest money of required amount i.e. Rs.300,000/- and is placed in the sealed envelope.



5.3. Technical Evaluation criteria.

Technical Bids of firms passed the responsiveness test shall be evaluated on the following criteria:

| S# | Evaluation Criteria | Total Allocated Marks (60) | Reference |
|----|---|----------------------------|------------------------------|
| 1 | a. Years of experience in relevant services (attach relevant documents) | 10 | Place at Page No.____ of Bid |
| | b. Registration with relevant authorities i.e. SECP etc. | | Place at Page No.____ of Bid |
| 2 | Number of completed Projects of same nature. I. Government Sector Projects II. Private Sector Projects (Attach the copies of Work Orders/ Agreements/ Completion Certificates) | 10 | Place at Page No.____ of Bid |
| 3 | Annual Turnover for last 3 years (PKR Million) • 2022-2023..... • 2021-2022 • 2020-2021 (Attach Audited Financial Statement) | 08 | Place at Page No.____ of Bid |
| 4 | Detail of regular offices across the country (Office wise detail alongwith complete address verifiable by the Committee) | 10 | Place at Page No.____ of Bid |
| 5 | Number of test conducted at District/ Division level across country (Distt./ Division wise detail duly certified) | 08 | Place at Page No.____ of Bid |
| 6 | Regular HR Strenght/ Staff alongwith their qualification (Qulaifaicon wise detail alongwith Payroll to be attach) | 10 | Place at Page No.____ of Bid |
| 7 | a. OMR or equivalent technology/ infrastructure (Readily available for presentation when required) | 04 | Place at Page No.____ of Bid |
| | b. ISO Certification | | Place at Page No.____ of Bid |

Note: Since relative marking will be carried out, therefore poor compliance of criteria may affect marking of the Technical bids. Therefore bidders are requested to comprehensively provide the accurate information along with copies of evidences otherwise no claim of poor marking in technical evaluation would be entertained. Non-submission of the same and/or not confirming to any of these parameters will lead to low marking of technical bids.



5.4. Technical Evaluation and Acceptance Criteria.

- 5.4.1 As per PPRA Rule 36(b), the proposals will be evaluated technically first. Each technical criterion shall be assessed separately and marked according to the provided evidences. Total technical scores will be the sum of all the individual scores assigned to each of technical criteria. The bidder who gets minimum **70% marks i.e. 42 out of 60 in Technical Evaluation** will qualify for the next stage of tendering process only.
- 5.4.2 The Technical and Financial Proposals shall be allocated **60:40 weightage** each.
- 5.4.3 **Financial Bids** of only technically qualified bidders will be opened. The distribution of 100 marks and formula of **Financial Bids** evaluations will be as follows:

| Factor | Marks |
|--------------------|-------------------------------------|
| Technical Proposal | <i>60 (42 are qualifying marks)</i> |
| Financial Proposal | <i>40</i> |
| Total | 100 |

- 5.4.4 Financial bids shall be evaluated as per following formula:

| | |
|---|---|
| <i>Bid Ratio</i> <i>[For lowest it would be 1]</i> | <i>Lowest quoted price</i> |
| | <i>Quoted price for which financial marks are required</i> |

Financial marks = Bid Ratio x 40 (Weightage of financial bids)

- 5.4.5 The cumulative effect of both Technical and Financial marks shall determine the position of the bidders. The contract may be awarded to the bidder(s) whose bid is found as the most advantageous on the basis above evaluation.
- 5.4.6. Financial Bid/ Proposal must be submitted as per following format:

FORMAT FOR FINANCIAL PROPOSAL

| S.No. | Management Fee per candidate (Rs.) (including all applicable taxes) |
|--------------|--|
| | |