**TEXTILE COMMISSIONER’S ORGANIZATION**

**GOVERNMENT OF PAKISTAN**

  



**HIRING THE SERVICES OF TESTING SERVICES FIRM**

**HIRING THE SERVICES OF TESTING**

**SERVICES FIRM**

1. **INTRODUCTION:**

Textile Commissioner’s Organization, Karachi (TCO), invites sealed bids from experienced Testing Services Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for designing and conducting of the written tests for hiring of the following human resource for strengthening of TCO:

|  |  |  |
| --- | --- | --- |
| **S#** | **Designation** | **No. of Post** |
| 01 | Accountant (BPS-11) | 01 |
| 02 | U.D.C (BPS-11) | 01 |

1. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Deputy Director (Admn), Textile Commissioner’s Organization, Karachi. 2nd Floor Kandawala Building, M. A Jinnah Road, Karachi. The bidding documents can also be downloaded from [www.tco.com.pk](http://www.tco.com.pk) free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of Deputy Director (Admn), TCO, Karachi for communication of any changes etc.
2. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting Rs. **20,000**/- in form of Bank Draft/Payorder in favor of Textile Commissioner’s Organization, Karachi.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office within 15 days after the publication by 11:00 A.M that will be opened on the same day at 12:30 P.M. This advertisement is also available on PPRA website at [www.ppra.org.pk.](http://www.ppra.org.pk/)
4. Textile Commissioner’s Organization, Karachi reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

**(Hasnain Azhar)**

Deputy Director (Admn)

Textile Commissioner’s Organization, Karachi.

Ministry of Commerce & Textile (Textile Division)

Government of Pakistan,

2nd Floor, Kandawala Building, M.A Jinnah Road, Karachi

**Tel: 021-99215538, 021-99215076 Fax: 021-99215014 Email: hasnain.mintex@gmail.com**

1. **TECHNICAL PROPOSAL: -**

The technical proposal shall consist of all the documents required under the evaluation criteria given below for technical evaluation of the expertise of the firm. Any additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status may also be included. The firms are required to obtain at least total 70% score for technical qualification for further participation in the financial bidding.

1. **FINANCIAL PROPOSAL:**

The bidder shall prepare his financial proposal in line with the **SoS.**

* 1. **SCOPE OF SERVICES:**

The selected executing agency will be responsible for the following activities and as per the guidelines of Establishment Division:

* + 1. The selected testing agency shall be required to conduct written test for hiring of human resource having following qualification and experience:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Designation** | **No. of Post** | **Domicile** | **Place of Posting** | **Qualification & Experience** | **Age Limit** |
| 01. | Accountant (BS- 11) | 01 | Punjab | Karachi | 1. B. Com
2. Experience in account matters preferable
 | 18-25 years |
| 02. | U.D.C(BS-11) | 01 | Open Merit | Karachi | i. Intermediateii. basic computer course with  typing speed of 30 w.p.m  | 18-25 years |

1. The selected executing agency shall be required to register candidates for taking written test for selection against the above-mentioned posts.
2. The selected executing agency shall receive applications directly from candidates.
3. The selected executing agency shall be responsible to provide the final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of this Organization. It is responsibility of the selected agency to check and verify that submitted registration forms of candidates are complete; in case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to this Organization. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
4. The selected executing agency shall be responsible to keep record of all registration forms for at least oneyear after completion of project. Furthermore, the executing agency shall provide any registration form to this Organization as and when required.
5. The candidate registration process, including data entry of registration forms, shall be completed in consultation with this Organization. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
6. The selected executing agency shall be responsible for implementing a tracking system for all registration forms received prior to deadline. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.
7. The selected executing agency shall be responsible to collaborate with this Organization, to develop the “Guidelines for Candidates”, which would serve as a guiding tool for the candidates take written test. The Guidelines will include a sample/model paper for written test.
8. The selected executing agency shall be responsible to prepare final test paper in consultation with this Organization. The agency will however, ensure the secrecy of the final test paper.
9. The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
10. The selected executing agency shall conduct written test including arranging all the logistics of test.
11. The selected executing agency 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 executing agency as the result of written test is a prime determinant for final selection.
	1. The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test;
	2. The selected executing agency shall develop and grade written test containing different sections including MCQs, descriptive answers, analytical writing, data analysis and practical test of IT skills.
	3. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created.
	4. The selected executing agency shall, on demand, provide an authentic and legible copy of candidate’s answer sheet to this Organization in addition to answer sheet copy provided to the candidate after announcement of the written test result.
	5. The selected executing agency shall conduct Written Test of the shortlisted, eligible registered candidates. The test shall be conducted at the convenient location in Karachi, Lahore, Peshawar, Quetta and Islamabad.
	6. The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by this Organization. Merit list will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC no., father name, employment record, address, domicile, mobile no., alternate phone, fax and email.
	7. The selected executing agency shall be responsible for setting up a helpline to facilitate potential candidates and answer their queries pertaining to registration and written test. The helpline personnel shall be required to get necessary briefing from this Organization.
	8. The selected executing agency shall facilitate visits of monitoring teams, as and when required.
	9. The selected executing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.

**Annex-I**

**Evaluation Criteria of BIDs:**

1. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will first be evaluated technically and, 60% (42 out of 70) marks will be the qualifying marks. Financial bids of only qualified bidders will be opened. The distributions of marks and formulae of financial bids evaluation will be as follows:

Technical Proposal = 70 Marks. (42 out of 70 are qualifying Marks).

Financial Proposal = 30 Marks

Total (Technical + Financial) = 70+30= 100 Marks.

1. The technical proposals/bids securing 42 marks i.e. 60% of total marks (70) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 42 marks will; be considered as technically disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e.30 marks) in financial evaluation using formulate given below:

1. Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required

[For lowest bid ratio would be 1]

1. Bid Ratio × 30 = Financial marks of firms

1. The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated testing agency.
2. For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this bidding document, the criteria given on next page will be applied. The testing agencies are requested to provide accurate information along with copies of evidences to ensure just marking in technical evaluation.

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|  |  |  |
| --- | --- | --- |
| Sr. No. | **Technical Evaluation Criteria** | Marks |
| I. | Experience: Number of years, since inception of regular business operation as Registered testing agency with the relevant Government agency. | **30** |
| 1. ≤ 05 years
 | 0 |
| 1. >05 and ≤ 10 years
 | 10 |
| 1. >11 and ≤ 15 years
 | 20 |
| 1. >15 and above
 | 30 |
| II. | Large scale projects handled / tests conducted during last five years having more than 10,000/- applicants including Government /Private.(List of projects with actual number of applicants along with project completion certificates from relevant organization must be attached) | **20** |
| 1. ≤ 10 tests
 | 0 |
| 1. >10 and ≤ 20 tests
 | 5 |
| 1. >20 and ≤ 30 tests
 | 10 |
| 1. >30 and ≤ 40 tests
 | 15 |
| 1. >40 and above tests
 | 20 |
| III. | Stations/presence of offices across different cities. | **10** |
| 1. Offices in federal capital and four provincial capitals
 | 5 |
| 1. Offices in AJK, GB and FATA
 | 3 |
| 1. Other two cities or more in Pakistan (Proof related to point (iii) must be attached)
 | 2 |
| IV. | Miscellaneous Requirements including Agency/ Firm profile (Number of employees, infrastructure, Number of test centers, Capacity to conduct large scale tests, Relevant ISO Certification and financial soundness certificate showing bank statement of last twelve months. | **10** |
| Outstanding | 10 |
| Excellent | 8 |
| Very Good | 6 |
| Good | 4 |
| Satisfactory | 2 |
| Poor | 0 |
|  | Total Marks | **70** |

1. **FINANCIAL POLICY/ MATTERS:**

Testing agency shall quote their minimum lump sum processing fee per application /candidate (inclusive of applicable taxes/duties).

1. **PROPRIETARY RIGHTS:**

The proprietary will rest with TCO. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/agency will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under law.

1. **TAXES:**

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes are required to be built in the quoted rates and not be mentioned separately.

1. **TERM / DURATION OF THE ASSIGNMENT:**

The selected agency/ bidder should have to complete the assignment within thirty (30) days from the date of advertisement for inviting applications.

1. **ADDRESS/ LOCATION:**

Office of the Deputy Director (Admn), Textile Commissioner’s Organization, Karachi. 2nd floor Kandawala Building, M. A. Jinnah Road, Karachi, Ph # 021-99215538, 021-99215076.

**Organization Information**

Form A: Firm Profile

|  |  |  |
| --- | --- | --- |
| **S#** | **Required Information** | **Response** |
|  |  |  |  |
| 1 | Legal Name of the Organization |  |  |
|  |  |  |  |
| 2 | Year of Establishment |  |  |
|  |  |  |  |
| 3 | National Tax Number |  |  |
|  |  |  |  |
| 4 | Sale Tax Registration Number |  |  |
|  |  |  |  |
| 5 | Core business areas of the Organization |  |  |
|  |  |  |  |
| 6 | Name & Designation of Head of Organization |  |  |
|  |  |  |  |
| 7 | Address of organization: |  |  |
|  |  |  |  |
| 8 | Phone/s: |  |  |
|  |  |  |  |
| 9 | Email: |  |  |
|  |  |  |  |
| 10 | Fax: |  |  |
|  |  |  |  |
| 11 | Website address: |  |  |
|  |  |  |  |
| 12 | Name & Designation of “Contact Person”: |  |  |
|  |  |  |  |
| 13 | Phone/s: |  |  |
|  |  |  |  |
| 14 | Email: |  |  |
|  |  |  |  |
| 15 | Fax: |  |  |
|  |  |  |  |
| 16 | Mobile/s: |  |  |
|  |  |  |  |

**Affidavit**

We, [Name & address of the contractor] do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the tender document.
4. We understand that the purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

**Financial Proposal Submission Form**

Karachi the (Date)

To:

The Deputy Director (Admn),

Textile Commissioner’s Organization

Karachi

Tel: (92-21) 021-99215538 / 99215076

Sir/Madam,

We, the undersigned offer to conduct the “Registration and Conduct of Written Test” for selection of human resource as per the requirement of Textile Commissioner’s Organization, Karachi in accordance with your Expression of Interest dated [Advertisement Date] and our proposal [Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. [Date].

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below: -

Name and Address

Amount in Pak Rs. (per candidate basis)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**Summary of Costs**

|  |  |
| --- | --- |
| **Costs** | **Pak Rupees** |

Subtotal

Local Taxes

Total Amount of Financial Proposal

including Taxes (per candidate

basis)

**AGREEMENT ON STAMP PAPER RS. 500**

The memorandum of understanding hereinafter is made this (Day, Month, Year)

BETWEEN

Testing Agency, having its registered office at [Address] hereinafter called (Short Titled of Agency), which expression shall wherever the context so required or permits, mean and include its successors-in-interest and assigns.

AND

Textile Commissioner’s Organization, Karachi, hereinafter called Recruiting Agency, which expression shall wherever the context so requires of permits, mean and include its successors-in-interest and assigns.

**WHEREAS:**

Recruiting Agency wishes to hire Testing Agency services to conduct entry test, in a completely transparent manner, for short listing / pre-selection of suitable candidates for TCO.

Therefore, Testing Agency and Recruiting Agency mutually agree on the following process/ services to be provided by the hired firm:

**STANDARD CLAUSES (Services to be provided by the firm:**

1. Names & Eligibility Criterion.
2. Preparation of Recruitment / Work Plan.
3. Preparation of Question / Test Formats.
4. Advertisement.
5. Designing of Application Form.
6. Application receiving mechanism.
7. Undertaking by Applicants.
8. Academic Documents.
9. Processing of Applications and Data Entry
10. Scrutiny of Applications on the basis of quantification.
11. Notification of Successful Candidates and Rejected Candidates (online / offline / SMS / Web Based).
12. Event Notifications to the Candidates on Mobile phone.
13. Keeping Website Upto-date for information of applicant.
14. Compilation of Results.
15. Publishing Merit Lists.
16. Verifications of Candidates Particulars.
17. Coordination.
18. Test Fee
19. Force Majeure.
20. Record of Application Forms.
21. Privacy Statement about Applicants Data.
22. Maintenance of Secrecy / Confidentiality of Tests and Applicant's Data.
23. Timeframe & Deadlines for Completion of Tasks.
24. Any other standard clause as per requirement of the Recruiting Agency.

**Recruiting Agency** **Testing Services Firm**

**PRICE SCHEDULE IN PAK RUPEES**

**NAME OF BIDDER:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Amount in PKR to** | **Applicable** |  | **Total amount in PKR** |  |
| **Description** | **Taxes** |  | **(inclusive of all taxes) to** |  |
| **be charged from** |  |  |
| **(if any) in** |  | **be charged from each** |  |
|  | **each Applicant** |  |  |
|  | **PKR** |  | **applicant** |  |
|  |  |  |  |
|  |  |  |  |  |  |

Total amount for receipt of

applications and other

correspondence along

conduct of written test.

**SIGNATURE & STAMP OF BIDDER**

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

*All the applicable taxes to be borne by the bidder.*