



Government of Pakistan
Ministry of Water Resources/
Office of Pakistan Commissioner for Indus Waters

BIDDING DOCUMENTS

Expression of Interest

**FOR HIRING OF SERVICES OF
RECRUITMENT AGENCY**

CONTENTS

1. Introduction of Employer
2. Objective of EoI
3. Invitation to Bid
4. Instructions to Bidders
5. Procedure of Tender opening
6. Terms and conditions
7. Scope of services
8. Important Note
9. Technical Proposal Evaluation Criteria
10. Financial Proposal Evaluation Criteria
11. Financial Proposal Submission Format
12. Affidavit
13. Organization / Firm Information

1. Introduction of employer:

Ministry of Water Resources and Office of Pakistan Commissioner for Indus Waters (PCIW) an attached department of Ministry of Water Resources (MoWR), Government of Pakistan are responsible for water Sector development and the main mission of the Office of PCIW is to safeguard Pakistan's water rights under the Indus Waters Treaty 1960 signed between the Governments of Pakistan and India.

For more information Please visit <http://www.mowr.gov.pk/>

2. Objectives of EOI:

Through this Expression of Interest (Eoi), Ministry of Water Resources as well as Office of PCIW intends to hire a testing agency for selection of best human resource in an efficient and transparent manner for MoWR/PCIW. The selected testing agency is required to conduct written test for the selection process for the one year (from the date of contract). The selected testing agency is required to comply with all instruction provided in the Scope of Service "SOS" as provided in this document.

The objectives of this Eoi document are as follows:

- a) To provide a basic understanding of requirements to the prospective bidder
- b) To list general instructions for the prospective bidders
- c) To provide the scope of work
- d) To define eligibility criteria for the prospective bidders

3. Invitation to Bids

MoWR/PCIW is interested to engage services of an experienced recruiting/testing agency for receiving applications, designing and conducting written/technical tests for recruitment of human resource against the vacant posts in the MoWR/PCIW as indicated in advertisement. All interested organizations are requested to complete the Information/Data Forms given in this document.

4. Instructions to Bidders

To shortlist the eligible organizations, MoWR invites Quality and least cost selection namely "Single Stage-Two Envelope" bidding procedure from registered firms/organizations.

5. Procedure of Tender Opening

MoWR will adopt "**Quality and Cost Based Selection**" method under "Single stage-two envelope" bidding procedure as laid down in PPRA Rules 2004. The bidders shall submit the technical and financial proposals in two separate envelopes; one envelopes; one envelope constraining financial proposal shall be marked as "Financial Proposal" and 2nd envelop marked as "Technical proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the MOWR. The MOWR shall evaluate the requirements proposed in the Technical proposal, without reference to the price and

shall reject any proposal which does not conform to the specified requirements. During the technical evolution no amendments in the technical proposal shall be permitted. Financial bids of unsuccessful bidders will not be opened. A bidder has to obtain a minimum threshold of 65 points to qualify in the technical evaluation. If a bidder does not qualify in technical evolution, his financial bid will not be opened. After evaluation and approval of technical proposals, the MOWR shall open the financial proposals, in the presence of the technical responsive bidders, on a date/time to be announced by Competent Authority. The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

Terms & Conditions:-

- i. The Proposals must reach the Section Officer (General), MoWR, Islamabad on prescribed date as mentioned on tender notice.
- ii. Technical and Financial proposals should be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of respective envelopes.
- iii. Technical Proposals of the participated bidders will be opened on the same day at 15:00 PM in presence of their authorized representatives who wish to witness tender opening. After the Technical evaluation Financial Proposals of only technically qualified organizations/companies shall be opened on the day communicated to the technically evaluated bidders.
- iv. The Financial Proposal shall be inclusive of all taxes.
- v. Financial proposal must be accompanied by Rs.10,000/- (Bank Draft in favor of Section Officer (General), MoWR, Islamabad as bid security. In case of more than one financial bid each bid security must be deposited respectively.
- vi. The Testing Agency shall provide the following documents:
 1. Details of legal status.
 2. Human Resource/Technical Expertise Profile.
 3. Experience of similar assignments.
 4. Testing facilities available.
 5. Audited financial statements.
 6. Tax registration certificate. Copy of NTN Certificate, Sales Tax Certificate and any other Certificate (whichever is applicable)
 7. History of litigations, if any.
 8. The bid security of amounting Rs. 10,000/- in form of Bank Draft in favor of Section Officer (General), MoWR Islamabad..
 9. Affidavit that the company has never been blacklisted by any Government/semi Government/autonomous body or private company.
- vii. The bid validity period shall be effective for one year or till completion of whole recruitments process whichever is earlier.

- viii. The firm shall complete recruitment process within 120 days after signing the contract.
- ix. MoWR reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
- x. Incomplete proposals shall be rejected.
- xi. This Tender Notice has been posted/uploaded on Ministry's and www.mowr.gov.pk and PPRA website <http://www.ppra.org.pk>
- xii. Bids received through fax/Telex/email and after due date/ time will not be considered.
- xiii. Income Tax & GST will be deducted as per rules and Sales Tax if applicable will be the responsibility of the bidder.

7. Scope of Services:

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

- i) The selected executing agency shall be required to register candidates for taking written test (objective type & subjective type) for selection against the vacant posts.
- ii) The selected executing agency under no circumstances shall receive any application directly from any candidate in person/ by hand. The selected agency shall only be responsible for registering candidates who send their forms via courier/registered postal mail/online.
- iii) 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 MoWR/PCIW. 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 MoWR/PCIW. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- iv) The selected executing agency shall be responsible to keep record of all registration forms for at least two years after completion of project. Furthermore, the executing agency shall provide any registration form to Department as and when required.
- v) The candidate registration process, including data entry of registration forms, shall be completed by the Recruitment Agency. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected executing agency shall ensure to advertise the list of registered candidates units website and have a mechanism to make corrections/edits etc.
- vii) 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.
- viii) The selected executing agency shall be responsible to collaborate with MoWR/PCIW 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.
- ix) The selected executing agency shall be responsible to prepare final test paper in consultation with MoWR/PCIW. The Final Test Paper will be according to the syllabus provided by Office of MoWR/PCIW.
 - x) The Office of MoWR/PCIW has to be in concurrence with testing format as designed in aforementioned "Guidelines". The agency will however, ensure the secrecy of the final test paper and not share it with any employee of MoWR/PCIW in advance.
 - xi) The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
 - xii) The selected executing agency shall conduct written test including arranging all the logistics of test.
 - xiii) 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.
 - xiv) The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test.
 - xv) The selected executing agency shall develop and grade written test containing different sections including MCQs and practical test of IT skills/Typing/Shorthand as Establishment Division policy, as under:
 - xvi) The questions in test paper should be in varying order to minimize the chances of copying answers. The selection of test centre, seating arrangement and quality/quantity of Invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
 - xvii) The selected executing agency shall, on demand, provide an authentic and legible copy of any candidate's answer sheet to MoWR/ PCIW after announcement of the written test result.
 - xviii) The selected executing agency shall conduct Written Test of the eligible registered candidates. The test shall be conducted at the convenient location.
 - xix) The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by MoWR/ PCIW. 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 etc. 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 one day briefing from MoWR/ PCIW.
 - xx) The selected executing agency shall facilitate visits of monitoring teams/inspectors at all test centres as well as organization offices, as and when required.
 - xxi) The selected executing agency shall share all documents and data relevant with these selection processes in both hard copy and soft copy format.

- xxii) 50 % of total test fee of present candidates will be paid by MoWR/PCIW and remaining 50% will be paid by the candidate as per Federal Govt.
- xxiii) The pattern and sequence of Technical and Financial proposal must be same as per given format.
- xxiv) Expertise and profile of the Testing Agency to conduct such type of recruitment tests should be attached.
- xxv) The Testing Agency should have NTN and STN Certificates issued from FBR, Proof of Active Tax Payer List (ATL) from the web-site of FBR will have to be provided with the bid.
- xxvi) Rates/fee (50% to be paid by the candidate and 50% by MoWR/PCIW) for holding recruitment test should be quoted for each candidate including all taxes without any financial liability on the part of MoWR/PCIW. These rates shall be valid till completion of the recruitment process.
- xxvii) The successful bidder will have to arrange test at Islamabad and all the Capitals/Divisional Headquarter of provinces within the stipulated period as per agreement, which will be signed with the bidder subject to final Approval of the Authority.
- Xviii) Physical verification of the information provided may be conducted by the MoWR. False Information may leads to the disqualification.

8. Important Note:

The competent authority may reject all bids or proposals at any time prior to acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

9. Technical Proposal Evaluation Criteria

S#	Technical Evaluation Criteria	Marks
1.	<u>Experience:</u> Number of years, since inception of business operations as registered testing agency with the relevant Government agency i. ≤ 0 to 2 years ii. <03 to 5 years iii. ≤ 5 to 8 years iv. > 8 to 10 years v. >11 years and above	<u>20 Points (break-up)</u> 4.0 4.0 10.0 15.0 20.0
2.	<u>Addresses along with phone numbers of each offices: -</u> i. only Islamabad ii. Provincial Capitals	<u>10 Points (break-up)</u> 04 06
3.	<u>Agency/ Firm profile:</u> (Number of full time employees) Working in professional or para professional or managerial cadres	<u>20 Points (break-up)</u>

<p>4.</p>	<p>i. The list of employees must accompany evidence of each employee. (Maximum 10 marks will be awarded to the testing agency having maximum number of employees, and the rest will be awarded marks proportionately to the same.)</p> <p><u>Past performance:</u></p> <p>Details of Similar Work/at least 05 Assignments already completed without complaints, delay, misbehavior/leakage of paper etc.(Provincial, Federal, PSE with details of filled up vacancies)</p> <p>i. 05 to 10 Assignments ii. For 10 to 25 Assignments iii. For more than 25 Assignments iv. Certificate from client of satisfactory completion of the contract.</p>	<p><u>10 Points (break-up)</u></p> <p>2.5 05 07 10</p>
<p>5.</p>	<p>(Copy of award letter/proof must be attached)</p>	
	<p><u>Financial Stability Certificate</u></p>	<p><u>20 Points (break-up)</u></p>
	<p>i. minimum worth 10 Million</p>	<p>7.0</p>
	<p>ii. From more than 10 to 12 Million</p>	<p>10.0</p>
	<p>v. From more than 13 to 15 Million</p>	<p>15.0</p>
	<p>iv. greater than >15Million</p>	<p>20.0</p>
<p>6.</p>	<p><u>Organizational Structure / Quality Management System</u></p>	<p><u>10 Points</u></p>
<p>7.</p>	<p><u>Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.</u></p>	<p><u>10 Points</u></p>
	<p>The bidders will be intimated to give presentation at selected venue with due course of time.</p>	

10. **Financial Proposal Evaluation Criteria**

Minimum lump sum processing fee per Candidate (all inclusive).

11. **Financial Proposal Submission Form**

Islamabad, the
(Date _____)

To:

Mr. Amir Akram Rao
Section Officer (Genl)
Ministry of Water Resources.
Islamabad.

Sir,

We, the undersigned offer to conduct the "Registration and Conduct of Written Test" for selection against vacant posts in MoWR/PCIW 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.

2. 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: -

- i. Name: _____
- ii. Address: _____
- iii. Amount in pak Rs. _____
(per candidate basis)

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

Regards.

Yours sincerely,

Authorized Signature: _____
Name and Title of Signatory: _____
Name of Firm: Address: _____

12. **AFFIDAVIT**_[specimen]

We, [Name & address of the Agency], 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 one year.
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).

Certified that the above contents of this affidavit are true and correct as per knowledge & belief.

(Deponent)

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: Address: _____

13. Agency Information

AGENCY PROFILE

S.No.	Required information	Detail
1	Legal Name of the Agency	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Name & Designation of Head of Organization	
6	Address of Agency:	
7	Phone/s:	
8	Fax:	
9	Email:	
10	Website address:	
11	Name & Designation of "Contact Focal Person":	
12	Phone/s, Fax and Mobile No: E-mail of Focal Person	

**No. 4(67)/2019-Admn
TENDER NOTICE**

**REQUEST FOR PROPOSAL (RFP) FOR HIRING OF TESTING
AGENCY TO CONDUCT A TEST FOR RECRUITMENT IN THE
MINISTRY OF WATER RESOURCES / PAKISTAN COMMISSIONER
FOR INDUS WATERS (PCIW).**

Sealed bids/proposals are invited from well reputed registered Testing Agencies to conduct test for Recruitment against Temporary posts in the Ministry of Water Resources (MoWR) and Pakistan Commissioner for Indus Waters (PCIW) .

TERMS & CONDITIONS

1. One sealed envelope containing two sealed envelopes having clearly marked as "Technical Proposal" and "Financial Proposal" are to be filled by each Testing Agency.
2. Testing Agency should be a registered agency, if established in private sector, duly supported with an attested copy of registration certificate from SECP.
3. The Testing Agency should not have been black-listed by any government office, for which an affidavit on Stamp Paper duly signed by the head of the testing agency, may be attached with the Bid.
4. Copy of Bidding document can be obtained from the undersigned on any official working day or may be downloaded from the website of the Ministry i.e. www.mowr.gov.pk and PPRA i.e. www.ppra.gov.pk
5. The sealed bids must reach at the office of Section Officer (Genl.), Ministry of Water Resources, 06 Ata Turk Avenue, Sector G-5/1, Islamabad, upto 05th March , 2020 at 14:00 Hrs and will be opened on the same date at 15:00 Hrs.
6. The Authority may reject any or all bids at any time prior to the acceptance of bid or proposal in terms of Rule 33 of Public Procurement Rules. 2004.

(Amir Akram Rao)
Section Officer (Genl.)
Ministry of Water Resources
CFFC Building, 6-Attaturk Avenue, G-5/1, Islamabad
051-9244872