

**TRADE DEVELOPMENT  
AUTHORITY OF PAKISTAN,  
GOVERNMENT OF PAKISTAN**



**BIDDING DOCUMENT**

**HIRING THE SERVICES OF  
TESTING SERVICES FIRM**

## SERVICES OF TESTING SERVICES FIRM REQUIRED

### 1. INTRODUCTION:

Trade Development Authority of Pakistan (TDAP), 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 the following human resource:

S#	Designation	No. of Post
01	GSP Officer	15

2. 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 (Establishment), Trade Development Authority Of Pakistan (TDAP), 3<sup>rd</sup> Floor Block-A, FTC Building, Shahrah-e-Faisal, Karachi. The bidding documents can also be downloaded from [www.tdap.gov.pk](http://www.tdap.gov.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 (Establishment), TDAP, Karachi for communication of any changes etc.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting Rs. 25,000/- in form of Bank Draft/Payorder in favor of Account Officer, TDAP, Karachi.

4. Sealed bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Deputy Director (Establishment), Trade Development Authority of Pakistan (TDAP), 3<sup>rd</sup> Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 03:00 P.M. on \_\_\_\_\_. Bids will be opened the same day at 03:30 P.M. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

5. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

### **Deputy Director (Establishment)**

Trade Development Authority of Pakistan

Government of Pakistan,

3<sup>rd</sup> Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi

Tel: 021-99202714 Fax: 021-99206497 Email: [m.imran@tdap.gov.pk](mailto:m.imran@tdap.gov.pk)

**2. 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 75% score for technical qualification** for further participation in the financial bidding.

**3. FINANCIAL PROPOSAL:**

The bidder shall prepare his financial proposal in line with the scope of services.

**4. 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 testing agency shall be required to conduct written test for hiring of the following human resource:

S#	Designation	No. of Post	Domicile	Place of Posting	Academic Qualification & Age	Experience
01	GSP Officer (Rs. 70,000/- per month)	15	Merit	Karachi 03 Islamabad 01 Lahore 02 Sialkot 03 Faisalabad 02 Gujranwala 01 Multan 01 Peshawar 01 Quetta 01	MBA/MSc/MA in Finance, Marketing, Economics & Statistics.  Age: 35 years (max)	03 - 05 years' experience of working in a reputable private sector / government organization

- ii. The selected executing agency shall be required to register candidates for taking written test for selection against the above-mentioned posts.
- iii. The selected executing agency shall receive applications directly from candidates.
- iv. 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 Authority. 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 Authority. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- v. The selected executing agency shall be responsible to keep record of all registration forms for at least one year after completion of project. Furthermore, the executing agency shall provide any registration form to this Authority as and when required.
- vi. The candidate registration process, including data entry of registration forms, shall be completed in consultation with this Authority. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- 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 this Authority, 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 this Authority. The agency will however, ensure the secrecy of the final test paper.
- x. The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- xi. The selected executing agency shall conduct written test including arranging all the logistics of test.
- xii. 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.
- xiii. The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test;
- xiv. 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.
- xv. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created.
- xvi. The selected executing agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to this Authority in addition to answer sheet copy provided to the candidate after announcement of the written test result.
- xvii. 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.
- xviii. The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by this Authority. 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.
- xix. 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 this Authority.
- xx. The selected executing agency shall facilitate visits of monitoring teams, as and when required.
- xxi. The selected executing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.

#### **6. EVALUATION CRITERIA FOR TESTING AGENCY:**

	<b>Parameters against which technical evaluation shall be done</b>	<b>Scoring brackets</b>	<b>Total points allocated</b>
<b>1</b>	<b><u>Company Profile</u></b>		<b><u>20</u></b>
1.1	<u>No. of years in relevant services:</u>		<u>8</u>
	≤ 5 years	2	
	>5 ≤ 7 years	4	
	>8 ≤ 10 years	6	

	> 10 years	8	
1.2	<u>No. of Employees, Relevant Qualifications and experience of team assigned</u>		<u>12</u>
1.2.1	Number of permanent employees		3
	Number of employees ≤ 50	1	
	Number of employees >51	3	
1.2.2	Relevant Qualifications and experience of team		9
	Relevant Experience with educational certifications and but ≤5 years experience in the field	4	
	Relevant Experience with educational certifications and >5 years experience in the field	9	
<b>2</b>	<b><u>Relevant Experience / Projects</u></b>		<b><u>50</u></b>
2.1	<u>Testing Projects Handled so far</u>		<u>15</u>
	≤100	3	
	>100 ≤200	5	
	≥200≤300	10	
	≥ 300	15	
2.2	<u>Testing projects handled for the Government Projects and relevant to hiring of researchers/consultants</u>		<u>15</u>
	≤10	3	
	>11≤20	5	
	≥21 ≤30	10	
	≥31	15	
2.3	<u>Testing projects handled which related to hiring Human Resources relevant to economic sector/fields</u>		<u>15</u>
	≤10	3	
	>11≤20	5	
	≥21 ≤30	10	
	≥31	15	
2.4	<u>Testing projects handled with the tests conducted all over Pakistan at the same time &amp; date</u>		<u>05</u>
	≤10	2	
	>11≤20	3	
	≥21 ≤30	5	
<b>3</b>	<b><u>Proposed Work Plan</u></b>		<b><u>20</u></b>
	<u>Conformity to schedule of requirements/ TORs, expected work plan, and creative works</u>		<u>20</u>
3.1	Proposed work plan not relevant to Schedule of Requirements/ TORs relating to the contract as required by the bidding documents	0	
3.2	Proposed work plan relevant to Schedule of Requirements/ TORs relating to the contract as required by the bidding documents	10	
3.3	Proposed work plan relevant to Schedule of Requirements/ TORs relating to the contract as	20	

	required by the bidding documents along with the best proposed mechanism of Testing for hiring of consultants / researchers for TDAP		
<b>4</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>10</u></b>
4.1	Audited/certified accounts or statements showing cash balances of less than Rs.5 million in the relevant year but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible	5	
4.2	Audited/certified accounts or statements showing cash balances of more than Rs.5 million in the relevant year	10	
	<b>TOTAL</b>		<b>100</b>

**Minimum Passing Score is 75%**

**5. FINANCIAL POLICY/MATTERS:**

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

**6. PROPRIETARY RIGHTS:**

The proprietary will rest with TDAP. 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.

**7. 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.

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

The selected agency/ bidder should have to complete the assignment within forty (40) days from the date of advertisement for inviting applications.

**9. ADDRESS/ LOCATION:**

Office of the Deputy Director (Establishment-II), Trade Development Authority of Pakistan, 3<sup>rd</sup> floor, Block-A, FTC Building Karachi, Pakistan Ph # 021-99202714

## 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 (Establishment-II),  
Trade Development Authority of Pakistan

Karachi

Tel: (92-21) 99202714

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 Trade Development Authority of Pakistan 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

<b>Cost Description</b>	<b>Pak Rupees</b>
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

Trade Development Authority of Pakistan, 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 TDAP.

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.

Testing Agency

Testing Services Firm

**PRICE SCHEDULE IN PAK RUPEES**

**NAME OF BIDDER:**

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<b>Description</b>	<b>Amount in PKR to be charged from each Applicant</b>	<b>Applicable Taxes (if any) in PKR</b>	<b>Total amount in PKR (inclusive of all taxes) to be charged from each applicant</b>
Total amount for receipt of applications and other correspondence along conduct of written test.			

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**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.*