



BPPRA

Reference Number TSE-21220330592

Dated 15 March, 2022

PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED

BIDDING DOCUMENT FOR THE PROCUREMENT OF

Hiring of testing Services

(TECHNICAL PROPOSAL)

TSE-21220330592

Electronic bid will be submit, No physical bid will be entertained.

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

Invitation Letter

Balochistan Provincial Assembly Secretariat, Zarghoon Road Quetta intends to invite sealed bids as per Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 from well reputed and registered **Testing Agencies** having registration and active status of NTN and BST with Federal Board of Revenue and Balochistan Revenue Authority respectively for **“CONDUCTING WRITTEN/SCREENING TESTS FOR RECRUITMENT TO VARIOUS CATEGORIES OF REGULAR POSTS”** laying vacant in Balochistan Assembly Secretariat and MPA’s Hostel Quetta.

Required Bidding Information	To be filled by the Procuring Agency
Designation of Procurement Officer	Account Officer
Postal Address of the Procuring Agency	Zarghoon Road
Phone Number & Fax Number	0819201950
E-Mail Address & Website (If Available)	bpaprocurement@yahoo.com
Method of Procurement	Single Stage Two Envelope Bidding Procedure
Issuance of Bidding Documents	From office of the Procurement officer during working hours up-to one working day prior to the opening of bids and from BPPRA Website www.bppra.gov.pk TSE-21220330592 Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA Website
Deadline for Submission of Bids	Date 30 March, 2022 & Time 12:00 AM through courier or may be dropped in the Tender Box at the office of the Procuring Agency
Opening of Technical bids	Date 30 March, 2022 & Time 12:30 AM at the location of the Procuring Agency
Opening of Financial bids	Date 06 April, 2022 & Time 12:30 AM at the location of the Procuring Agency
Bidding Document Fee(If required by the Procuring Agency)	Amount:1,000 PKR.In the form of: Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation Account Title: CO-3870 Account Number : QA-7022
Bid Security	Amount: 1,000,000 PKR Manner of Payment: in favor of PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED
Performance Security (If required by the Procuring Agency)	Amount:5 % of the Contract value (Up-to 10%) Manner of Payment: in favor of PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED

Eligibility Criteria for Bidders:

S No.	Bidder's Eligibility Factor	Requirement	Document Required
1	Similar Assignment	76 Assignments of Similar Nature and Complexity	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's
2	Turn Over	Turn over of at least 10,000,000 PKR Amount in 5 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate
4	Sales Tax	Sales Tax Certificate	GST Registration Certificate
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Daclaration of non blacklisting on company letter head by the bidder
6	Turn Over	Up to 5 Million (4 marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.
7	Turn Over	More than Rs.5 Million but up-to Rs.10 Million (8 Marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.
8	Turn Over	More than Rs.10 Million (12 Marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.
9	Assignments Experience	Up-to 25 Assignments (5 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.
10	Assignments Experience	26 – 50 Assignments (10 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.
11	Assignments Experience	51 - 75 Assignments (20 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.
12	Assignments Experience	More than 75 (30 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.
13	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	Up-to 2 Audited Financial Statements (4 Marks)	Copies of Audited Financial Statements
14	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	3-4 Audited Financial Statement (6 Marks)	Copies of Audited Financial Statements
15	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm	More than 4 Audited Financial Statements (8 Marks)	Copies of Audited Financial Statements
16	Operational Capacity in terms of Physical Resources.	Only 1 OMR Scanner (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise.
17	Operational Capacity in terms of Physical Resources.	2-3 OMR Scanners (3 Marks)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
18	Operational Capacity in terms of Physical Resources.	More than 3 OMR Scanners (4 Marks)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
19	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Head Office in Pakistan (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise

20	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Balochistan (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
21	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Punjab (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
22	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Sindh (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
23	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in KPK (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
24	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in GB (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise
25	ISO Certification.	ISO CERTIFICATION (5 Marks)	Copy of Active International Standard Organization (ISO) Certificate
26	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	Up-to 40,000 Candidates (5 Mark)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.
27	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	40,001-90,000 Candidates (8 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.
28	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	90,001-150,000 Candidates (12 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.
29	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	More than 150,000 Candidates (15 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.
30	Multi Media Presentation to the Committee.	Methodology, Working Plan Paper and Computer Based exam conducting details	Presentation to the Committee for 15 to 20 minutes. & Provide soft and hard copy of presentation

NOTE: It is mandatory for the bidders to meet all the above mentioned requirements of eligibility. In case of not meeting any single requirement, the Bid shall be declared NON RESPONSIVE

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

Name of company	_____
Complete Postal Address	_____
Tel No	_____
Email Address	_____
Fax No	_____
Mobile No	_____
Type Of Business (Sole Proprietorship / Partnership / Corporate Pvt Ltd. / Corporate Public Ltd.)	_____
Authorized Representative Name	_____
Authorized Representative Designation	_____
National Tax Number & Date of issuance	_____
BRA Registration No	_____
Registration with Securities & Exchange Commission of Pakistan (SECP) (Attach Copy of Registration Certificate.)	_____
Non-Blacklisting (Affidavit on a Stamp Paper of Rs.100 to the effect that the Testing Agency is not Black Listed anywhere in Pakistan.)	_____
Local Presence (In case of owner: 1) Proof of ownership of business property attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business. In case of tenant: 1) Copy of Rent Agreement attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business.)	_____
Company Profile (Attach Company Profile)	_____
Provision of Carbon Copy of Answer Sheet after each test. (Provide undertaking on Company's letterhead, that this factor shall be complied with.)	_____
Uploading of Answer Keys on Company's website after each test. (Provide undertaking on Company's letterhead, that this factor shall be complied with.)	_____

Unconditional Agreement with all the terms & conditions
Specified in the Bidding Documents & Contract
Agreement. (Signature & company/firm seal on every
page of the bidding document.)

Delivery time (1. Undertaking on the Company's
letterhead to complete the entire process (from
Advertisement of Vacancies to Announcement of
Results) within 60 days of the award of contract. 2.
Undertaking on the Company's letterhead to announce
result of each test within 03 days of the conduct of test.)

DATA-SHEET OF THE ASSIGNMENT/ SCHEDULE OF REQUIREMENTS

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned hereunder, so as to enable the bidders to prepare their bids accordingly:

It is mandatory for the bidders to meet the following given specifications. All offers meeting or exceeding the following minimum required specification shall be considered as equally responsive.

Sr.No	Item Name	Quantity	Specification
1	7911100-Staff Recruitment Services	1	1: Screening of Candidates

* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPP Rules - 2014 # 13(1), however ALL offers in conformity with the generic specification shall be evaluated as equal.

** Ordered quantity shall not vary beyond 15% of the quantities specified in the “Data-Sheet of the Assignment” as per requirement of the Procuring Agency.

Delivery Schedule & Requirements:

Place of Delivery of Goods: Services to Balochistan Assembly Secretariat

Last Date & Time of Delivery: 07 June, 2022

Partial delivery is **Not-Allowed**

Bid Form 1

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

Name of company _____

Complete Postal Address _____

Tel No _____

Email Address _____

Fax No _____

Mobile No _____

Type Of Business (Sole Proprietorship / Partnership /
Corporate Pvt Ltd. / Corporate Public Ltd.) _____

Authorized Representative Name _____

Authorized Representative Designation _____

National Tax Number & Date of issuance _____

BRA Registration No _____

Registration with Securities & Exchange Commission of
Pakistan (SECP) (Attach Copy of Registration
Certificate.) _____

Non-Blacklisting (Affidavit on a Stamp Paper of Rs.100
to the effect that the Testing Agency is not Black Listed
anywhere in Pakistan.) _____

Local Presence (In case of owner: 1) Proof of ownership
of business property attested by Notary Public. 2) Copies
of the Electricity bills of last three months of the
business. In case of tenant: 1) Copy of Rent Agreement
attested by Notary Public. 2) Copies of the Electricity
bills of last three months of the business.) _____

Company Profile (Attach Company Profile) _____

Provision of Carbon Copy of Answer Sheet after each
test. (Provide undertaking on Company's letterhead, that
this factor shall be complied with.) _____

Uploading of Answer Keys on Company's website after
each test. (Provide undertaking on Company's letterhead,
that this factor shall be complied with.) _____

Unconditional Agreement with all the terms & conditions
Specified in the Bidding Documents & Contract
Agreement. (Signature & company/firm seal on every
page of the bidding document.)

Delivery time (1. Undertaking on the Company's
letterhead to complete the entire process (from
Advertisement of Vacancies to Announcement of
Results) within 60 days of the award of contract. 2.
Undertaking on the Company's letterhead to announce
result of each test within 03 days of the conduct of test.)

Bid Form 2

DECLARATION BY THE BIDDER

I solemnly undertake that:

a. Having read, understood & made myself aware of all the Terms & conditions in the bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.

b. The information provided in the forms is correct to the best of my knowledge & in the event change;

details will be provided as soon as possible.

Name & Designation _____

Signature _____

Date _____

Company Stamp _____

Bid Form 3 (A).

Technical Bid (Bidder's Eligibility) To be quoted by the bidder on bidder's letter head as part of technical bid.

Eligibility Factor	Factor Description	Required Documents	Particulars			
Similar Assignment	76 Assignments of Similar Nature and Complexity	Supply Orders	Assignment No.	Amount	Name of Purchaser	Flag At
			_____	_____	_____	_____
			_____	_____	_____	_____
			_____	_____	_____	_____
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_____	_____	_____	_____			
_____	_____	_____	_____			
_____	_____	_____	_____			

Eligibility Factor	Factor Description	Required Documents	Particulars
Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Declaration of non blacklisting on company letter head by the bidder	
Turn Over	Up to 5 Million (4 marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.	
Turn Over	More than Rs.5 Million but up-to Rs.10 Million (8 Marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.	
Turn Over	More than Rs.10 Million (12 Marks)	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.	
Assignments Experience	Up-to 25 Assignments (5 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.	
Assignments Experience	26 – 50 Assignments (10 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.	
Assignments Experience	51 - 75 Assignments (20 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.	
Assignments Experience	More than 75 (30 Marks)	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.	
Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	Up-to 2 Audited Financial Statements (4 Marks)	Copies of Audited Financial Statements	
Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	3-4 Audited Financial Statement (6 Marks)	Copies of Audited Financial Statements	

Eligibility Factor	Factor Description	Required Documents	Particulars
Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm	More than 4 Audited Financial Statements (8 Marks)	Copies of Audited Financial Statements	
Operational Capacity in terms of Physical Resources.	Only 1 OMR Scanner (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise.	
Operational Capacity in terms of Physical Resources.	2-3 OMR Scanners (3 Marks)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Physical Resources.	More than 3 OMR Scanners (4 Marks)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Head Office in Pakistan (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Balochistan (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Punjab (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Sindh (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in KPK (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in GB (1 Mark)	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise	
ISO Certification.	ISO CERTIFICATION (5 Marks)	Copy of Active International Standard Organization (ISO) Certificate	

Eligibility Factor	Factor Description	Required Documents	Particulars
Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	Up-to 40,000 Candidates (5 Mark)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.	
Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	40,001-90,000 Candidates (8 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.	
Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	90,001-150,000 Candidates (12 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.	
Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	More than 150,000 Candidates (15 Marks)	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.	
Multi Media Presentation to the Committee.	Methodology, Working Plan Paper and Computer Based exam conducting details	Presentation to the Committee for 15 to 20 minutes. & Provide soft and hard copy of presentation	

Bid Form 3 (B)

Technical Bid (Product Details) To be quoted by the bidder on bidder's letter head as part of technical bid.

Item Name	Required Specification	Quoted Specifications (All fields are mandatory to be quoted by the bidder.)
7911100-Staff Recruitment Services	1 : Screening of Candidates	

Bid Form 5

Manufacturer's Authorization

To: Procuring Agency for Goods and Services 21 Arbab Town, Quetta

Bid Form 6

Performance Guarantee

To: Procuring Agency for Goods and Services 21 Arbab Town, Quetta

Evaluation Criteria:

Selection of the successful bidder shall be based on the **Quality-Cost Selection Method** which means , **Eligible Bidder quoting Technically Responsive package at the lowest financial cost.**

The procedure shall be applied on knock-down basis as follows: -

1. Bidders Eligibility Assessment. Initial evaluation of the Technical proposals shall be carried-out by the **Procurement Committee** , as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids - Eligibility Criteria for Bidders” in the following manner:

S No.	Bidder's Eligibility Factor	Requirement	Bidder 1 YES/NO	Bidder 2 YES/NO	Bidder 3 YES/NO
1	Similar Assignment	76 Assignments of Similar Nature and Complexity			
2	Turn Over	Turn over of at least 10,000,000 PKR Amount in 5 Subsequent Previous Years			
3	Active Tax Payer	Presence in Active Tax Payer List			
4	Sales Tax	Sales Tax Certificate			
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
6	Turn Over	Up to 5 Million (4 marks)			
7	Turn Over	More than Rs.5 Million but up-to Rs.10 Million (8 Marks)			
8	Turn Over	More than Rs.10 Million (12 Marks)			
9	Assignments Experience	Up-to 25 Assignments (5 Marks)			
10	Assignments Experience	26 – 50 Assignments (10 Marks)			
11	Assignments Experience	51 - 75 Assignments (20 Marks)			
12	Assignments Experience	More than 75 (30 Marks)			
13	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	Up-to 2 Audited Financial Statements (4 Marks)			
14	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	3-4 Audited Financial Statement (6 Marks)			
15	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm	More than 4 Audited Financial Statements (8 Marks)			
16	Operational Capacity in terms of Physical Resources.	Only 1 OMR Scanner (1 Mark)			
17	Operational Capacity in terms of Physical Resources.	2-3 OMR Scanners (3 Marks)			
18	Operational Capacity in terms of Physical Resources.	More than 3 OMR Scanners (4 Marks)			
19	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Head Office in Pakistan (1 Mark)			
20	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Balochistan (1 Mark)			
21	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Punjab (1 Mark)			
22	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in Sindh (1 Mark)			
23	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in KPK (1 Mark)			
24	Operational Capacity in terms of Offices / Set – Ups in Pakistan	Office set-up in GB (1 Mark)			
25	ISO Certification.	ISO CERTIFICATION (5 Marks)			
26	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	Up-to 40,000 Candidates (5 Mark)			
27	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	40,001-90,000 Candidates (8 Marks)			

28	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	90,001-150,000 Candidates (12 Marks)			
29	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	More than 150,000 Candidates (15 Marks)			
30	Multi Media Presentation to the Committee.	Methodology, Working Plan Paper and Computer Based exam conducting details			

i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.

ii. Subsequent upon said assessment, Bidders shall be categorized as:

1. Eligible Bidders
2. Ineligible Bidders

2. Return of Financial Proposals from Ineligible Bidders. Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:

1. Their Financial Proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.

3. Evaluation. The Bids received from Eligible Bidders shall then be evaluated by the Technical Member / Committee or the Procurement Committee itself (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on basis, in the following manner:

Evaluation Criteria

Sr. #	Description	Total Marks
1		



Technical Evaluation of Bids

Item Name	Technical Requirement	Eligibility Bidder 1 Fulfill Requirement YES / NO	Eligibility Bidder 2 Fulfill Requirement YES / NO	Eligibility Bidder 3 Fulfill Requirement YES / NO
7911100-Staff Recruitment Services	1 : Screening of Candidates			

*** List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.**

i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:

1. Responsive Proposals
2. Non-Responsive Proposals

4. Return of Non-Responsive Proposals & preparation of Technical Evaluation Report. Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall NOT be accepted for any further evaluation:

1. Their financial proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.
3. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
4. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
 1. Acceptance of the Eligible & Responsive Bid/s
 2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
5. Technical Evaluation concludes at this stage.

5. Financial Evaluation. Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

Item Name / Model & Description	Quantity	Responsive Bidder 1	Responsive Bidder 2	Responsive Bidder 3
7911100-Staff Recruitment Services	1			

6. Recommendation of Procurement Committee & Uploading of Evaluation Report. After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least ten days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

7. Award of Contract. Contract for Supply of Item/s to the recommended Bidder/s i.e. the lowest evaluated bidder/s (**“Eligible Bidder/s quoting Technically Responsive items at lowest Financial cost, for”**) shall be placed after ten days of uploading of the Evaluation Report at B-PPRA Website.



Reference Number TSE-21220330592

Dated 15 March, 2022

PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED

BIDDING DOCUMENT FOR THE PURCHASE OF

Hiring of testing Services

(FINANCIAL PROPOSAL)

TSE-21220330592

NAME OF BIDDER: _____

(To be filled-in by the Bidder)

Designation of the Procurement Officer: _____

Procuring Agency's Address: _____

Procuring Agency's Phone: _____ Fax No: _____

Procuring Agency's Website: (If Any) _____

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

Name of company _____

Complete Postal Address _____

Tel No _____

Email Address _____

Fax No _____

Mobile No _____

Type Of Business (Sole Proprietorship / Partnership /
Corporate Pvt Ltd. / Corporate Public Ltd.) _____

Authorized Representative Name _____

Authorized Representative Designation _____

National Tax Number & Date of issuance _____

BRA Registration No _____

Registration with Securities & Exchange Commission of
Pakistan (SECP) (Attach Copy of Registration
Certificate.) _____

Non-Blacklisting (Affidavit on a Stamp Paper of Rs.100
to the effect that the Testing Agency is not Black Listed
anywhere in Pakistan.) _____

Local Presence (In case of owner: 1) Proof of ownership
of business property attested by Notary Public. 2) Copies
of the Electricity bills of last three months of the
business. In case of tenant: 1) Copy of Rent Agreement
attested by Notary Public. 2) Copies of the Electricity
bills of last three months of the business.) _____

Company Profile (Attach Company Profile) _____

Provision of Carbon Copy of Answer Sheet after each
test. (Provide undertaking on Company's letterhead, that
this factor shall be complied with.) _____

Uploading of Answer Keys on Company's website after
each test. (Provide undertaking on Company's letterhead,
that this factor shall be complied with.) _____

Unconditional Agreement with all the terms & conditions
Specified in the Bidding Documents & Contract
Agreement. (Signature & company/firm seal on every
page of the bidding document.)

Delivery time (1. Undertaking on the Company's
letterhead to complete the entire process (from
Advertisement of Vacancies to Announcement of
Results) within 60 days of the award of contract. 2.
Undertaking on the Company's letterhead to announce
result of each test within 03 days of the conduct of test.)

1. Financial Evaluation. Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”.

2. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

Item Name / Model & Description	Quantity	Responsive Bidder 1	Responsive Bidder 2	Responsive Bidder 3
7911100-Staff Recruitment Services	1			

Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

A	B	C	D	E	F
S. No.	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C x D	E	(C x D) + E = F
1					
2					
3					
4					
5					

GENERAL CONDITIONS

SPECIAL CONDITIONS

S.No	Special Condition	Sub Condition
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CURRENCY & BID VALIDITY

Bid Validity Period (Days): 90

CONTRACT AGREEMENT

TESTING AGENCY'S TERMS OF REFERENCES (TORs.) & PROCEDURE FOR SERVICE DELIVERY:

- a) The Testing Agency shall design Application Form(s) and share the same with the Balochistan Provincial Assembly Secretariat for approval.
- b) Testing Agency, in consultation with Balochistan Provincial Assembly Secretariat, shall set the eligibility criteria in terms of qualification, age and experience etc. in conformity with requirements as provided in the Balochistan Provincial Assembly Secretariat (Recruitment) Rules, 2009 as amended to date.
- c) While sorting applications, the Testing Agency shall keep in view the upper age limits given in the Balochistan Provincial Assembly Secretariat (Recruitment) Rules, 2009 subject to relaxations notified by the Government of Balochistan from time to time.
- d) Applications shall further be sorted by the Testing Agency to conduct test at the respective testing center(s) in consultation with Balochistan Provincial Assembly Secretariat.
- e) Testing Agency shall officially confirm the CNICs and total number of candidates appearing at each examination center and no modification in this regard shall be allowed without sound reason and prior approval of this Secretariat.
- f) The Testing Agency shall have the facility and competence for conducting of Paper Based Test (PBT), Computer Based Test (CBT), Skill Based Test (SBT) i.e. Typing and Shorthand, Driving Test and other kind of necessary Tests for the posts where required.
- g) The Testing Agency shall provide broad guidelines/topics to set pattern, weight-age of each section of question paper as per job description in consultation with Balochistan Provincial Assembly Secretariat.
- h) Testing Agency shall concurrently arrange competitive exams at each exam center under strict invigilation and adequate administrative arrangements including due regard for weather conditions.
- i) Testing Agency shall print Test Papers in four different colors, having same questions in different sequence.
- j) The sealed Boxes containing the test papers shall be opened in the presence of representative of Balochistan Provincial Assembly Secretariat and candidates present in the Examination Hall(s).
- k) The Answer Sheets shall be sealed in Boxes in the presence of representative of Balochistan Provincial Assembly Secretariat and candidates present in the Examination Hall(s).
- l) The Testing Agency must ensure to provide **Carbon Copy** of the test to Candidate and Balochistan Provincial Assembly Secretariat and upload the **Answer Keys** on their website on the date of test.
- m) The Testing Agency must have the latest **Optical Mark Recognition (OMR) Scanner** to check the answer sheets and upload results on its website as early as possible, but not later than **3 days** after conduct of test.

- n) Grievances of candidates regarding wrong marking or otherwise, if any, shall be settled by Testing Agency, on merit basis, in consultation with Balochistan Provincial Assembly Secretariat.

- o) The entire process, from advertisement of vacancies to the announcement of results of all candidates, shall not take more than 60 days, unless, interrupted by any unforeseen circumstances.

- p) Testing Agency must ensure to conduct, each category of test, simultaneously in all examination centers.[SI1]

- q) The Terms & Conditions, instruction and guidelines in this bidding document are the integral part of ToRs, hence, before submitting bids the bidder shall carefully read and understand the whole bidding document.

[SI1]changed

INTEGRITY PACT

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... (name of Supplier) 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 Balochistan (GoB) or any administrative department or agency thereof or any other entity owned or controlled by GoB through any corrupt business practice.

Without limiting the generality of the foregoing, (name of Supplier) represents and warrants that it has fully declared the brokerage, commission, fees 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 Balochistan 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 consultation 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 GoB, except that which has been expressly declared pursuant hereto.

(name of Supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

(name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoB under any law, contract or other instrument, be voidable at the option of GoB.

Notwithstanding any rights and remedies exercised by GoB in this regard, (name of Supplier) agrees to indemnify GoB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoB in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by (name of 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 from GoB.

Name of Buyer: Name of Seller/Supplier:

Signature: Signature:

(Seal)

(Seal)