



PROCUREMENT CELL

**BALUCHISTAN PROVINCIAL ASSEMBLY SECRETARIAT,
ZARGHOON ROAD, QUETTA,
TEL: 081-9203079 Ext 338, 375**

BIDDING DOCUMENT

FOR

**HIRING THE SERVICES OF TESTING AGENCY TO CONDUCT
WRITTEN/SCREENING TESTS OF RECRUITMENT FOR VARIOUS
CATEGORIES OF REGULAR POSTS**

IN

BALUCHISTAN ASSEMBLY SECRETARIAT AND MPA'S HOSTEL QUETTA

Last date for submission of bid is –

Wednesday the 30th March, 2022 before 11:00 AM

Tender shall be opened on: Wednesday the 30th March, 2022 at 11:30 AM

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NOTICE INVITING TENDER

Balochistan Provincial Assembly Secretariat invites 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 on the basis of following terms & conditions: -

1. The bidder shall not be blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
2. Detailed bidding document, containing eligibility criteria, terms & conditions and evaluation criteria for hiring services of a testing agency, can be obtained from Room # 38 Procurement Cell Balochistan Provincial Assembly Secretariat on payment of Rs.1000/- in National Bank of Pakistan through Green Deposit Challan in favor of Secretary Balochistan Provincial Assembly Secretariat, Quetta (**Head of Account CO-3870 and DDO Code QA-7022**). Bidding document can also be downloaded from the Balochistan Provincial Assembly website www.pabalochistan.gov.pk and from BPPRA website www.bppra.gov.pk.
3. Single stage two envelope bidding method shall be used as per Rule 41-(3) of the BPPRA Rules, 2014.
4. The Sealed Bids (Technical & Financial) along with all necessary documents shall be dropped in the **Tender Box** placed at the reception of the Admin Block of Balochistan Provincial Assembly Secretariat on or before **Wednesday the 30th March, 2022 at 11:00 am**. Only Technical Bids will be opened at 11:30 am on the same day in the presence of the participating companies(s) or their authorized representative in the Committee Room # 05 Balochistan Provincial Assembly Secretariat.
5. Financial bids of technically qualified bidders shall be opened in presence of bidders or their authorized representatives at the time, date and venue to be announced and communicated to the bidders in advance. Whereas, financial bids of technically non-responsive bidders will be returned un-opened to the respective bidders.
6. Bidders shall quote their rates, inclusive of all applicable taxes, duties and other ancillary costs associated with providing testing services.
7. The bids must accompany Bid Security of Rs.1000,000/- in the shape of Call Deposit or Bank Guarantee issued from a scheduled bank in favor of Secretary Balochistan Provincial Assembly Secretariat.
8. The contract shall be awarded, as per the terms and conditions mentioned in bidding document, for the period of two years.
9. The Balochistan Provincial Assembly Secretariat reserves the right to cancel the bidding process at any stage as per rule-38 of the BPPRA Rules, 2014 without assigning any reason.

CONTACT INFORMATION:

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**Procurement Cell
Balochistan Assembly Secretariat
Zarghoon Road Quetta.**

BIDS INVITATION:

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.

PROCEDURE FOR SUBMISSION AND OPENING OF BIDS:

Bid Complete in all respect (Properly bind, indexed, Pages numbered) shall be dropped in the Tender Box placed at reception of the Admin Block Balochistan Provincial Assembly Secretariat on or before **Wednesday the 30th March, 2022 at 11:00 am** on **“Single Stage - Two Envelope Basis”** as laid down in Rule 41-(3) of the Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 which states that —

- a) bid shall comprise a **SINGLE PACKAGE** containing **two separate envelopes**. Each envelope shall contain separately the financial proposal and technical proposal;
- b) envelopes shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and legible letters to avoid confusion;
- c) initially, only the envelope marked Technical Proposal shall be opened and evaluated against the bidder’s eligibility and technical evaluation criteria defined in **Annexure – A and C** of this bidding document;
- d) financial proposals of technically qualified bidders shall be opened at the time, date and venue announced and communicated to the bidders in advance; *and*
- e) financial proposals of the bidders found technically non-responsive shall be returned un-opened to the respective bidders.

TERMS & CONDITIONS:

1. Applicability of the Balochistan Public Procurement Rules, 2014:

The bidding process shall be governed by Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 as amended from time to time and instructions of the Government of Balochistan, in this respect, if and when received. If any term, condition, instruction, or provision in this bidding document is found inconsistent with BPPRA Rules, 2014 then the subject rules shall prevail.

2. Transparency:

Transparency shall be the upmost priority throughout the recruitment process. Testing Agency shall be responsible for any litigation, claim and damages if any arises on the transparency of testing/screening process, at their end.

3. Scope of Assignment:

About 200 (two hundred) regular posts of various categories are to be filled from amongst the eligible candidates throughout Balochistan. Hence, before submitting bids the bidders shall ensure their capacity in terms of managerial, financial, professional and technical competence and availability of physical resources to fairly, transparently, efficiently and effectively conduct the tests/screening of candidates.

If the successful bidder fails to provide satisfactory services within agreed period or are found to be indulged in corrupt or fraudulent practices, the Balochistan Provincial Assembly Secretariat shall have right to proceed against the bidder under relevant laws/rules.

4. Eligibility Criteria of Candidates:

Eligibility of the candidates with respect to age, local/domicile, experience and qualification etc. are to be determined in conformity with Balochistan Provincial Assembly Secretariat (Recruitment) Rules, 2009 (amended to date) and the Orders, Notifications, Rules and Regulations of the Government of Balochistan, in this regard if any, issued from time to time.

The successful testing agency shall set the eligibility criteria of candidates in consultation with Balochistan Provincial Assembly Secretariat.

5. Bid Security and Performance Guarantee:

The bidder shall submit bid security of Rs.1000,000/- in shape of Call Deposit or Bank Guarantee in favour of Secretary Balochistan Provincial Assembly Secretariat. Bid security of technically non-responsive bidder(s) shall be returned within 30 days of declaration their bid as non-responsive, whereas, bid security of responsive bidder(s) shall be retained by this Secretariat till the time the contract has been signed and performance guarantee of Rs.1,000,000/- has been submitted. Moreover, in the circumstances defined in rule-29 (5) of BPPRA Rules, 2014 bid security shall be forfeited.

6. Carbon Copies and Answer Keys:

The responsive bidder, on successful completion of each written test, must ensure to provide carbon copy of the test to candidates and Balochistan

Provincial Assembly Secretariat and upload the Answer Keys on their website immediately after conducting of test.

7. Authorized Representative:

The representatives of the firms, authorized so, shall provide power of attorney as per the **Annexure – J** of this bidding document, on the stamp paper of Rs.100/-.

8. Delivery Time:

The Testing Agency shall ensure to complete each testing/screening process (**from advertisement of vacancies to announcement of results**) within 60 (sixty) days, during the period of contract, unless interrupted by any unforeseen circumstances beyond the control of parties involved.

9. Bid Validity:

Bid shall be valid for 90 days effective from the date of opening of financial bids.

10. Quality Control and Inspection:

To ensure the quality of services and transparency during the tests, the representative(s) of Balochistan Provincial Assembly Secretariat shall be the integral part of invigilation/supervision team of the Testing Agency during conduct of tests.

Testing Agency will bear the Traveling and Daily Allowance (T.A/D.A) charges of the said representative(s), where applicable.

11. Quoting of Rates:

A single rate per candidate, inclusive of all applicable taxes, duties and other ancillary costs associated with providing testing services, shall be quoted as per **Annexure – E** of this bidding document. After award of contract and advertisement of vacancies, the successful testing agency shall claim the quoted rate as a fee from the candidates. This Secretariat will neither pay any additional payment to the testing agency nor will contribute in fee payment of candidate.

12. Award of Contract:

Contract shall be awarded to the single Testing Agency, for the period of two years, on the basis of “**Quality and Cost Based Selection Method**”.

13. Recommendation of Procurement Committee & Uploading of Bid Evaluation Report:

Bid evaluation report, explaining the ground for selection of responsive bidder and rejection of non-responsive bidder(s) shall be announced in the presence of bidders and/or their authorized representatives and subsequently shall be uploaded on the website of Balochistan Public Procurement Regulator Authority at least 3 working days prior to award of contract as required by rule-40 of the BPPRA Rules, 2014.

14. Disqualification:

Following shall result in non-responsive bids and may lead to

disqualification of the bidder, if this Secretariat finds at any: -

- a) time, that the information submitted by the bidder concerning his qualification and professional, technical, financial, legal or managerial competence as contractor/service provider was false and materially inaccurate or incomplete; or
- b) stage that it has indulged in corrupt and fraudulent practices, as defined in BPPRA Rules, 2014.

15. Blacklisting:

Following shall result in blacklisting of the contractor/service provider: -

- a) conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
- b) involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
- c) final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
- d) willful failure to perform in accordance with the terms and conditions of the contract; *and*
- e) failure to remedy underperforming contract, as identified by the Balochistan Provincial Assembly Secretariat, where underperforming is due to the fault of the contractor.

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.
- 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.

INSTRUCTIONS FOR PREPARING BIDS:

While preparing bids, the bidders shall strictly comply to the following instructions: -

- a) Bid shall comprise a **SINGLE PACKAGE** containing **two separate envelopes**. Each envelope shall contain separately the financial proposal and technical proposal.
- b) Envelopes shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and legible letters to avoid confusion.
- c) Each of the envelopes (Main Package, envelope of Technical Proposal and envelope of Financial Proposal) shall clearly state the name of the bidder.
- d) Technical Proposal shall be prepared on the basis of Terms & Conditions of this bidding document, bidder's eligibility criteria and the technical evaluation criteria as mentioned in **Annexure – A & C**.
- e) Technical proposal must be supported by all necessary documents as enlisted in **Annexure – A (Column – 3) and C (Column – 5)**.
- f) Every page of Technical and Financial bid shall be signed and stamped by the bidder or his authorized representative, as the case may be.
- g) Technical proposal shall be properly indexed, bind and page numbered.
- h) The financial bids should be quoted on the bidder's letter head as per the format of **Annexure – E**.
- i) While preparing financial bid the bidder must consider the notes to the **Annexure – E**.
- j) Proposal shall be covered by covering letter as per the format defined in **Annexure – I** and Bid Application Form as per **Annexure – G**.
- k) Before preparing bids, the bidder can examine the **SAMPLE BIDDING DOCUMENTS** in the room of Secretary Procurement Cell, Balochistan Provincial Assembly Secretariat.

Note:- Non-compliance to the above instructions may result in disqualification of the bidder.

BID EVALUATION CRITERIA:

Bids shall be evaluated as per Rule 34 and 35 of BPPRA Rules, 2014 using **“Single Stage Two Envelope Procedure”** as defined in Rule 41(3) of *ibid* rules. Moreover, selection of the successful bidder shall be based on the **“Quality and Cost Based Selection Method”** as per Rule 69(4) of BPPRA Rules, 2014 which states that, **“Eligible Bidder obtaining highest combined weighted technical and financial score according to the criteria mentioned in Annexure – C and competitive price offer per candidate as per Annexure – E respectively,** shall be declared as successful bidder.

1. **Marks & Weights:**

Criteria	Marks	Weight
Technical	100	80%
Financial	100	20%
Total	200	100%

2. **Technical Proposal:**

Technical proposal shall be evaluated against the criteria mentioned in **Annexure – C.**

3. **Financial Proposal:**

Financial proposal shall be evaluated on the basis of competitive price offer per candidate as per **Annexure – E.**

ANNEXURE - A

Evaluation Criteria for Eligibility of Bidders

#	Eligibility Factor	Requirement	Document Required
	1	2	3
1.	Registration with FBR for income tax.	Mandatory	Attach Copy of NTN Certificate and verifiable Active Taxpayer Certificate from FBR website
2.	Registration with BRA for BST	Mandatory	Attach copy of Balochistan Sales Tax Registration Certificate.
3.	Registration with Securities & Exchange Commission of Pakistan (SECP)	Mandatory	Attach Copy of Registration Certificate.
4.	Non-Blacklisting	Mandatory	Affidavit on a Stamp Paper of Rs.100 to the effect that the Testing Agency is not Black Listed anywhere in Pakistan.
5.	Local Presence	Mandatory (The bidder must have Head Office / Regional Office in Quetta having PTCL & Phone & Fax No.)	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.
6.	Company Profile	Mandatory	Attach Company Profile
7.	Provision of Carbon Copy of Answer Sheet after each test	Mandatory (One copy to the Candidate and One Copy to the Balochistan Provincial Assembly Secretariat)	Provide undertaking on Company's letterhead, that this factor shall be complied with.

#	Eligibility Factor	Requirement	Document Required
	1	2	3
8.	Uploading of Answer Keys on Company's website after each test	Mandatory	Provide undertaking on Company's letterhead, that this factor shall be complied with.
9.	Unconditional Agreement with all the terms & conditions Specified in the Bidding Documents & Contract Agreement	Mandatory	Signature & company/firm seal on every page of the bidding document.
10.	Delivery time	Mandatory	<ol style="list-style-type: none"> 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.
<p>NOTE: Bidder must fulfill all of the eligibility criteria mention in Sr. # 1-10 above.</p>			

ANNEXURE - B

Format for Assessment of Eligibility of Bidders

#	Eligibility Factor	Document Required	Bidder 1	Bidder 2	Bidder 3
			Yes/No	Yes/No	Yes/No
1.	Registration with FBR for income tax.	Copy of NTN Certificate and verifiable Active Taxpayer Certificate from FBR website.			
2.	Registration with BRA for BST.	Attach copy of Balochistan Sales Tax Registration Certificate.			
3.	Registration with Securities & Exchange Commission of Pakistan (SECP)	Attach Copy of SECP Registration Certificate.			
4.	Non-Blacklisting	Affidavit on a Stamp Paper of Rs.100 to the effect that the firm is currently not Black Listed anywhere in Pakistan.			
5.	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.			
		3) Copy of letterhead proofing Head Office / Regional Office in Quetta along with PTCL Phone Number and Fax Number.			
	Local Presence (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.			
		3) Copy of letterhead proofing Head Office / Regional Office in Quetta along with PTCL Phone Number and Fax Number.			

#	Eligibility Factor	Document Required	Bidder 1	Bidder 2	Bidder 3
			Yes/No	Yes/No	Yes/No
6.	Company Profile	Copy of Company Profile			
7.	Provision of Carbon Copy of Answer Sheet after each test to Candidate and Balochistan Assembly Secretariat	Provide undertaking on Company's letterhead, that this factor shall be complied with.			
8.	Uploading of Answer Keys on Company's website after each test	Provide undertaking on Company's letterhead, that this factor shall be complied with.			
9.	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.			
10.	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.			
<p>NOTE:-</p> <p>- A single "No" will result in disqualification of bidder.</p>					

ANNEXURE - C

Technical Bid Evaluation Criteria

#	Eligibility Factor	Requirement	Marks		Document Required
1.	Experience: At least 05 years' experience for conducting examination and providing testing services for recruitment in Government Departments / Public Sector Organizations.	Up-to 25 Assignments	5	30	Attach copies of the following documents in respect of each of the successfully completed assignment: 1) Work orders / Contract. 2) Successful Work Completion Certificates.
		26 – 50 Assignments	10		
		51 - 75 Assignments	20		
		More than 75	30		
2.	Financial Capacity: Average annual turnover in last 5 years.	Up-to Rs.5 million	4	12	Bank Certificate of the Company's Bank Account certifying its financial worthiness equal to or above the required turn-over.
		More than Rs.5 Million but up-to Rs.10 Million	8		
		More than Rs.10 Million	12		
3.	Financial Reliability: Financial Statements of Company audited by Chartered Accountant Firm.	Up-to 2 Audited Financial Statements	4	8	Copies of Audited Financial Statements.
		3-4 Audited Financial Statement	6		
		More than 4 Audited Financial Statements	8		
4.	Operational Capacity in terms of Physical Resources.	Only 1 OMR Scanner	1	4	Provide undertaking on Company's letterhead, to this effect. The Procurement Committee may verify and confirm the same by physical visit or otherwise.
		2-3 OMR Scanners	3		
		More than 3 OMR Scanners	4		
5.	Operational Capacity in terms of Offices / Set – Ups in Pakistan.	Head Office in Pakistan	1	6	
		Office set-up in Balochistan	1		
		Office set-up in Punjab	1		
		Office set-up in Sindh	1		
		Office set-up in KPK	1		
		Office set-up in GB	1		
6.	ISO Certification.	ISO Certificate	5	5	Copy of Active International Standard Organization (ISO) Certificate
7.	Number of Candidates tested for Government / Public Sector Organizations in last 5 years.	Up-to 40,000 Candidates	5	15	Provide summary of results of tests conducted (showing number of candidates appeared per test) attested by the client.
		40,001-90,000 Candidates	8		
		90,001-150,000 Candidates	12		
		More than 150,000 Candidates	15		
8.	Multi Media Presentation to the Committee.	Methodology	20	20	1. Presentation to the Committee for 15 to 20 minutes. 2. Provide soft and hard copy of presentation.
		Working Plan			
		Paper and Computer Based exam conducting details			
Total				100	

Format for Assessment of Technical Criteria

#	Eligibility Factor	Marks Obtained		
		Bidder 1	Bidder 2	Bidder 3.
1.	Experience			
2.	Financial Capacity			
3.	Financial Reliability			
4.	Operational Capacity in terms of Physical Resources			
5.	Operational Capacity in terms of Offices / Set – Ups in Pakistan			
6.	ISO Certification			
7.	Number of Candidates tested for Government / Public Sector Organizations in last 5 years			
8.	Multi Media Presentation to the Committee			
Total				

EVALUATION CRITERIA FOR FINANCIAL QUALIFICATION

While evaluating financial criteria, the bidder quoting **every ten Rupees in term of claiming fee** from a candidate, **shall have inverse effect of minus one mark out of 100** against the following scope of work: -

ANNEXURE - E

Data Sheet

Scope of Work	Rate Per Candidate
a) About 200 (two hundred) posts.	<u>Rs.</u>
b) Collection of application forms, registration and short-listing of candidates.	
c) Setting question papers in consultation with Balochistan Provincial Assembly Secretariat.	
d) Issuance of Admit Cards.	
e) Physical and administrative arrangement of test centers.	
f) Conducting Paper Based, Computer Based, Skilled Based and Driving Based tests, where applicable.	
g) Providing first carbon copy of Answer Sheet to candidate and sharing second carbon copy with Balochistan Assembly Secretariat.	
h) Preparation of result.	
i) Sharing final result with Assembly Secretariat.	
j) Announcement of result through website.	
k) Any other, necessary process.	

Notes to Annexure - E:

- a) Price must be quoted inclusive of all applicable taxes & duties imposed by the Government.
- b) Rates shall be quoted in PKR.
- c) Rates must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder, that includes:
 - i. All duties, taxes and other Government's payables.
 - ii. All other costs associated with provision of testing services, as defined in above Data Sheet.

(Note: The successful bidder will not be allowed to separately claim these costs).

- d) Quoted rates shall be firmed and final in all respect.
- e) Single rate per candidate shall be quoted, after considering the required quality, standard and specification of testing services defined in **Annexure - E**.

Date: _____

Signature of Authorized Person _____

Name _____

(Firm / Company Seal)

In Capacity of
Duly Authorized by

ANNEXURE - F

Comparative Statement of Financial Proposal

Scope of Work	Bidder 1	Bidder 2	Bidder 3 ...
a) About 200 (two hundred) posts. b) Collection of application forms, registration and short-listing of candidates. c) Setting question papers in consultation with Balochistan Provincial Assembly Secretariat. d) Issuance of Admit Cards. e) Physical and administrative arrangement of test centers. f) Conducting Paper Based, Computer Based, Skilled Based and Driving Based tests, where applicable. g) Providing first carbon copy of Answer Sheet to candidate and sharing second carbon copy with Assembly Secretariat. h) Preparation of result. i) Sharing final result with Assembly Secretariat. j) Announcement of result through website. k) Any other, necessary process.	Rate to be Quoted per Candidate	Rate to be Quoted per Candidate	Rate to be Quoted per Candidate

IMPORTANT NOTES.

- a) The bidder shall quote minimum lump-sum processing fee per candidate with single consolidated bid to be submitted for all posts and may claim 100% of the quoted rate from the candidates.
- b) Weightage for Technical Qualification as per **Annexure - C** of the bidding document shall be 80%.
- c) Weightage for Financial Qualification as per **Annexure - E** of the bidding document shall be 20%.

CALCULATION OF COMBINED WEIGHTED AVERAGE SCORE

Example: Let assume that bidder-A obtains 80 marks in Technical Evaluation and quotes a rate of rupees 250 per candidate. Financial Evaluation and combined weighed score of the bidder shall be ascertained as under: -

Calculation of Financial Evaluation score

$$\begin{aligned}
 &= (\text{total financial marks} - \text{quoted rate}/\text{rupees } 10) \\
 &= (100 - 250/10) \\
 &= (100 - 25) \\
 &= 75
 \end{aligned}$$

Calculation of Combined weighted score (Technical + Financial)

$$\begin{aligned}
 &= (\text{Technical score} \times 80\%) + (\text{Financial score} \times 20\%) \\
 &= (80 \times 80\%) + (75 \times 20\%) \\
 &= (64) + (15) \\
 &= 79
 \end{aligned}$$

(Thus, the bidder-A has scored 79)

BID APPLICATION FORM
(BIDDER PARTICULARS)

Name of Firm: _____

Name of Owner: _____

Address: _____

CNIC Number: _____

Cell Number: _____

Telephone Number: _____

National Tax Number: _____

Sales Tax Reg. Number: _____

Bank Account Number: _____

Bank Branch: _____

(AUTHORIZED REPRESENTATIVE PARTICULARS, IF ANY)

Name: _____

CNIC Number: _____ Cell Number: _____

(DETAIL OF PAYMENTS)

Security Deposit (Call Deposit/Bank Guarantee):

In favor of: _____

Amount Rs. _____ Date: _____ Number: _____

Issuing Bank Name: _____

Bidding Document fee (Green Challan):

In favor of: _____

Amount Rs. _____ Date: _____ Number: _____

Signature: _____ Date: _____ Seal of the Firm: _____

(DECLARATION)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms & conditions of tender and are liable to any punitive action for furnishing false information / documents.

Signature: _____

Date: _____

Seal of the Firm: _____

Format for Covering Letter.

To,

**Secretary Balochistan Provincial Assembly Secretariat,
Zarghoon Road, Quetta.**

Sub: BID FOR PROVISION OF TESTING SERVICES.

Dear Sir,

- a) Having examined the tender document and Annexures we, the undersigned, in conformity with the said document, offer to provide the subject services on terms & conditions of the bidding document and the contract to be signed upon the award of contract for the sum indicated as per Price Schedule (Fee per Candidate).
- b) We undertake, if our proposal is accepted, to provide the service comprise in the contract within time frame specified, starting from the date of receipt of notification of award/signing of contract with the Balochistan Provincial Assembly Secretariat.
- c) We agree to abide by this proposal from the date of signing the contract and it shall remain binding upon us and may be accepted at any time before the expiration of the period of contract.
- d) We agree to execute a contract in the form to be communicated by the Balochistan Provincial Assembly Secretariat, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- f) The bid is valid for ninety (90) days.

Authorized Signatures with Official Seal

Format of Power-of-Authority.

POWER OF ATTORNEY

(On Stamp Paper of Rs.100)

Know all men/persons by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the Balochistan Provincial Assembly Secretariat including signing and submission of all documents and providing information/responses to Balochistan Provincial Assembly Secretariat in all matters in connection with our Bid. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20_____

For _____

(Signature)
(Name, Designation and Address)
Accepted

(Signature)
(Name, Title and Address of the Attorney)
Date: