

FEDERAL GOVERNMENT ORGANIZATION ISLAMABAD

TENDER NOTICE

REQUEST FOR PROPOSAL (RFP) FOR CONDUCTING INITIAL SCREENING AND SKILL TESTS FOR FILLING VARIOUS VACANT JOB POSITIONS (BPS 01-15) IN FEDERAL GOVERNMENT ORGANIZATION.

Sealed bids / proposals are invited from well reputed registered Testing Agencies for conducting initial Screening/Skill tests as well as psychological/IQ tests for recruitment of following posts in Federal Government Organization, Islamabad. Bids should be submitted on "Single Stage-two envelope procedure" basis, as laid down in Rule 36(b) of PPRA Rules, 2004 to the undersigned latest by **10.00 AM on 4th March, 2019**. The Proposals will be opened on the same date at 11:00 am in the presence of bidders or their representatives.

Sr. No.	Ranks	Basic Pay Scale	Number of posts
1.	Stenotypist	14	104
2.	Data Entry Operator	12	37
3.	ASI (Tech)	11	83
4.	ASI (VM)	11	3
5.	ASI (GD)	11	214
6.	ASI (OM)	11	29
7.	Constable (GD)	7	671
8.	Constable (OM)	7	106
9.	SCD/DR	4	148
10.	NC/Orderly	1	149
11.	Cook	1	6
12.	Mali	1	2
Total			1552

Terms & Conditions

1. The Proposals must reach the office of Director (Recruitment), Block 'K' Pakistan Secretariat, Islamabad on or before 4th March, 2019 at 10:00 am through registered posts / registered courier services i.e. sealed envelopes. TO BE OPENED BY "ADDRESSEE ONLY" must be written on the sealed envelope. Bid must be submitted on letter heads of the bidders/firms/companies.
2. 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 the respective envelopes.
3. Technical Proposals will be opened by a Committee on the same day at 1100 hours in the K Block Pakistan Secretariat, Islamabad in the presence of bidders or their authorized representatives, who wish to witness the tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on a date/time to be announced subsequently.
4. The Financial Proposal shall be inclusive of all taxes.
5. Financial proposal must be accompanied with a Pay Order of Rs.10,00,000/- as bid security in the name of DDO, K Block, Pakistan Secretariat, Islamabad, failing which bid will not be considered.
6. The firms must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided). Vendor number issued by the AGPR is also required. Active Tax Payer Certificate by FBR may be attached.

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7. The testing agency must be registered agency if established in private sector.
8. The firm should have capacity and outreach to conduct tests at all of the following cities: Sindh (Karachi, Hyderabad, Sukkur), Punjab (Lahore, Rawalpindi, Multan, DG Khan, Faisalabad, Bahawalpur), Gilgit Baltistan (Gilgit, Sakardu, Chilas / Hunza), AJK (Mirpur and Muzafarabad), KPK (Abottabad, Peshawar, D.I Khan, Bannu and Mangora), Balochistan (Quetta, Sibi, Makran, Kalat, Khuzdar), Islamabad.
9. Details of Similar Work/Assignments already completed with Government Agencies with satisfactory completion report (should at-least have 05 years' experience)
10. Specialization in conducting skill tests for technical posts (ASI Tech, ASI Vehicle Mechanic) alongwith typing / shorthand tests and Driving Skill Test.
11. Subjects Specialists must be working as employees in the Agency to prepare screening / written as well as subjective type tests covering the following subjects: IT / English / Pakistan Studies / Islamic Studies, Science based subjects i.e. physics, basic electronics, vehicle maintenance / mechanical technology, electrical technology, typing / shorthand ability, as well as IQ/EQ and psychological test etc.
12. The Companies must produce proof of financial soundness (Bank Statement / Certificate).
13. The bid validity period shall be 90 days from the date of opening of the Tender, which is extendable, as per PPRA rules.
14. The firm shall be able to deliver the services within 30 days after signing the contract.
15. The capacity of the testing agency to complete the project(including conducting the screening, skill, psychological tests and handing over the result to the department) within 04 months of the date of advertisement.
16. Federal Government Organization reserves the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
17. Incomplete proposals shall be rejected.
18. This Tender Notice has also been posted/uploaded on PPRA's Website.
19. Bids received through fax/Telex/email and after due date/ time will not be considered.
20. The Testing Agency should have a valid NTN/STRN Certificates issued from FBR, Proof of being on Active Taxpayers list.
21. Income Tax & GST will be deducted as per rules.
22. The testing agency must clearly quote post-wise application fee (inclusive of taxes) to be charged per candidate for each vacant post (based on the test requirements for each post), alongwith the average application fee rate for all posts (inclusive of all taxes). Mentionable that 50% of the application fee shall be paid by the candidates while 50% shall be paid by the department.
23. The successful bidder will have to arrange tests at designated stations within the stipulated period as per agreement, which will be signed with the bidder subject to final approval by the Authority.
24. An affidavit (on Stamp paper) duly attested by Oath Commissioner to the effect that the firm is not black-listed by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids.
25. The Authority may reject any or all bids at any time, prior to the acceptance of a bid or proposal, in accordance with Rule 33 of PPRA Rules, 2004.
26. The Tender Documents(mentioning the amount of bid security, technical evaluation criteria etc.) may be collected from R&I Section of K Block, Pakistan Secretariat, Islamabad upon written request by the Testing Agency.

Director (Recruitment)
Federal Government Organization
Pakistan Secretariat, "K" Block, Islamabad.