



BIDDING DOCUMENTS

(Single Stage-Two Envelope Bidding Procedure)

FOR HIRING SERVICES OF TESTING AGENCY

**KHYBER PAKHTUNKHWA TECHNICAL EDUCATION &
VOCATIONAL TRAINING AUTHORITY**

5-771 Old Bara Road, University Town Peshawar

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TERMS OF REFERENCE AND BIDDING DOCUMENTS FOR HIRING TESTING AGENCY:

1. INTRODUCTION

The Khyber Pakhtunkhwa Technical Education & Vocational Training Authority, intends to hire the services of a testing assessment firm/agency/body, to design and conduct the screening test of applicants to be hired against various posts in KP-TEVTA Head Office as well as the field institutes throughout Khyber Pakhtunkhwa, ranging up to to BPS-19. The services of the testing agency will be initially hired for a tenure of 3 Years, which may be extended subject to satisfactory performance of the Testing Agency.

2. RECEIPT OF PROPOSALS

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes under one main envelope shall reach to Procurement Section of KP-TEVTA Head Office, Peshawar on or before 8th November 2021 at 1200 hours.

i. **Technical Proposal:-**

The technical proposal shall consist of all the documents required under Para 6 and 7 of TORs and may also comprise additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status. The bidder shall substantiate his technical proposal for achieving score under Para-7 hereof.

ii. **Technical Evaluation:-**

The technical proposal of the firms will be evaluated on the basis of evaluation criteria defined under Para-7 hereof. Minimum marks for qualification in Technical Evaluation are 70 out of 100. The marks acquired in Technical Evaluation will be given 80% weightage under overall evaluation as a quality indicator.

iii. **Financial Proposal:-**

The bidder shall prepare his financial proposal in line with the TORs.

iv. **Financial Evaluation:-**

The Financial Proposal of the firms will be evaluated on the basis of criteria defined under Para-8. 20% weightage of the overall marking will be given to Financial Evaluation. The bidder with the lowest rate and optimum quality shall be given full 20 marks in the Financial Evaluation.

v. **Procedure of Tender Opening:-**

KP-TEVTA will adopt least cost selection under single stage two envelopes bidding procedure as laid down in KPPRA Rules. The bidders shall submit the technical and financial proposals in two separate envelopes enclosed in one main envelope. The envelopes shall be marked as: "Financial Proposal" and "Technical Proposal". In first instance, "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in custody of the KP-TEVTA. The KP-TEVTA shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal, which does not conform to the specified requirements. During the Technical Evaluation no amendments in the technical proposal shall be permitted. A bidder has to obtain a minimum threshold of 70 marks points out of 100 to qualify in Technical Evaluation. If a bidder does not qualify in Technical Evaluation, his financial bid will

not be opened. After evaluation and approval of Technical Proposals, KP-TEVTA shall open Financial Proposals of the technically accepted bids, on a date/time to be announced by KP-TEVTA. The financial bids of the technically non-responsive bidders shall be returned un-opened.

The Technical Evaluation score obtained by the technically qualified bidders will be given 80% weightage out of 100 marks of overall evaluation. Whereas, the Financial evaluation score will carry 20% weightage out of 100 marks of the overall evaluation. Selection of the qualified bidder will be made on the overall score obtained in Technical and Financial Score.

3. TERMS OF REFERENCE OF THE TESTING AGENCY

- a) The agreement would be signed between KP-TEVTA Administration and qualified testing agency.
- b) The testing agency will have state of the art website and will have to update timely for the announcements regarding test.
- c) The selected testing agency will intimate the eligible candidates by issuing Roll no slips to them through post and website, SMS and emails.
- d) The fee will be deposited in the bank Account of testing and evaluation agency directly by the candidates.
- e) The testing agency will conduct test of the candidates at the respective testing centers as indicated by the candidates or mutually agreed with KP-TEVTA Administration.
- f) The testing agency will design an objective type test weightages for each subject relevant to job in consultation with KP-TEVTA.
- g) Firm/Agency shall demonstrate staffing and other arrangements to mobilize professional resources.
- h) The testing agency and their staff should not have any stake directly or indirectly with any training and test preparation institution/ academy which may be construed as conflict of interest.
- i) Further, for posts having typing speed as part of required qualification, the agency shall conduct the typing test for the candidates as per requirement of the post in addition to the screening test stated above.
- j) The testing agency shall announce the result of tests as soon as possible, not later than a week (07 days) from the date of conducting test.
- k) The testing agency shall provide consolidated list of candidates for each post, having their complete information i.e. Name, Father Name, CNIC No, Date of Birth, Domicile, Academic Score, Test score, Experience record, Address, Contact No etc.
- l) The Testing Agency will provide all the record i.e. Application Forms, along with all the attached documents/academic credentials of the candidates, in tidy condition.
- m) The Testing Agency shall extend all support in conduction/ designing of test as mutually agreed between parties, not covered under the above terms.

4. SIZE OF TEST ARRANGEMENT

Each test will be conducted according to the prescribed requirements of arrangements at provincial level.

5. MODEL OF TEST & TEST CHECKING

The testing Agency must have the facility for the organization of Paper Based Test (PBT), and Typing test. The Testing Agency shall have its own Optical Marks Recognition (OMR) system for paper checking.

6. MANDATORY REQUIREMENTS FOR THE TESTING AGENCY

- a) Name of Testing Agency/ firm/ company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address. The details of the company's profile, professional and technical skills should be attached. The Agency shall have its branch office in Peshawar.
- b) The testing agency shall have at least three (03) years' experience to conduct such test at a larger scale and set-up in major cities of Khyber Pakhtunkhwa.
- c) The testing agency / body should have been providing the examination services to competitive and renowned public sector Ministries/ Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (attach list of clients along with number of applicants).
- d) The testing agency must be registered with FBR, have a valid NTN, Vendor Number with AGPR and should be registered with the Securities and Exchange Commission of Pakistan (SECP) if established in private sector. Relevant ISO certification shall be needed.
- e) Details of company profile (brochures), description of similar assignments, experience in similar condition, and availability of appropriate skills amongst staff, and etc., scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached.
- f) It should have established infrastructure for the purpose and the blend of manual/ computerized examination system and online facility of applying/ roll no. slip/ result etc. and demonstrate capacity to undertake paper based test of general/specific assessment across the country, and **checking of the tests through Optical Mark Recognition (OMR) System.**
- g) The testing body should have strong educational experience in test development; administration and analysis.
- h) The agency must attach an affidavit (not older than 10 days on stamp paper of worth Rs. 100) to an extent that it has not been blacklisted by any organization at any stage, and bears a good track record and.
- i) The Testing Agency shall not be proved guilty by courts in any litigation matter related to the procedure, transparency and confidentiality, regarding the conduction of tests.
- j) Financial soundness certificate and Bank statement for the last 3 Years with last three years audit report should be attached with the tender document.
- k) Certificate of Willingness, that in case of succeeding in the bidding process, the Testing Agency will provide surety bond up to maximum of 5 Million (mutually agreed) as performance guarantee on assignment basis with KP-TEVTA. The stated performance guarantee will be provided by the Testing Agency to KP-TEVTA for each assignment performed during the tenure of agreement, and will be released to the Agency upon successful completion of each assignment. The amount will be submitted in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of KP-TEVTA.
- l) The rates quoted will be effective till the completion of tenure of agreement between KP-TEVTA and Testing Agency.
- m) The successful bidder shall bear all costs associated with receipt of applications and screening process, written test, typing test, test venues and any other cost.
- n) In case of any litigation due to screening test/process, the payments of the agency will be withheld and the testing agency shall bear all cost to be incurred on litigation and there shall be no liability on part of KP-TEVTA.
- o) The Testing Agency shall allow KP-TEVTA to conduct Audit of the procedure adopted for conduction of assignments/ test during the tenure of agreement.

- p) No deviation from the agreement is permissible otherwise; Performance guarantee will stand forfeited under the rules in the event of violation of agreement made between the successful bidder(s) and the government under the rules.
- q) The Testing Agency shall meet the all of the above-mentioned requirements, otherwise will be considered as disqualified for the bidding process.
- r) KP-TEVTA reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal. KP-TEVTA shall, upon request, communicate to the bidder/ testing Agency who submitted a bid or proposal, the grounds for its rejection of bid or proposal.

7. TECHNICAL EVALUATION CRITERIA

The Technical Evaluation of bidders will be carried out first on the basis of Technical Evaluation Criteria as below. Minimum marks for pre-qualification are 70 of the total score 100 assigned to Technical Evaluation. The marks obtained in Technical Evaluation will carry 80% weightage in the overall Evaluation.

Sr. No.	Technical Evaluation Criteria	Maximum Marks	Sub Marks	Marks Given to Bidder
1	ISO certified	05		
2	Company Profile: must be a registered body having Three (03) years experience of similar work assignments of test conducting.	05		
	03 Years Experience		0	
	In case of more than 03 years experience, for each One (01) year the bidder will be given additional 0.5 mark, up to the maximum of 05 marks		5	
3	Tests conduction assignment performed during last three (3) Years in Public/ Academic/ Private Organizations (02 marks for each assignment subject to a maximum of 26) (Project Completion Certificates / Performance Certificates from clients shall be attached)	26		
4	Tests conduction assignments performed during last Three (03) Years for TEVTA's throughout the country (1 mark for each assignment, ensuring conformity to the schedule & TORs, subject to a maximum of 05).	05		
5	Tests conduction assignment particularly performed in Khyber Pakhtunkhwa during last three (3) Years (1 mark for each assignment, subject to a maximum of 10)	10		

6	Testing Agency's Experience for the last 3 years in terms of number of candidates tested so far. provide details of clients and tests dates, number candidates which could be verified from the client organizations	16		
	Up to 50,000 candidates tested		3	
	In case of more than 50,000 candidates, one additional mark will be given for each 10,000 candidates tested, up to the maximum of 13 marks		13	
7	Mechanism to Ensure Transparency / Confidentiality (the service provider with most efficient mechanism shall be given 10 marks)	15		
	Biometric Attendance or computerized face recognition of candidates during the tests		5	
	Paper Distribution through external third party courier system		5	
	Provision of carbon answer key to candidates through website		5	
8	The capacity to undertake computer based tests	05		
9	Financial position as per audit reports of the last 3 years; (Please provide details of clients and test date)	05		
	Below 10 Million		2.5	
	From 10 to 100 Million		2.5	
10	Testing Agency's regional registered office in Peshawar	03		
11	Presentation to the HR Committee, KP-TEVTA to demonstrate the overall procedure of Testing Agency for conduction of tests. The bidders will be intimated to give presentation at selected venue with due course of time.	05		
	Total marks	100		

8. FINANCIAL EVALUATION CRITERIA

Financial bids of those Testing Agencies will be evaluated who qualify on the basis of Technical evaluation. Technically Qualified Testing agencies shall quote their minimum lump sum processing fee per application (all inclusive). The bidder quoting minimum rate/ fee will be given full 20 marks in Financial Evaluation. Whereas, Financial Evaluation score of the other bidders will be calculated on the basis of formula:

$$\text{Lowest rate} \times 20 / \text{Rate quoted by the bidder}$$

9. CONSOLIDATION OF TECHNICAL AND FINANCIAL EVALUATION MARKS FOR SELECTION OF QUALIFIED BIDDER

The Total score obtained by Testing Agencies, out of 100 marks, will be derived by adding 80% weightage of Technical Evaluation marks with 20 marks acquired in Financial Evaluation.

10. PROPRIETARY RIGHTS

The selected testing agency will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test or misconduct, 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.

11. 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.

12. TERM/DURATION OF ONE ASSIGNMENT

The selected agency/ bidder shall have to complete an assignment as specified in the agreement/ MOU for each assignment.

13. REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES BY THE ROCURING AGENCY

- i . KP-TEVTA Procurement Committee will act as grievance committee to address the complaints of bidders that may occur prior to the entry into force of the procurement / service contract.
- ii. Any bidder feeling aggrieved by any act of the procuring agency, after the submission of his bid, may lodge a written complaint concerning his grievances not later than 15 days after the announcement of the bid evaluation report.
- iii. The said Committee shall investigate and decide upon the complaint within 15 days of the receipt of the complaint.
- iv. Mere fact of lodging of a complaint shall not warrant suspension of the procurement / service process.
- v. Any .bidder not satisfied with the decision of the Committee / Procurement Agency may lodge an appeal in the relevant court of jurisdiction.

14. ARBITRATION

- i. After coming into force the service contract, disputes between the parties to the contract shall be settled by the arbitration.
- ii. The procuring agency shall provide for a method of arbitration.

15. MIS-PROCUREMENT

Any unauthorized breach of these rules shall amount to mis-procurement / service.

16. ADDRESS/ LOCATION:

KP-TEVTA Head Office, 5-771, Old Bara Road University Town Peshawar

