

POWER INFORMATION TECHNOLOGY COMPANY

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**CONDUCTING WRITTEN EXAMINATION
FOR RECRUITMENT OF EMPLOYEES
UNDER PITC
FOR BPS 06-18**



REQUEST FOR PROPOSAL

PREFACE

This Request for Proposals (“RFP”) has been prepared by Power Information Technology Company and is based on the Standard Form of Contract for hiring / engaging firm for outsourcing services.

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Section 1. Letter of Invitation

Lahore, Dated _____

Dear [insert: Name of Consultant]:

Dear Mr./Ms

1. The PITC invites proposals to provide the services of hiring in BPS-6 to 18 of different categories in PITC. More details on the services are provided in the attached Terms of Reference.
2. The RFP has been addressed to the following shortlisted firms:
 - a. M/s Open Testing Service-OTS
 - b. M/s Pakistan Testing Service-PTS
 - c. M/s Marit Testing Service-MTS
 - d. M/s Balochistan Testing Service-BTS
 - e. M/s National Testing Service-NTS
 - f. M/s Institute of Business Administration-IBA
 - g. M/s Point Retail Pvt. Ltd.
3. A firm will be selected under quality and cost based selection method and procedures described in this RFP.
4. The RFP includes the following documents:-
 - Section 1 – Letter of Invitation
 - Section 2 – Information to Consultants (including Data Sheet)
 - Section 3 – Technical Proposal – Standard Forms
 - Section 4 – Financial Proposal – Standard Forms
 - Section 6 – General Conditions of Contract
5. Please inform us in writing upon receipt:
 - (a) That you received the letter of invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

Director General (HR&Admn)
421- Wapda House, Lahore.

Section 2. Instructions to the Firms

Definitions

- (a) “Client” means the agency with which the selected firm/Firms sign the Contract for the Services.
- (b) “Firm” means any private or public entity including a Joint Venture that will provide the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- (d) “CQS” means Consultant/ Firm’s Qualification Selection.
- (e) “Data Sheet” means such part of the Instructions to Firms used to reflect specific country and assignment conditions.
- (f) “Day” means calendar day.
- (g) “FBS” means Fixed Budget Selection.
- (h) “Government” means the Government of the Client’s Country.
- (i) “Instructions to Firms” (Section 2 of the RFP) means the document which provides shortlisted Firms with all information needed to prepare their Proposals.
- (k) “Joint Venture” means a Firm which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Firm’s obligations under the Contract.
- (l) “LCS” means Least Cost Selection.
- (m) “Partner” means any of the entities that make up the Joint Venture; and Partners means all those entities.
- (n) “Personnel” means qualified persons provided by the Firm and assigned to perform the Services or any part thereof; “International Personnel” means such qualified persons who are citizens of an eligible country; “National Personnel” means such qualified persons who are citizens of the Client’s country.
- (o) “Proposal” means a technical proposal or a financial proposal, or both.
- (p) “QBS” means Quality-Based Selection.
- (q) “QCBS” means Quality- and Cost-Based Selection.
- (r) “RFP” means this Request for Proposal.
- (s) “Services” means the work to be performed pursuant to the Contract.

- (t) “SSS” means Single Source Selection.
- (u) “Standard Electronic Means” includes facsimile and email transmissions.
- (v) “Sub-Firm” means any person or entity with whom the Firm associates for performance of any part of the Services and for whom the Firm is fully responsible
- (w) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Firm, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the Data Sheet will select affirm/organization (the Firm) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The shortlisted Firms are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Firms.
- 1.3 Firms should familiarize themselves with local conditions relevant to the Services and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Firms are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Firms should contact the Client’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Firms should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will provide at no cost to the Firms the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the Services, and make available relevant data and reports.
- 1.5 Firms shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firms.

Conflict of Interest

- 1.6.1 The conflict of interest is a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations and that such conflict of interest may contribute to or constitute a prohibited practice under the applicable laws.

1.6.2 Without limitation on the generality of the foregoing, Firms shall not be recruited under the circumstances set forth below:

- (a) Conflict between activities and procurement of services: Firms or Sub-Firms that have been engaged by the Client to provide services for a project shall be disqualified from providing services related to such project. Conversely, a firm or individual firm hired to provide services for the preparation or implementation of a project shall be disqualified from subsequently providing services resulting from or directly related to the firm's or individual firm's services for such preparation or implementation.
- (b) Firms or individual firms shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the firm or individual. As an example, firms or individual firms hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and firms or individual firms assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, firms hired to prepare TOR for an assignment shall not be hired for the assignment in question.
- (c) Relationship with client's staff. Firms or Sub-Firms that have a business or family relationship with a client staff member or with a client's staff who are directly or indirectly involved in any part of (i) the preparation of the TOR of the Contract, (ii) the recruitment process for such Contract., or (iii) supervision of such contract may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the recruitment process and the execution of the Contract.

1.6.3 Firms have an obligation to disclose any situation of actual or potential conflict of interest. Failure to disclose said situations may lead to the disqualification of the Firm or the termination of its Contract

1.6.4 No agency or current employees of the Client shall work as Firms under their own ministries, departments or agencies. When Firms nominate any government employees or agencies as Personnel in their technical proposal, such Personnel must have written approval from their government or employer, confirming that they will be on leave without pay from their official position and available to work full-time on the assignment for the period required by the assignment and any reasonable extension thereof. Such approval shall be provided to the Client by the Firm invited to contract negotiations, prior to commencement of negotiations.

- Origin of Goods and Services** 1.7 All service that may be provided under the Contract, shall have as Their country of origin from client’s country or any country except those which are subject to boycott in accordance with the laws of Islamic Republic of Pakistan.
- Only one Proposal** 1.8 Shortlisted Firms may only submit one proposal. If a Firm(including a partner in any Joint Venture) submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the inclusion of a Sub-Firm, including individual experts, in more than one proposal.
- Proposal Validity** 1.9 The Data Sheet indicates how long Firms’ Proposals must remain valid after the submission date. During this period, Firms shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Firms to extend the validity period of their proposals. Firms who do not agree have the right to refuse to extend the validity of their Proposals.
- Eligibility of Sub-Firms and Partners of a Joint Venture** 1.10 In case a shortlisted Firm intends to be the lead firm in an association with Sub-Firms, or, if the Firm is a Joint Venture, each Sub-Firm and Joint Venture Partner (and every individual expert) shall be a citizen or legal entity, as the case may be, of a country which are not subject to boycott in accordance with the laws of Islamic Republic of Pakistan..
- 2. Clarification of RFP Documents** 2.1 Firms may request a clarification of any of the RFP documents upto the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Firms. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- Amendment of RFP Documents** 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Firms and will be binding on them. Firms shall acknowledge receipt of all amendments. To give Firms reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals** 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Firms and the Client, shall be written in the English language.

3.2 In preparing their Proposal, Firms are expected to examine in detail the documents comprising the RFP. Firms whose proposals do not respond to the requirements of the documents comprising the RFP may fail to meet the minimum qualifying score as indicated in the Data Sheet.

**Association
Arrangements
and Joint
Ventures**

3.3 While preparing the Technical Proposal, Firms must give particular attention to the following:

(i) For the purpose of submitting a proposal and subject to para.1.10 above, a shortlisted Firm may enhance its expertise for the assignment either by:

(a) associating with non-shortlisted firms, in which case the Firm shall be the lead firm and shall be solely liable under the Contract, or

(b) Forming a Joint Venture with non-shortlisted firms, in which case the Firm and the Partners of the Joint Venture shall be jointly and severally liable under the Contract.

In the event that the Firm constitutes a Joint Venture, the Firm shall submit (i) a copy of the Joint Venture Agreement with its Technical Proposal, and (ii) a power of attorney (executed by all partners) that authorizes the designated lead or managing Partner of the Joint Venture to act for and in behalf of the Joint Venture and to legally bind such Joint Venture in any contractual or similar documentation. Any Joint Venture agreement and Joint Venture power of attorney shall be attached to TECH-1, Standard Forms (Section 3) and submitted as part of the Technical Proposal of such Firm.

(ii) No shortlisted Firm (including any Joint Venture partner) can associate with another shortlisted Firm, and every full-time employee¹ of a shortlisted Firm is not eligible to participate as an associate or Sub-Firm of another Firm shortlisted for the assignment, even if such shortlisted Firm declines to submit any proposal.

(iii) A shortlisted Firm cannot add or replace or otherwise change the composition of the Partners described in its Joint Venture Agreement. Such Joint Venture Agreement shall identify the lead or managing Partner.

- (a) is currently employed under a contract or agreement of employment with the Firm or the Sub-Firm;
- (b) has been employed by the Firm or the Sub-Firm for the last 12 consecutive months preceding the date of submission of the Proposal;
- (c) is entitled to receive regular remuneration and benefits (e.g. social security, pension or medical contributions) from the Firm or the Sub-Firm; and
- (d) is engaged to work for the Firm or the Sub-Firm for the number of hours per day and days per year considered the norm for full-time employees in the country of employment or in the country in which the person is assigned.

- (iv) Alternative experts shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Proof of Legal Status

3.4 Prior to contract negotiations, the selected Firm will be required to submit its proof of legal status i.e., certificate of incorporation (or registration, in the case of a partnership or joint venture) or any document required by the commercial laws of the country establishing the Firm’s status to conduct or transact business as a legal entity.

Zero rating resulting in disqualification will be given to a nominated

expert in particular circumstances, if the expert:

- (i) is proposed for a national position but is not a citizen of that country; or

Disqualification

- 3.5 (ii) failed to state citizenship on the CV; or
- (iii) the CV is not signed in accordance with the requirements; or
- (iv) is a current employee of the Client;
- (v) or has failed to disclose any situation of actual or potential conflict in terms of para 1.6.3

Technical Proposal Format and Content

3.6 Depending on the nature of the assignment, Firms are required to Submit a Full Technical Proposal (FTP), a Simplified Technical Proposal (STP), or a Biodata Technical Proposal (BTP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paragraphs from (i) to (vii) using the attached Standard Forms (Section 3). The following table summarizes the content and maximum number of pages permitted for each type of Proposal. **If the maximum number of pages is exceeded, a penalty of 5 percentage points will be applied for every page over the maximum page limit during evaluation of the Proposal.** A page is considered to be one printed side of A4 or letter size paper.

	Proposal Type		Full		Simplified		Bio data
Content		Technical Proposal (FTP)		Technical Proposal (STP)		Technical Proposal (BTP)	
Experience of the Firm		(i) maximum three (3) pages introducing the firm and associate		maximum ten (10) pages introducing the firm and associate firm(s) background		maximum three (3) pages introducing the firm and associate firm(s) background	
		firm(s) background and general experience (Form TECH-2A). (ii) maximum of twenty (20)		and general experience. (Form TECH-2A) 04 Pages		and general experience.	

		pages of relevant completed projects in the format of Form TECH-2B illustrating firm and associate(s) firm's relevant experience. No promotional material should be included.		(Form TECH-2B) 06 pages			
	General approach	maximum fifty (50) pages		maximum five (5) pages		maximum five (5) pages	
	and methodology,	inclusive of charts and diagrams		including charts and diagrams (Form TECH-4).		including charts and diagrams	
	work plan	(Form TECH-4).				(Form TECH-4).	

Section 2 – Instructions to Firms				2-7
	Personnel schedule	Form TECH-7	Not required.	Form TECH-7
	Comments on terms of reference	no limit, but to be concise and to the point (Form TECH-3A).	maximum of three (3) page (Form TECH-3).	not required.
	Experts' CVs	maximum of five (5) pages for each expert's CV using Form TECH-6.	Not required.	maximum of five (5) page CV for each expert using Form TECH-6.
	Counterpart staff and facility requirements	maximum of two (2) pages (Form TECH-3B).	--	not required.
	List of Proposed Expert Team and Summary of CV Particulars	Form TECH-5	Not required.	

(i) (a) [For FTP only:] a brief description of the Firms' organization and an outline of recent experience of the Firms and, in the case of Joint Venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Firms/ experts who participated, duration of the assignment, contract amount, and Firm's involvement. Information should be provided only for those assignments for which the Firm was legally contracted as a lead firm or as one of the major firms within a Joint Venture. Assignments completed by individual experts working privately or through other firms cannot be claimed as the experience of the Firm, or that of the Joint Venture partners or Sub-Firms, but can be claimed by the expert themselves in their CVs. Firms should be prepared to substantiate the claimed experience if so requested by the Client.

- For STP information in para. 3.4(i)(a) is not required and Form TECH-2 of Section 3 shall not be used.

(ii) (a) [For FTP only:] comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 A and B of Section 3).

- For STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (iii) (b)).

(iii) (a) [For FTP and STP:] a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and personnel schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section (3) which will show in the form of a bar chart the timing proposed for each activity.

(iv) For STP only: the description of the approach, methodology and work plan shall consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.

(v) The list of the proposed team by area of expertise, the position that would be assigned to each team member, their tasks and a summary of essential CV information (Form TECH-5 of Section 3).

(vi) Estimates of the expert and/or specialist input (person-months of international and national personnel) needed to carry out the assignment (Form TECH-7 of Section 3). The person-months input should be indicated separately for home office and field activities, and for international and national personnel.

(vii) CVs of the experts signed by the experts themselves or by the authorized representative submitting the proposal (Form TECH-6 of Section 3). Should the firm be ranked first, copies of the same CVs signed by the experts must be submitted to the Client prior to commencement of contract negotiations.

- 3.7 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details Under any selection method, except CQS and SSS, will be declared non responsive.
- Financial Proposals** 3.8 (i) The Firm shall submit a hard copy of the Financial Proposal using the attached standard forms (Section 4). The Client shall read the Hard Copy during the public opening of Financial Proposals.
- (ii) It is the Firm's responsibility to ensure that the correct Financial Proposal format is used for the selected method indicated in the Data Sheet.
- (iii) The Financial Proposal requires completion of the six forms FIN-1 to FIN-6 shown in Section 4.

Form FIN-1 is the Financial Proposal Submission Form.

- a. Form FIN-2 summarizes the proposed cost(s) by currency(ies). Remuneration is divided into billing rates for international and national experts; reimbursable expenses are divided into per diem rates for international and national experts and costs for other reimbursable expenses items required to perform the Services, as indicated in the Data Sheet. When QCBS is used, the Data Sheet will specify either an estimated budget or a maximum budget [see 5.6(iii)-(iv)]:
1. For estimated budgets: the gross evaluated financial proposal (inclusive of provisional sums and contingencies) **may** exceed the estimated budget for the assignment;
 2. For maximum budgets: the gross evaluated financial proposal (inclusive of provisional sums and contingencies) **cannot** exceed the maximum budget for the assignment, and if it does, this will result in disqualification of such financial proposal.
- b. Forms FIN-3 and FIN-4 show the remuneration. **FIN-4 shows the remuneration details and shall only be used when CQS, QBS or SSS method is used.**
- c. FIN-5 shows details of *reimbursable* expenses.
- d. **Form FIN-6 is the integrity pact. The Firm shall sign and stamp the Integrity Pact for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bid non-responsive.**
- e. The amounts stated under provisional sums and for contingency in FIN-2 must be the exact amounts and in the same currency as specified in the Data Sheet for such cost and are included within the maximum budget for the assignment specified in the Data Sheet. The exact amounts of provisional sums and contingency, the applicable

payment schedule and the currency of payments will be determined during contract negotiations.

- f. All activities and items described in the Technical Proposal must be priced. For non-remuneration (e.g. out-of-pocket) related omissions, any activities or items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items provided for in the Financial Proposal. For remuneration related costs, if less than the minimum number of person months specified in the Data Sheet is provided in the Personnel Schedule of the Technical Proposal for international and/or national experts, the difference between such proposed person months for each expert in the Financial Proposal will be added to remuneration related costs at the remuneration rate per month (either home or field) specified for such expert in the Financial Proposal.

Taxes

- 3.9 The Firm may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non resident International Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Firm is subject to payment of any local taxes. Any such amounts of taxes shall be excluded from the Financial Proposal as they will not be evaluated.
- 3.10 Firms may express the price of their services in a maximum of three internationally traded currencies, singly or in combination. The Client may require Firms to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.

Fees, Gratuities and Currencies

- 3.11 Fees, gratuities, rebates, gifts, commissions or other payments, if any, paid or to be paid by Firms and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or over writing, except as necessary to correct errors made by the Firms themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3 and FIN-1 of Section 4, respectively, including required attachments, if any. [See para. 3.3(i) above.]
- 4.2 An authorized representative of the Firms shall initial all pages of Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Proposal shall be marked "ORIGINAL."
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal, in the case of FBS, LCS and QCBS, shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, and with a warning “ **DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and reference number, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL” **APPOINTED BEFORE**[insert the time and date of the submission deadline indicated in the Data Sheet]”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, for FBS, LCS and QCBS, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. For FBS, LCS and QCBS methods, the envelopes with the Financial Proposal shall remain sealed and securely stored
- 4.7 From the time the Proposals are opened to the time the Contract is awarded, the Firms should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Firms to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Firms’ Proposal.
- 4.8 For FBS, LCS and QCBS methods, the evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded

5. Evaluation of Technical Proposals

- 5.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and rating system specified in the Data Sheet in terms of the Summary and Personnel Evaluation Criteria detailed in the Appendix thereto. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score, if any, indicated in the Data Sheet.

Financial Proposals for CQS, QBS, and SSS

- 5.2 Following the ranking of Technical Proposals, when selection is based on CQS, QBS and SSS methods, the first ranked Firm is invited to negotiate its Financial Proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.

Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS

5.3 In the case of FBS, LCS and QCBS, after the technical evaluation is completed, the Client shall notify those Firms whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client **and LCS)** shall simultaneously notify in writing Firms that have secured the minimum qualifying mark, informing them of the technical scores obtained by their Technical Proposals, and indicating the date, time and location for opening the Financial Proposals. The expected date for the public opening of the Financial Proposals is indicated in the Data Sheet; the opening date should allow Firms sufficient time to make arrangements for attending the opening. Firms' attendance at the opening of Financial Proposals is optional.

Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)

5.4 Financial Proposals shall be opened publicly in the presence of the Firms' representatives who choose to attend. The name of the Firms, and the technical scores of the Firms shall be read aloud. The Financial Proposal of the Firms who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

The Client's representative will provide attendees with details of applicable currency exchange rate which will be used during evaluation of Financial Proposals. The source for determining the exchange rates will be indicated in the Data Sheet.

5.5 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals under FBS, LCS and QCBS methods, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Firm, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

(ii) complete (i.e., whether Firms have priced all items of the corresponding Technical Proposal); if not, for material omissions, the Client will price them by application of the highest unit cost and quantity of the omitted item as provided in the other Financial Proposals and add their cost to the offered price, and correct any arithmetical errors. When correcting computational errors, in case of discrepancy between (a) a partial amount and the total amount the partial amount shall prevail; (b) words and figures, the words shall prevail. The evaluated total price (ETP) for each Financial Proposal will be determined. The ETP excludes non-competitive components (i.e. contingencies and provisional sums). The ETP will be converted to local currency (Pak Rs.) using the exchange rate announced during the public opening of Financial Proposals dealt with in para. 5.4.

(iii) In compliance with the requirements set forth in the Data Sheet, each Financial Proposal must include provisional sums and contingencies in the amounts specified in the Data Sheet and the validity period of the Firms' proposals must accord with the validity period indicated in the Data Sheet. Provision for a discount in any Financial Proposal is not permissible and the ETP for each Financial Proposal will be determined without applying any discount.

5.5.1 When the QCBS method is used:

- i. To allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure outlined in para. 5.6, and an ETP in Pak Rs. will be determined. The lowest evaluated Financial Proposal will receive the maximum score of 1,000 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

- i. $S_f = 1,000 \times F_m / F$ where:

- ii. S_f is the financial score of the Financial Proposal being evaluated,

- iii. F_m is the ETP of the lowest priced Financial Proposal,

- iv. F is the ETP of the Financial Proposal under consideration.

- ii. Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by normally applying a weight as specified in the data sheet (i.e., 90%:10%, 80%:20%, or 70%:30%) respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Firm. After such final ranking, the first-ranked Firms will be invited for contract negotiations.

- iii. If a maximum budget is specified in the Data Sheet, Financial Proposals must be within such maximum budget. If any proposal exceeds such maximum budget, such proposal will be held non-responsive and be given a zero score. In such cases, if the firm submitting a Financial Proposal exceeding the maximum budget still obtains the highest combined score in final ranking, this winning firm will be advised, as a condition of contract negotiations, to reduce the Financial Proposal to the maximum budget without compromising the TOR for the assignment (and without modification of proposed unit rates.)

- iv. If an estimated budget is specified in the Data Sheet, a Financial Proposal may exceed such estimated budget, if considered necessary by the firm submitting the financial proposal. In such cases, if the firm submitting a Financial Proposal exceeding the estimated budget still obtains the highest combined score in final ranking, this winning firm may be advised, as a condition of contract negotiations, to reduce the Financial Proposal to such maximum budget without compromising the TOR for the assignment (and without modification of proposed unit rates).

5.7 When the FBS method is used:

- i. The Client will select the Firm that submitted the highest ranked Technical Proposal within the budget specified in the Data Sheet.
- ii. **Financial Proposals that exceed the maximum budget specified in the Data Sheet will be rejected.**

5.8 When the LCS method is used:

- i. The Client will select the lowest Financial Proposal of a Firm specified in the Data Sheet.
- ii. **Financial Proposals that exceed the maximum budget specified in the Data Sheet will be rejected.**

6. Negotiations 6.1 Subject to Clause 2.2, negotiations will be held at the date and address indicated in the Data Sheet. The invited Firm will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal in the absence of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Firm. Representatives conducting negotiations on behalf of the Firm must have written authority to negotiate and conclude a Contract.

Technical negotiations 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan and schedule, and organization and personnel, and any suggestions made by the Firm to improve the TOR. The Client and the Firms will finalize the TOR, personnel schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services.” Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Firm.

Financial negotiations 6.3 (i) **When CQS, QBS, or SSS method is used**, the financial negotiations will include a detailed review of all the Firm’s proposed costs including a review of all documentation provided by the Firm in support of proposed costs. In particular, the Firms shall provide full details of the remuneration of all nominated experts, according to Section 4 – Financial Proposal - Standard Forms of this RFP, including the information required in Form FIN-4.

(ii) **When FBS, LCS or QCBS method is used**, the financial negotiations will, as necessary, fine-tune duration of the expert’s inputs and quantities of out-of-pocket expenditure items that may be increased or decreased from the relevant amounts shown or agreed otherwise in the Financial Proposal but without significant alterations. The details of expert remuneration and specific unit rates for out-of-pocket expenditures will not be subject to negotiations.

Section 2 – Instructions to Firms (iii) **For QCBS** where the Financial Proposal of the first-ranked firm is substantially higher than any maximum or estimated budget specified in the Data sheet, the Client reserves the right to invite the next-ranked firm to negotiate, if negotiations with such first ranked firm do not result in an acceptable contract having due regard to the inputs and scope of work required under the TOR (see 5.6(iii)-(iv)).²

Availability of Personnel 6.4 Having selected the Firm on the basis of, among other things, an evaluation of proposed personnel, the Client expects to negotiate a Contract on the basis of the personnel named in the Proposal. Before contract negotiations, the Client will require assurances that the personnel will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. The Client may also request the replacement of any expert nominated by the invited firm who receives a rating below 70% (average) or is deemed to be unsuitable for a proposed position. In the event that the Client requests a replacement, such replacement shall have the same unit rate of remuneration proposed for the original candidate by the firm in its Financial Proposal except where the method of selection is CQS, QBS, or SSS, where the rate of remuneration will be based on supporting documentation. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Firm within the period of time specified in the letter of invitation to negotiate. Failure to meet either of these requirements may result in disqualification.

Conclusion of the negotiations 6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Firm will initial the agreed Contract. If negotiations fail, the Client will invite the Firm whose Proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 After completing negotiations the Client shall award the Contract to the selected Firm and notify the other Firms who could have been invited to negotiate a Contract that they were unsuccessful. When FBS, LCS or QCBS is used, after Contract signature the Client shall return the unopened financial proposals to the firms whose Technical proposals have not secured the minimum qualifying mark, or were found to be technically non-responsive.

7.2 The firm is expected to commence the services on the date and at the location specified in the Data Sheet

7.3 Firms who were not awarded the Contract may request an oral debriefing from the executing agency after Contract award in respect of their proposal.

- Proposed unit rates for remuneration shall not be altered since the unit rate cost has been a factor in the selection process.

i. Instructions to Firms

ii. DATA SHEET

Paragraph Reference	
1.1	Name of the Client: <u>Water and Power Development Authority (PITC)</u> Method of selection: Quality and Cost-Based Selection Method
1.2	Financial Proposal to be submitted together with Technical Proposal: <u>Yes</u> <i>OUTSOURCING WRITTEN TEST / EXAMINATION FOR RECRUITMENT OF EMPLOYEES AT ALL LEVELS</i>
1.3	A pre-proposal conference will be held: No
1.4	The Client will provide the following inputs and facilities: Available relevant information, data, reports and information pertaining to the job as per TOR.
1.9	Proposals must remain valid 120-days after the submission date.
2.1	Clarifications may be requested not later than 10 days before the submission date. The address for requesting clarifications is: Director General (HR& Admn) PITC 421-Wapda House, Lahore. Ph: +92-42-99201510 Facsimile: +92-42-9920----- E-mail: _____
3.6	The format of the Technical Proposal to be submitted is: STP Form TECH-2A: 04 Pages Form TECH-2B: 03 Pages for General Experience 03 Pages for Similar Experience Form TECH-3: 03 Pages Form TECH-4: 05 Pages The completion time of the assignment is 90 days from the date of issuance of notice to proceed. Note: Keeping in view the Evaluation Criteria mentioned in Appendix-I, the firm can amend the Technical Forms where required to incorporate the necessary information.
3.8 (iii) b	Estimated budget: Rs.200 - 300 Per Candidate Approximately.
3.9	Amounts payable by the Client to the Firm under the contract to be subject to local taxation: Yes
3.10	Firm to state local cost in the national currency: <u>Yes</u>

4.3	Firm must submit the original and two copies of the Technical Proposal and the original of the Financial Proposal.
4.4	Financial Proposal to be submitted in sealed envelope: Yes
4.5	<p>Firm must submit the original and two copies of the Technical Proposal, and the original Financial Proposal (if required under the selection method indicated under 1.1) to the Client to the following address:</p> <p>Director General (HR& Admn) PITC 421-Wapda House, Lahore. Ph: +92-42-99201015 Fax: +92-42-99202048</p> <p>Proposals must be submitted no later than the following date and time: Date: _____ Time: _____</p> <p>The Technical Proposals shall be opened on the same day at _____</p>
5.1	<p>Criteria, Sub-Criteria, and point system for the evaluation of Technical Proposals are those indicated in the Evaluation Sheet listed in Appendix.</p> <p>The minimum technical score required to pass is 70%.</p>
5.3	<p>Expected date for public opening of Financial Proposal is: _____</p> <p><u>O/O Director General (HR & Admn) PITC</u> 421-Wapda House, Lahore, Pakistan</p>
5.4	Not Applicable
5.6 (ii)	Quality-Cost ratio 70:30
6.1	<p>Expected date and address for contract negotiations will be conveyed accordingly.</p> <p><u>O/O Director General (HR & Admn) PITC</u> 421-Wapda House, Lahore, Pakistan</p>
7.2	<p>Expected date for commencement of services</p> <p>Date: When Recruitment Assignment will be given by Client.</p> <p>Location: Will be decided by the Client on case to case base, however assignment may take place at major Cities/Districts of the country.</p>

Technical Evaluation Criteria

1. Evaluation Criteria

Sr. No.	Technical Experience	Percentage to be awarded	Max-Weightage
a.	Test conducted		60
	i) Number of candidates	20	
	ii) Number of centers	20	
	iii) Number of provinces	10	
	iv) Level of examination conducted	10	
b.	Manpower for conducting examination		10
	Senior regular Staff / Directors on permanent pay role of firm	05	
	Supporting staff	05	
c.	Financial status (Balance Sheet)/Annual Audit Report) last two years.	10	10
	Total	80	80

2.

Sub Criteria

Experience (Test Conducted) 6 x 10=60

• **No. of Candidates (2 marks for each experience)**

> 50000	100%
25001- 50000	90%
10001- 25000	80%
5001- 10000	70%
1001- 5000	60%
<1000	50%

• **No. of Centers(2 marks for each experience)**

> 50	100%
> 40-50	90%
> 30-40	80%
> 20-30	70%
> 10-20	60%
< 10	50%

• **No. of Provinces(1 marks for each experience)**

All Provinces inclusive AJK & GB	100%
4 Provinces	90%
3 Provinces	80%
2 Provinces	70%
1 Punjab	50%

• **Level of Examination(1 marks for each experience)**

Upto Tehsil level	100%
Upto District level	80%
Upto Division level	70%
Upto Federal & Provincial capital	60%

b. **Manpower for conducting examination (10 marks)**

Senior Regular Staff/ Directors on permanent payroll of firm support with payroll sheets provide.

Also Organogram	50%
Strength of Staff	50%

d. **Financial Status – Net worth (10 Marks)**

>500 Million	100%
Rs.400-500 Million	85%
Rs.300-400 Million	80%
Rs.200-300 Million	70%
Rs.100-200 Million	60%
Less than Rs.100 Million	50%

Section 3. Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Firms for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Clause 3.6 of the Data Sheet for format of Technical Proposal to be submitted, and para-graph 3.6 of Section 2 of the RFP for Standard Forms required and number of pages permitted.

TECH-1 Technical Proposal Submission Form

TECH-2 Firm's Organization and Experience

- Firm's Organization
- Firm's Experience

TECH-3 Comments or Suggestions on the Terms of Reference

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed¹ under a separate envelope.²

We are submitting our Proposal in association with/as a Joint Venture: *[Insert a list with full name and address of each joint venture partner or sub-Firm]*.³ Attached is the following documentation: [Joint Venture Agreement and Joint Venture power of attorney for lead or managing Partner]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We also accept/acknowledge the evaluation criteria given in Summary Evaluation Sheet.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Clause Reference 1.9 of the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in Clause Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Address:

.

- If FBS, LCS or QCBS.
- [In case Clause Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]
- [Delete in case no association or Joint Venture is proposed.]

FORM TECH-2A FIRM’S ORGANIZATION AND EXPERIENCE

A - Firm’s Organization

[Provide here a brief (four pages) description of the background.]

FORM TECH-2B FIRM’S ORGANIZATION AND EXPERIENCE

B - Firm’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Use 10 pages.]

Assignment name:	Total number of Candidates;
National/Regional:	Duration of assignment (months):
Name of Client:	Total No centers:
Address:	Location of Centers in which test conducted <ul style="list-style-type: none"> • Punjab • Sindh • KPK • Baluchistan • AJK and • Gilgit Baltistan
Start date (month/year): Completion date (month/year):	No of Staff deployed for the assignment
Name of associated Firms/ Department/Organization, if any:	Minimum Level of Examination/Test conducted Provincial Capital Division Level District Level Tehsil Level
Narrative description of Services	
Description of actual services provided by your staff within the assignment:	

Firm's Name _____

FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

(three pages)

On the Terms of Reference

[For FTP/STP Both]

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK

PLAN FOR PERFORMING THE ASSIGNMENT

(five pages)

- *Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services and methodology for carrying out the activities. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- *Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones*
- *Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.*

Section 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Forms FIN-1, and FIN-2 are to be used whatever is the selection method.

FIN-1 Financial Proposal Submission Form

FIN-2 Integrity Pact

Section 4 – Financial Proposal

- **FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause Reference 1.12 of the Data Sheet.

Fees, gratuities, rebates, gifts, commissions or other payments paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:¹

Name and Address of Agents/Firm	Amount and Currency (Lump Sum)
------------------------------------	-----------------------------------

_____	_____
_____	_____
_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

The firm can quote the financial costs for the said assignment as under:-

Cost Per Candidate: _____ charging of fee per candidate from the candidate

- If applicable, replace this paragraph with: “No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.”
-

FORM FIN-2

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [*name of firm/Joint Venture Partner*] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [*name of firm/Joint Venture Partner*] 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 Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, firm, 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 GoP, except that which has been expressly declared pursuant hereto.

[*name of firm/Joint Venture Partner*] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*name of firm/Joint Venture Partner*] 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 GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [*name of Supplier*] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [*name of firm/Joint Venture Partner*] 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 GoP.

Name of Client: Name of firm/Joint Venture Partner:

Signature: Signature:
[Seal] [Seal]

• The Firm shall sign and stamp the Integrity Pact for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bid non-responsive.

Section 5. Terms of Reference

TERMS OF REFERENCE (TOR) FOR OUTSOURCING WRITTEN TEST / EXAMINATION FOR RECRUITMENT OF EMPLOYEES AT ALL LEVELS

• Introduction

Power Information Technology Company (PITC) is responsible for development of Hydel projects to cater for energy requirements of the country as per its mandate.

Power Information Technology Company (PITC) wants to hire a firm which may conduct written examination for PITC at its own resources for recruitment in BPS-06 to 18.

Scope of Work (Overall)

1. The work shall include advertisement of the vacancies, receiving, handling and processing of applications, preparing database of the applicants, short listing of the application as per criteria advertised, sharing the lists of eligible and ineligible candidates with PITC by clearly mentioning the reasons of ineligibility, managing test centers throughout Pakistan, generation, printing and issuance of Roll No slips(admission cards) to eligible candidates, preparation of question papers, conduct of examination and result processing and announcement by maintaining secrecy and accuracy, through OMR arrangements. The result / merit list will be communicated to PITC as per prescribed format (within defined time line) both in hard and soft forms. the whole process must ensure that all eligible applicants have equal employment opportunities and as per different quotas as prescribed by the GOP and conveyed by PITC. The whole process from advertisement of the posts to preparation of merit list and communication thereof to PITC should take 4 to 6 weeks.
2. The assignment will include written test for various positions (BPS 06 to 18) in different fields. The Firm will also be responsible to respond and to bear any liability if the process is challenged by any one in any forum/court of law.

Advertisement

The Calling of applications (Applications may be received through on-line or through conventional method or both) will be decided by PITC. The advertisement for the vacancies will be issued by the Firm but the contents of the advertisement will be approved by PITC (Client).

Applications Handling:

- i. The Firm will receive the applications against the advertised positions by assigning an "Application No." and with record of "Date of receipt of application". This "Application No." and "Date of receipt of application" should be duly traceable, if required and will be provided to the applicants as acknowledgment of receipt of application. The Firm will ensure a mechanism that no application should be considered after the expiry of last date of submission of Applications.
- ii. The firm will develop a valid and reliable database for maintaining the record of all applicants against advertised posts and will ensure the minimum fields of
 - a. the data base as determined by PITC. This database will be a classified information and will not be used for any purpose other than for PITC.
- iii. The firm must have the ability to process above 50,000 or more applications for recruitment of different categories at a single time.
- iv. The Firm will be responsible for answering any query raised by the applicants and will resolve/guide the candidates in case of any difficulty/ambiguity faced by them during the application process by maintaining a valid telephone number and a responsive e-mail facility.
- v. The Firm will ensure a mechanism that only eligible candidates are able to submit applications against a particular position however information provided by the applicant will be crossed check with documentary evidence.
- vi. The Firm will ensure a mechanism that applicants may track their applications and may know the updated status.
- vii. The screening of the applications will be made by the Firm as per PITC provided guidelines and generate the candidates list with 'Eligible', 'Ineligible'.
- viii. The Firm will send the lists of Eligible and Ineligible candidates immediately after closing dates to PITC clearly mentioning the grounds of being not eligible.

Pre Test Tasks

- i. The firm will issue Roll No. / ID No to the eligible candidates to hold their test.
- ii. The authorized representatives of the firm will ensure that only authorized candidates enter into examination halls.
- iii. The authorized security personnel of the firm will ensure that no mob gathers near the examination halls / centers.
- iv. The firm will seek assistance of local police authorities in case of emergency condition (also in sub clause iii above).
- v. The firm will arrange test centers / examination halls through its own resources and will ensure all types of arrangements for the smooth holding of tests viz security, arrangement of invigilators, drinking water and other facilities.

- vi. The firm must have a pool of experts from diverse disciplines and must have expertise for setting of question papers observing strict confidentiality.
- vii. The written test will be based on the qualification as mentioned in the advertisement.
- viii. The firm will set and print of multiple series objective Type Test Booklet. Four different sets of Question Papers (i.e. A, B, C & D) should be prepared. Each set of Question Paper should consist same questions but with different serial numbers.
- ix. The firm will also design OMR answer sheets for each set of question paper and print OMR answer sheets with provision for carbonless copy.
- x. The firm will make the delivery as well as collection of Question papers and OMR Answer Sheets at and from the examination centers under fool proof security. The arrangement of such security shall be responsibility of the firm.
- xi. The applicant consultant/firm will enclose the details of their technical capabilities/competencies and infrastructure for all above processes with also explaining availability of a secured printing press or the printing unit to handle the sensitivity and security/confidentiality involved in the printing activities. the responsibility of secured printing and its confidentiality lies with the vendor.

Conduct of Examination (In Multiple cities)

- i. The firm will arrange Test Centers so that all eligible candidates are adjusted comfortably
- ii. The firm shall print Center-wise, Roll No. wise, Name wise list of eligible applicants.
- iii. The firm will also take attendance sheets from each centre.
- iv. The firm shall send lists so prepared at ii and iii above to PITC one day after conducting the test.
- v. The firm shall deploy centre superintendent, invigilators and other staff at each Centre.
- vi. The firm shall make Pre-defined centre seating arrangement.
- vii. The firm shall print and display instructions for candidates at each test centers at prominent places.
- viii. Collection of test materials e.g. Question papers, answer sheets etc. on completion of examination and sealing of answer sheets under supervision of examination observer, centre superintendent and authorized officers shall be responsibility of the firm. The answer sheets should be in duplicate.
- ix. In case of on-line examination, conduct of on-line examination, arrangements of centers and preparation of question bank & processing of results & other associated activities shall be responsibility of the firm.

Post Test Requirements

- i. The authorized representatives of the firm will collect answer sheets from the candidates at each centre and ensure that attendance sheet and number of answer sheets match.
- ii. The bundles of answer sheets will be sealed as per criteria laid down by the firm.
- iii. The firm shall deliver answer sheet bundles to authorized representatives of the firm.
- iv. The authorized representatives of the firm will open sealed answer sheets and tallying with attendance sheets to ascertain absentee data. A report along with the centre wise attendance sheet to be prepared.
- v. Pre-validate all the answer sheets before scanning
- vi. Double scanning of answer sheets
- vii. Identification of double marking and other errors, highlighted by OMR machine.
- viii. Answer Database to be compared with correct answers to give the score for each applicant.
- ix. Perform manual counter checking of results randomly.
- x. Generate checklist of error records and absentees.
- xi. Final processing of answer data.
- xii. Generation of merit list of candidates for each category as per the guidelines received from PITC