



POWER INFORMATION TECHNOLOGY COMPANY

406-Wapda House, Shahrah-e-Quaid-e-Azam, Lahore-54000

Ph:No. (92)-42-99202666 Fax (92)-42-99202799

Expression of Interest (EOI) (For Hiring of Services of Testing Agency)

Power Information Technology Company (PITC) intends to engage the services of qualified and experienced Testing Agency **to facilitate recruitment process like design and conduct screening / written test etc for selection of IT professionals & support staff and also for other cadres in BPS-6 to BPS-18 and those on comparable lump sum pay package.** The detail of the scope of work of the selected Firm(s) is given in prequalification documents.

Interested Agencies / Firm(s) may indicate their interest to provide services for the scope of work , detailed in the EOI documents and substantiating with necessary details on legal status, relevant experience on similar assignment (duly supported by verifiable client list), CVs of experts and manpower to assess managerial capacity of firm, online/offline testing facilities ranging from content development to result preparation, audited financial statements of last three years for assessing financial capability, relevant tax registration certificates, history of litigation if any.

The interested Testing Agency must conform to the following criteria:-

- i. It should have experience in the relevant field and must have established infrastructure to successfully execute the entrusted assignment(s).
- ii. It should be a registered Agency if established in private sector.
- iii. It should not have been blacklisted by any Government office.

Interested agencies/firms may obtain documents containing pre-qualification evaluation for short listing from the address given below or download these directly from our website www.pitc.com.pk.

Expressions of interest must be submitted on or before 07.09.2017 by 14:30 hours and would be opened on 15:00 hours same day. Only short-listed firms/institution will be issued Request for Proposal (RFP) for soliciting Technical and Financial Proposals.

Note: PITC reserves the right to accept or reject any or all of expressions of interest without assigning any reasons whatsoever.

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POWER INFORMATION TECHNOLOGY COMPANY

**EOI PRE-QUALIFICATION EVALUATION
DOCUMENT**

**For Providing Recruitment/Selection Testing Services to
PITC**

EOI EVALUATION DOCUMENT

A. Introduction

B. Terms of Reference

1. The work relates to recruitment process encompassing advertisement of the vacancies, receiving applications in response thereof, handling, processing, and preparing database of the applicants. It includes, short listing of the applications on the prescribes criteria advertised and segregating them into eligible and ineligible candidates by clearly mentioning the reasons of ineligibility and reporting lists to PITC, managing test centers throughout Pakistan wherever required , 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 against different constitutional quotas applicable to PITC. The whole process from advertisement to preparation of merit list and its communication thereof to PITC should take not more than 6 weeks.
2. The assignment broadly will include written test for various positions (BPS 6 to 18) and comparable posts on lump sum pay packages. The Firm will also be responsible to respond to and to bear any liability if the process is challenged by any one at 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 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 if required)

- 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 Generation of merit list of candidates for each category as per the guidelines received from PITC.

Information Required:

The interested firms are required to furnish the required information as follows:

General Information on Organization.

- i. Name of the organization with addresses, phone %& fax numbers, details of head office location,, main branch offices in the country, on their letter head.

- ii. Name(s) of contract person(s)
- iii. Legal status i.e Partnership/public or Private Limited Company/Consortium with the name and addresses of the Proprietor / Partner(s)/Director(s).
- iv. Affiliation with international Agency/Institution (if any)
- v. Audited financial statements for the last three years.
- vi. Information regarding previous/current corporate clientele.
- vii. History of litigations (if any)
- viii. Additional information (if any)

Specific Information on relevant Experience.

(For Evaluation of Expressions of Interest)

- i. Past relevant experience of providing recruitment and selection testing services with verifiable client list (preferable dealing with bulk recruitment campaigns) nationally/internationally.
- ii. Number of test centers, their locations or alternate arrangements in all major cities of Pakistan.
- iii. Online / Offline testing facilities ranging from content development to result preparation.
- iv. CVs / Resumes of qualified professional staff working on full time basis.
- v. Financial standing supported by a reference letter from the bank.

Weight age of Evaluation Criteria for Shortlisting of Firm:

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.	Firm's approach, methodology & work plan for performing the assignment		20
	Technical approach and methodology	40	
	Work plan	40	
	Organization and staffing	20	
C.	Manpower for conducting examination		10
	Firm Directors	05	
	Supporting staff	05	
D.	Financial status (Balance Sheet)/Annual Audit Report) last two		10

	years.		
		100	100

2. **Sub Criteria**

a. **Test conducted**

(i) **No. of Candidates**

> 5000	100%
3000 < 5000	85%
1000 < 3000	75%
< 1000	60%

(ii) **No. of Centres**

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

(iii) **No. of Provinces**

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

(iv) **Level of Examination**

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

b. **Manpower for conducting examination**

Organogram	05 marks
Strength of Staff	05 marks

d. **Financial Status – Net worth**

Rs.500-1000 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%

Minimum Pre-Qualification Criteria

Minimum pre-qualifying threshold is aggregate 70% in above 4 areas.

In case of any queries or further information you may contact on the following address:-

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Mob: 0335-4445111

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: _____

¹ If FBS, LCS or QCBS.

² [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."]

³ [Delete in case no association or Joint Venture is proposed.]

Format for Submission of Information

[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 i) Punjab ii) Sindh iii) KPK iv) Baluchistand and v) AJK and vi) 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 _____