TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE

No. TCP (HR)/1-81/2020 Dated: 16-02-2022

INVITATION FOR BID

Trading Corporation of Pakistan (Pvt.) Limited (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan invites sealed bids from experienced Testing Services Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for designing and conducting of the written tests for hiring following human resource:

Sr.#	Designation	No. of Post
01	Manager (Research)	02
02	Manager (Law)	01

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at following offices on all working days (Monday to Friday) from 9:00 a.m. to 5:00 p.m. @ price of Rs.2000/-. The bidding documents can also be downloaded from www.tcp.gov.pk as well as PPRA's website (www.ppra.org.pk). The interested firms who opt to download the bidding document from the website should register themselves with the office of General Manager (HR), TCP, Karachi for communication of any changes etc. and deposit pay order with Rs.2000/- alongwith their bids as price of bidding documents:-

i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Limited, Block-B, 4th Floor, Finance & Trade Centre, Shahra-e-Faisal, Karachi (Phone No. 021-20247-4 Ext-25)
ii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, 2nd Floor, LDA Plaza, Egerton Road, Lahore (Phone No. 042-2005-7).
iii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, 5th Floor, Evacue Trust Complex, Sir Agha Khan Road, F-5/1, Islamabad (Phone No.051-222441-2)

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting **Rs.25,000/-** in form of Bank Draft/Pay order in favor of Trading Corporation of Pakistan.

4. Sealed bids (marked separately as Technical Bid and Financial Bid), prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box at Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on **04-03-2022**. Bids will be opened on the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

5. The firm(s) who have defaulted in its contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. The firm(s) who have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s), unless they clear their dues alongwith penalties or fulfill their contractual obligations with TCP before opening of the bids. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

(Rashid Hussain)
General Manager (HR)

Trading Corporation of Pakistan (Pvt.) Limited
4th& 5thFloor, Block B, Finance & Trade Centre,
Shahrea Faisal, Karachi. 75530
(Pakistan)

www : tcp.gov.pk
Tel : (92-21) 99202947-9
Fax : (92-21) 99202722, 99202595 & 99202731
Email : tcp@tcp.gov.pk

EMERGING
PAKISTAN

ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

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BIDDING DOCUMENT

HIRING THE SERVICES OF TESTING SERVICES FIRM

ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

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SERVICES OF TESTING SERVICES FIRM REQUIRED

1. INTRODUCTION:

Trading Corporation of Pakistan (TCP), invites sealed bids from experienced Testing Services Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for designing and conducting of the written tests for hiring following human resource:

S#	Designation	No. of Post
01	Manager (Research)	02
02	Manager (Law)	01

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Deputy Manager (Cash), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi @ price of Rs.2000/-. The bidding documents can also be downloaded from www.tcp.gov.pk as well as PPRA's website (www.ppra.org.pk) free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of General Manager (HR), TCP, Karachi for communication of any changes etc. and deposit pay order with Rs.2000/- alongwith their bids as price of bidding documents.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting **Rs.25,000/-** in form of Bank Draft/Pay order in favor of Trading Corporation of Pakistan.

4. Sealed bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the General Manager (HR), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on 04-03-2022. Bids will be opened the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

5. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

General Manager (Human Resource)
Trading Corporation of Pakistan (Pvt.) Limited
Ministry of Commerce, Government of Pakistan,
4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-99202967 Fax: 021-99202968 Email: tcp@tcp.gov.pk

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6. **TECHNICAL PROPOSAL:-**

The technical proposal shall consist of all the documents required under the evaluation criteria given below for technical evaluation of the expertise of the firm. Any additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status may also be included. The firms are required to obtain minimum total **75% score for technical qualification** for further participation in the financial bidding.

7. **FINANCIAL PROPOSAL:**

The bidder shall prepare his financial proposal in line with the scope of services.

8. **SCOPE OF SERVICES:**

The selected executing agency will be responsible for the following activities and as per the guidelines of Establishment Division:

i. The selected testing agency shall be required to conduct written test for hiring of human resource having following qualification and experience:

Sr. #	Name of Post	No. of Post	Domicile	Place of Posting	Minimum Qualification/Experience and Age Limit
01	Manager (Research)	02	Merit	Karachi	Master's Degree in Commerce/ Economics or Finance & Accounting or Business Administration with computer literacy. Must possess at least five (5) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce or industry and/ or with economic and financial administration. Postgraduate work in Business Administration, Commerce, Economics or Accounts will be given preference. Age: 30 – 40 years
02	Manager (Law)	01	Merit	Karachi	L.L.B. Must possess relevant experience of five (5) years in a large public sector or a multinational company. **Required Skills:** i) Ability to work independently with excellent oral and writing skills. ii) Have excellent working knowledge of applicable laws, rules and regulations governing the public sector organizations, company and corporate law. iii) Proficiency in using MS Office, E-mail & Internet.

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ii. The selected executing agency shall be required to for taking written test for selection against the above-mentioned posts.

iii. The TCP shall be responsible to provide the final and authentic/verified list of all candidates shortlisted for the written test.

iv. The selected executing agency shall be responsible to keep record of all candidates in respect of written test for at least one year after completion of project. Furthermore, the executing agency shall provide any record to TCP as and when required.

v. The selected executing agency shall be responsible to collaborate with TCP, to develop the "Guidelines for Candidates", which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written test.

vi. The selected executing agency shall be responsible to prepare final test paper in consultation with TCP. The agency will however, ensure the secrecy of the final test paper.

vii. The selected executing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.

viii. The selected executing agency shall conduct written test including arranging all the logistics of test.

ix. The selected executing agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of executing agency as the result of written test is a prime determinant for final selection.

x. The selected executing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test;

xi. The selected executing agency shall develop and grade written test containing different sections including MCQs, descriptive answers, analytical writing, data analysis and practical test of IT skills.

xii. The selection of test center, seating arrangement and quality/quantity of invigilators should be such that a conducive test environment is created.

xiii. The selected executing agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to TCP in addition to answer sheet copy provided to the candidate after announcement of the written test result.

xiv. The selected executing agency shall conduct Written Test of the shortlisted, eligible registered candidates. The test may be conducted at the convenient location in Karachi, Lahore, Peshawar, Quetta and Islamabad, as finalized by TCP.

xv. The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by TCP. Merit list will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC no., father name, employment record, address, domicile, mobile no., alternate phone, fax and email.

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xvi. The selected executing agency shall be responsible for setting up a helpline to facilitate potential candidates and answer their queries pertaining to registration and written test. The helpline personnel shall be required to get one day briefing from TCP.

xvii. The selected executing agency shall facilitate visits of monitoring teams, as and when required during the written test. TCP shall also have the right to depute its officers on the venue with free access for monitoring of the written test.

xviii. The selected executing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.

xix. In case, the TCP decided to shift the total payable amount/fee for written test per applicant towards the applicants or any part of the amount/fee thereof, the testing agency shall consider and make arrangement for the same. Such understanding / agreement shall be made before the announcement of date for the written test.

9. EVALUATION CRITERIA FOR TESTING AGENCY:

	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	**Company Profile**		25
1.1	No. of years in relevant services:		05
	≤ 5 years	1	
	>5 ≤ 7 years	2	
	>8 ≤ 10 years	5	
1.2	No. of Employees, Relevant Qualifications and experience of team assigned for the project		20
1.2.1	Number of permanent employees		05
	Number of employees ≤ 100	2	
	Number of employees >100	5	
1.2.2	Relevant Qualifications and experience of team		05
	Relevant Experience with educational certifications and but ≤5 years experience in the Field	2	
	Relevant Experience with educational certifications and >5 years experience in the Field	5	
1.2.3	Experience of Project Manager		05
	≤5 years experience	2	
	≥5 years experience	5	
1.2.4	Relevant Qualifications and experience of the content developing team		05

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	Relevancy/Qualification of the content developers as per vacancies announced with proof	2	
	Experience of the content developers as per vacancies announced with proof	5	
2	**Relevant Experience / Projects**		**45**
2.1	Testing Projects Handled so far		15
	≤100	3	
	>100 ≤200	5	
	≥200≤300	10	
	≥ 300	15	
2.2	Testing projects handled for the Government Projects and relevant to hiring of researchers/Law Officers		10
	≤10	2	
	>11≤20	4	
	≥21 ≤30	10	
2.3	Testing projects handled which related to hiring Human Resources relevant to economic sector/fields		15
	≤10	3	
	>11≤20	5	
	≥21 ≤30	10	
	≥31	15	
2.4	Testing projects handled with the tests conducted all over Pakistan at the same time & Date		05
	< 05	2	
	>05<10	3	
	<10 >15	5	
3	**Proposed Work Plan**		**20**
	Conformity to schedule of requirements/ TORs, expected work plan, and creative works		10
3.1	Proposed work plan not relevant to Schedule of Requirements/ TORs relating to the contract as required by the bidding documents	0	
3.2	Proposed work plan relevant to Schedule of Requirements/ TORs relating to the contract as required by the bidding documents	04	

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3.3	Proposed work plan relevant to Schedule of Requirements/ TORs relating to the contract as required by the bidding documents along with the best proposed mechanism of Testing for hiring of consultants / researchers for TDAP	10	
3.2	Conformity to schedule of requirements/ TORs with reference to infrastructure for the written test		10
3.2.1	Presence of the firm all over Pakistan	03	
3.2.2	Presence of the firm all over Pakistan with proof of possession of firm's own infrastructure	10	
	Mandatory Conditions		
4	**Financial Strength of the Firm**		**05**
4.1	Audited/certified accounts or statements showing cash balances of less than Rs.10 million in the relevant year but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible	02	
4.2	Audited/certified accounts or statements showing cash balances of more than Rs.10 million in the relevant year	05	
5	Registrations		**05**
5.1	Registration with FRB/SRB	1	
5.2	ISO Certified	1	
5.3	Affiliation with international Testing Bodies	3	
	TOTAL		**100**

Minimum Passing Score is 75%

10. **FINANCIAL POLICY/ MATTERS:**
Testing agency shall quote their minimum lump sum processing fee per application/ candidate (inclusive of applicable taxes/duties).

11. **PROPRIETARY RIGHTS:**
The proprietary will rest with TCP. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident 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.

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12. **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.

13. **TERM / DURATION OF THE ASSIGNMENT:**
The selected agency/ bidder should have to complete the assignment within forty (40) days from the date of engagement/award of job.

Payment for rendered services:

The Payment shall be made after successful completion of the assigned job and on submission of invoice, within 60 days of submission of the invoice. Tax deduction will apply as per Law.

14. **ADDRESS/ LOCATION:**

Office of the General Manager (HR), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi, Pakistan Ph # 021-99202967.

Organization Information

Form A: Firm Profile		
S#	**Required Information**	**Response**
1	Legal Name of the Organization	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Core business areas of the Organization	
6	Name & Designation of Head of Organization	
7	Address of organization:	
8	Phone/s:	
9	Email:	
10	Fax:	
11	Website address:	
12	Name & Designation of "Contact Person":	
13	Phone/s:	
14	Email:	
15	Fax:	
16	Mobile/s:	

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Affidavit

We, [Name & address of the contractor], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the tender document.
4. We understand that the purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

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Financial Proposal Submission Form

Karachi the (Date) To:
General Manager (HR), Trading Corporation of Pakistan (TCP),
4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: (92-21) 99202967

Sir/Madam,

We, the undersigned offer to conduct the "Registration and Conduct of Written Test" for selection of human resource as per the requirement of Trading Corporation of Pakistan in accordance with your Expression of Interest dated [Advertisement Date] and our proposal [Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

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. [Date].

Though included in the above-mentioned fee, Commissions and gratuities, if any, 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: -

Name and Address	Amount in Pak Rs. (per candidate basis)

We understand you are not bound to accept any Proposal you receive. We remain,
Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

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Summary of Costs /

PRICE SCHEDULE IN PAK RUPEES

NAME OF BIDDER: _____

Description	Total amount in PKR (inclusive of all taxes, duties etc.)
Total amount for receipt of applications and other correspondence along conduct of written test.	Rs.
Total Amount	Rs.
Amount in Words	

SIGNATURE & STAMP OF BIDDER

Note: In case of discrepancy between unit price and total, the unit price shall prevail.
All the applicable taxes to be borne by the bidder.

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AGREEMENT ON STAMP PAPER RS. 200

The memorandum of understanding hereinafter is made this (Day, Month, Year)

BETWEEN

Testing Agency, having its registered office at [Address] hereinafter called (Short Titled of Agency), which expression shall wherever the context so required or permits, mean and include its successors-in-interest and assigns.

AND

Trading Corporation of Pakistan, Karachi, hereinafter called Recruiting Agency, which expression shall wherever the context so requires of permits, mean and include its successors-in-interest and assigns.

WHEREAS:

Recruiting Agency wishes to hire Testing Agency services to conduct entry test, in a completely transparent manner, for short listing / pre-selection of suitable candidates for TCP.

Therefore, Testing Agency and Recruiting Agency mutually agree on the following process/ services to be provided by the hired firm:

STANDARD CLAUSES (Services to be provided by the firm:

1. Names & Eligibility Criterion.
2. Preparation of Recruitment / Work Plan.
3. Preparation of Question / Test Formats.
4. Advertisement.
5. Designing of Application Form.
6. Application receiving mechanism.
7. Undertaking by Applicants.
8. Academic Documents.
9. Processing of Applications and Data Entry
10. Scrutiny of Applications on the basis of quantification.
11. Notification of Successful Candidates and Rejected Candidates (online/ offline/ SMS / Web Based).
12. Event Notifications to the Candidates on Mobile phone.
13. Keeping Website Upto-date for information of applicant.
14. Compilation of Results.
15. Publishing Merit Lists.
16. Verifications of Candidates Particulars.
17. Coordination.

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18. Test Fee
19. Force Majeure.
20. Record of Application Forms.
21. Privacy Statement about Applicants Data.
22. Maintenance of Secrecy / Confidentiality of Tests and Applicant's Data.
23. Timeframe & Deadlines for Completion of Tasks.
24. Any other standard clause as per requirement of the Recruiting Agency.
25. All other terms and conditions as per tender.

TCP **Testing Services Firm**