

**Bidding Documents For
Procurement of Services of A Testing
Agency for conducting recruitment
tests for various vacant posts**

National Competitive Bidding



**Ministry of Foreign Affairs
GOVERNMENT OF PAKISTAN**

April, 2018

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**GOVERNMENT OF PAKISTAN
MINISTRY OF FOREIGN AFFAIRS
ISLAMABAD**

**INVITATION TO BID
(PROCUREMENT OF SERVICES OF A TESTING AGENCY)**

Ministry of Foreign Affairs, Islamabad invites sealed bids from the well reputed Testing agencies/firms registered with Income Tax and Sales Tax Department and which are also on Active taxpayer list (ATL) of Federal Board of Revenue (FBR) for conducting initial Screening tests of the candidates including written, typing, shorthand and driving test etc. of different Ministerial staff posts from BS-04 to BS-15. The Testing agency should have established infrastructure for the purpose at Islamabad/Lahore/ Karachi/ Peshawar/ Quetta/ Muzafarabad /FATA/Gilgit etc. The testing agency must not has been blacklisted by any Federal and provincial Government department(s).

2. Detailed bidding documents containing relevant eligibility criteria, terms and conditions, evaluation criteria and bid security etc. for hiring services of a testing agency can be obtained from office of the undersigned during office hours after payment of Rs.300/- as cost of bidding documents. Bidding documents can also be downloaded from the website of Ministry of Foreign Affairs www.mofa.gov.pk, however, a cheque of Rs.300 should be attached with the Technical bids.

3. Interested testing agencies may quote 50% rate/fee to be paid by the candidates only in the financial bid for holding screening tests. Equivalent amount of rate/fee shall be paid by the Ministry of Foreign Affairs to the selected testing agency as per policy of the Federal Government. All taxes should be included according to total amount i.e. 100% rate/fee to be paid by the candidates and by the Ministry of Foreign Affairs. These rates will be valid till completion of the recruitment process.

3. The technical and financial bids prepared on prescribed pattern supported by all relevant documents in accordance with the instructions in the bidding documents, must reach at given below address on or before 30th April, 2018 by 1100 hours. Bids will be opened on same day at 1130 hours in presence of the bidders or their authorized representatives, who may choose to be present. This advertisement is also available on PPRA Website i.e. www.ppra.org.pk.

Sheraz Ali
Director (Personnel-II)
Ministry of Foreign Affairs
Islamabad
Phone No: 051-9201405

2. Description of Service

- i. Ministry of Foreign Affairs, invites proposals/bids (Technical and Financial) from well reputed testing agencies/companies/organizations registered in Pakistan for providing the testing services to conduct the written and screening tests in Pakistan for selection of best human resource in an efficient, transparent, merit based, fair and reliable manner. The interesting firms must comply with eligibility criteria. The selected testing agency will be bound to comply with all instructions provided in these bidding document for selection of suitable candidates for following posts:-

S. No.	Name of Post/ Pay Scale	Regional/Provincial Quota Allocation of Seats	No. of Posts
1.	Cypher Assistant (BS-15)	Punjab Minorities (Non-Muslim) (01) Sindh Rural Open Merit (01) Sindh Urban Open Merit (01), KPK Open Merit (01) Balochistan Open Merit (01)	05
2.	Assistant (BS-15)	Open Merit (03), AJK Open Merit (1), Balochistan Open Merit (4), GBFATA Open Merit (2), KPK Open Merit (3) Women (1) Punjab [Open Merit (10), women (03), Minorities (Non-Muslim) (02)] Sindh Rural Open Merit (02), Minorities (Non-Muslim) (01) Sindh (Urban) Open Merit (2) Women (1)	35
3.	Stenotypist (BS-14)	Open Merit (3) Punjab Open Merit (8) women (2), Minorities (Non-Muslim) (2) KPK Open Merit (2) Sindh Rural Open Merit (2) Sindh Urban Open Merit (1) Balochistan Open Merit (2)	22
4.	Upper Division Clerk (BS-11)	Open Merit (02), AJK Open Merit (1), Balochistan Open Merit (3), GBFATA Open Merit (1), KPK Open Merit (1), Punjab Open Merit (03), Sindh Rural Open Merit (01) Sindh Urban Open Merit (01).	13
5.	Lower Division Clerk (BS-09)	Open Merit (04), GBFATA Open Merit (1), KPK Open Merit (2), Women (1), Minorities (Non-Muslim) (1), Punjab Open Merit (6), Minorities (Non-Muslim) (2), Sindh Rural Open Merit (01) Minorities (Non-Muslim) (1) Women (1)	20
6.	Driver (BS-04)	Open Merit (02), Balochistan Open Merit (01), GBFATA Open Merit (02), KPK Open Merit (2), Punjab Open Merit (10), Minorities (Non-Muslim) (02), Sindh Rural Open Merit (03) Minorities (Non-Muslim) (1), Sindh Urban Open Merit (02)	25

Timelines/Deadlines

- Bids submission deadline: **April 30, 2018** upto **1100 Hours**.
- Opening of Bids: **April 30, 2018** at **1130 Hours**.

3. Scope of Service

The selected testing agency shall be responsible for following activities as a scope of work (but not limited to it) and as per guidelines of Establishment Division, Government of Pakistan:

- i. The selected company shall be responsible to coordinate with the Ministry of Foreign Affairs (MoFA) to prepare complete work plan for entire selection process and share with the Ministry of Foreign Affairs. This work plan can be altered as per needs of the Ministry.
- ii. The testing agency shall 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 MCQs type tests for various posts. The portions of the test and their weightage shall be decided in consultation with the Ministry so as to ensure the directives in Recruitment Policy of Establishment Division.
- iii. The selected agency shall be required to register candidates online for taking written test for selection against the vacant posts. The agency shall assign an “Application No.”, Roll Number with record of “Date of Receipt of Application” along with the record of particulars of Fee Challan paid in banks. The “Application No.” and “Date of Receipt of Application” should be duly traceable, if required and will be provided to the applicants as acknowledgement of receipt of application. The agency shall ensure a mechanism that no application should be considered after the expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.
- iv. The selected agency under no circumstances shall receive any application directly from any candidate in person/ by hand. The selected agency shall only be responsible for registering candidates who send their application forms via courier/registered postal mail/online.
- v. The selected testing agency shall not reject **any candidate prior to written test on any ground whatsoever unless exclusively instructed by the Ministry of Foreign Affairs keeping in view the basic parameters for eligibility of the candidates. In other words, all candidates shall be allowed to appear in the written test** and their eligibility shall be determined after the written test by the Ministry of Foreign Affairs. The testing agency shall accordingly manage and provide the data as per guidelines of the Ministry.
- vi. The agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used for any purpose other than that of MoFA. This database shall be provided to the Ministry of Foreign Affairs.

- vii. The agency shall be responsible for answering any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty / ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to emails, SMS etc.
- viii. It is responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respect; in case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to MoFA. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- ix. The agency shall issue Roll No. / ID No. to all candidates for the test. The agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- x. The agency shall arrange test centers / examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
- xi. The testing agency will set and print multiple series objective type test booklet. Four different sets of options (i.e. A, B, C, &D) should be prepared in consultation with the Ministry. The selected agency shall be responsible to prepare final test paper in consultation with Ministry. The Final Test Paper will be according to the syllabi provided by Ministry / Establishment Division. The Testing agency will, however, ensure secrecy of the final test paper and must not share it with any employee of the Ministry/Testing firm or any candidate in advance.
- xii. The agency shall also design OMR answer sheets for each set of question paper and print OMR sheets with provision for carbon copy for candidates. Duplicate OMR answer sheets shall be provided to the candidates in the written test so that they can check / tally their marks in the written test. The answer keys must be uploaded on the selected agency's website in one week time after the date on which written test would be conducted.
- xiii. The agency shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/Test centers under foolproof security. The arrangement of such security shall be responsibility of the testing agency.
- xiv. The selected executing agency shall be responsible to keep record of all registration/application forms for at least one year after completion of entire selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the Ministry as and when required. However record keeping mechanism/methodology may be finalized as per the comfort of MoFA, in an agreement/contract signed with successful testing agency.

- xv. After the provision of written test result, further short listing for next screening phase of the recruitment process shall be conducted by the MoFA. The sorted result of test against each post shall be shared with Mofa both in Soft and Hard form as per requirement of the MoFA.
- xvi. The agency shall also take attendance sheets from each center.
- xvii. The agency shall print and display instructions for candidates at each test center at prominent places.
- xviii. The selected 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 the agency as the result of written test is a prime determinant for final selection. The Testing Agency shall allow presence of authorized officers from the Ministry (if required) at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.
- xix. The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- xx. Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the testing agency.
- xxi. **The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to MoFA after announcement of the written test result.**
- xxii. The testing agency shall be bound to provide original / authentic copy (whichever is applicable) of any record related to this Recruitment if required by the Ministry.
- xxiii. The selected agency shall conduct Written Test of the registered candidates. The test shall be conducted at the convenient locations in **Karachi, Lahore, Peshawar, Abbottabad, Quetta, Islamabad/Rawalpindi, Hyderabad, Multan, GB, FATA, Muzfarabad and Sukkur etc.** subject to availability of atleast 200 candidates at each center. In case the number of candidates is less than 200 at any center, the written test of that center shall be shifted to the other nearest center.
- xxiv. The selected agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Ministry **within a week time after test.** Merit list shall be based on marks obtained which ,inter-alia, 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 etc.
- xxv. The Ministry based on the merit list shall select approximate 15 candidates per post and provide names to the testing agency for conducting skill test for a single post.
- xxvi. The selected agency shall be bound to arrange and **complete written and skill tests within 45 days from the date of advertisement of the posts by the Ministry of Foreign Affairs** in the Newspaper(s) and on the website of the selected agency.

4. Eligibility Criteria

- i. The interested testing agency shall have NTN/sales tax Number and is available on Active Taxpayer list (ATL) of FBR. The agencies may attach copies of NTN/sale tax number and evidence of availability on active taxpayer list of FBR.
- ii. **Bid security amounting to Rs.200,000/-** (Rupees two hundred thousand only) in shape of Bank Draft, Pay Order etc. in favor of Ministry of Foreign Affairs, **must be attached with Technical Proposal. If bids security is not attached, the agency may be declared as ineligible.**
- iii. An **Affidavit on stamp paper (original and latest)** of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any Government/semi Government/autonomous body.
- iv. The testing firms must produce proof of financial soundness (Bank Statement / Turnover of last 03 years (2015, 2016 and 2017 in PKR).

5. Standard Terms and Conditions

- i. The Ministry of Foreign Affairs will follow single stage two envelope procedure as provided in rule 36(b) of Public Procurement Rules, 2004. The technical and financial bids must reach the office of Director (Personnel-II), Ministry of Foreign Affairs, 2nd floor, Agha Shahi Block, Islamabad on or before **April 30, 2018**.
- ii. Technical and financial bids are required to be filled-in as per attached **Annexure-I & II** of the bidding documents.
- iii. Technical and Financial proposals should be submitted in separate envelopes. The words "Technical Proposal" and "Financial Proposal" should clearly be written on the top left corner of respective envelopes. Technical Proposals will be opened on due date and time as mentioned in tender notice by the Evaluation Committee in presence of bidders or their authorized representatives who will attend the proceedings. The bids will be initially scrutinized for eligibility in the light of eligibility criteria given in the bidding documents. The bids of bidding firms who do not qualify in eligibility criteria will be rejected straight away and no Technical or Financial Evaluation will be carried out and returned to the respective agencies. The bids found qualified in eligibility criteria will be considered for Technical Evaluation. After Technical evaluation, Financial Proposals of only technically qualified bidders will be opened on a date/time to be announced subsequently.
- iv. The Financial Proposal shall be inclusive of all applicable taxes and must be quoted in Pak Rupees.
- v. The bid validity period will be effective till completion of whole recruitment process.
- vi. MoFA reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance as per Rule-33 of Public Procurement Rules, 2004.
- vii. Incomplete proposals will be rejected.
- viii. Bids received through fax/Telex/email and after due date/ time will not be considered.

ix. **Bid Security**

A bid security is required and acceptable in the shape of a Bank Draft/Pay Order/Demand Draft/ Banker's cheque/CDR only, issued from any scheduled bank operating in Pakistan, of rupees two hundred thousand (PKR 200,000/-), in favour of Ministry of Foreign Affairs , Islamabad. **The Bid Security must be submitted with the SEALED TECHNICAL PROPOSAL, without which the proposal shall not be entertained/ accepted. It will be forfeited if the selected firm do not sign the contract.**

x. **Performance Bank Guarantee. ("PBG")**

As per rule-39 of Public Procurement Rules, 2004, the Successful agency will be bound to submit **Performance Bank Guarantee ("PBG") @ 8% of the total fee collected from the applicants by the closing dates within one week after receipt of the applications from candidates by the selected testing agency.** It will be released after successful completion of recruitment process. Performance guarantee shall be forfeited if the performance of the bidder is found to be poor and fails to complete the process within 3 months from date of advertisement for different posts published by the Ministry

xi. The testing agency shall include taxes on the basis of 50% application fee charged from the applicants and 50% from the Ministry of Foreign Affairs as per applicable rates. The selected agency is hereby informed that the Government (in present case the MoFA) shall deduct tax/duties at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered to the MoFA. **The bidder will be responsible for payment of all applicable taxes/duties on transactions and/or income on the basis of 100% rate fee, which may be levied by Government from time to time.**

xii. The selected Testing agency will sign the Contract with Government through MoFA within seven (07) days after issuance of award letter. The specimen of the contract is at **annexure-III**

xiii. The bidding documents and the contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan. The Government of Pakistan and all firms responding to this bidding documents and parties to any contract executed pursuant to these Bidding documents shall submit to the exclusive jurisdiction to Courts at Islamabad.

xiv. Technical and financial bids must be filled up completely. If any shortcoming(s) / discrepancy (ies) is / are found in the documents/parameters mentioned in the bidding documents of any Testing Agency during the evaluation stage, the testing agency will not be allowed for any alteration or erasure or withdrawal after submission of the bid subject to the condition that substance of the bid is not changed..

- xv. MoFA shall have the exclusive rights to surprise check of the center where written test would be or being conducted.
- xvi. The Government of Pakistan defines Corrupt and Fraudulent Practices which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or firm in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence the procurement process or the execution of a contract, collusive practices among firms (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty". Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contract and blacklisting of the bidder for an indefinite period of time. The firms shall be blacklisted permanently if involved in leaked of paper, disclosure of paper information to one or more candidates. The performance guarantee will be forfeited on blacklisting of firm as well. The firm shall be provided written and personal appearance opportunity to defend itself. In case, the firm proved to be involved in above or any other Corrupt and Fraudulent Practices or it does not cooperate or provide or hide correct information, the committee of the Ministry then will blacklist the firm permanently as per rule 19 of Public Procurement Rules, 2004.

6. Instructions to Bidders

- i. MoFA shall have the right to contact clients of the testing firm/ agency to verify performance of the testing firm/ agency.
- ii. MoFA shall have the right to contact the complainant regarding the details of the complaints against the testing firm/ agency.
- iii. Poor compliance of any requirements and guidance mentioned in this bidding documents may affect the ranking/ marking of Technical Evaluation of bid, therefore, it is advised to prepare Technical bids carefully otherwise no claim for poor marking shall be entertained.
- iv. Each page of the bid (Technical & Financial) must be signed and stamped by authorized officer of testing Agency/bidder.
- v. No document will be accepted after bids submission timelines/deadlines, however, MoFA may ask the bidder for any clarification.
- vi. Documentary evidences for above mentioned criteria in Technical Bid in shape of chapters with proper page marking and proper referencing to relevant documents/evidences in the summary/title page etc. may be provided.
- vii. Relative marking will be observed as per Evaluation Criteria of Financial bids.
- viii. Any bid received, after the deadline for submission of bids, will be rejected and/or returned unopened to the firm on his postal address whichever the case may be.
- ix. All queries regarding this bidding documents may be submitted in writing at least 5 days before opening of the Bids to the undersigned after which the queries will neither be entertained nor responded by the Ministry of Foreign Affairs:

Sheraz Ali
Director (Personnel-II), Ministry of Foreign Affairs
2nd floor, Agha Shahi Block, Islamabad
Ph: 051-9201405

7. Format for Technical and Financial Bids

- i. The format for submitting technical and financial bids is given at **Annexure-I & II of the bidding documents**. The technical bid should be comprehensively prepared, presented and structured in the form of relevant tables where provided. All supporting documents must be attached.
- ii. While mentioning the client and coverage, testing agency will provide the details of similar contracts on following format.

S#	Nature of Contract in Brief	Value of contract	Size of Contract (e.g. No. of candidates participated / services delivered etc.)	Name of the Client with contract person & Contact Details

- iii. While mentioning experience as registered testing agency, the firms should provide number of years of incorporation as testing agency by providing a copy of the certificate for registration issued by the Government authority.

8. Evaluation Criteria of Bids

- i. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will be evaluated technically first. 60% (42 out of 70) marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows:

Technical Proposal (T)	=	70 Marks. (42 out of 70 are qualifying marks)
Financial Proposal (F)	=	30 Marks.
Total (T+F)	=	(70 +30)=100 Marks.

- ii. The technical proposals/bids securing 42 marks i.e. 60% of total marks (70) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 42 marks will be considered as Technically Disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 30 marks) in financial evaluation using formulae given below:

(A) Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required

[For lowest bid ratio would be 1]

(B) Bid Ratio x 30 = Financial marks of firms

- iii. The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated testing agency.
- iv. For Technical Evaluation of Technical Bids submitted by Testing Agencies in response to this bidding documents, the criteria given on next page will be applied. For this purpose the agencies shall submit documentary proof along with the Technical bid in shape of sections 1, 2 & 3, in an organized manner and as per requirement /format mentioned in this bidding documents. Poor compliance of criteria may affect marking of the Technical bids. Testing agencies are, therefore, requested to comprehensively provide the accurate information along with copies of evidences otherwise no claim of poor marking in technical evaluation would be entertained. Non-submission of the same and/or not conforming to any of these parameters will lead to low marking of technical bids.

Sr.No.	Technical Evaluation Criteria	Marks
1	<p>Experience: Number of years, since inception of business operations as Registered testing agency with the relevant Government agency.</p> <ul style="list-style-type: none"> i. ≤ 05 years ii. > 05 and ≤ 10 years iii. > 11 and ≤ 15 years iv. > 15 and above 	<p>30</p> <p>0</p> <p>10</p> <p>20</p> <p>30</p>
2	<p>Clientele & Coverage & Performance:</p> <p>a) No. of the clients</p> <p>Bank / Financial Institution</p> <p>Government clients Other Clients</p> <ul style="list-style-type: none"> i. ≤ 50 tests ii. > 51 and ≤ 100 tests iii. > 101 and ≤ 200 tests iv. > 201 and ≤ 300 v. > 301 and ≤ 400 vi. > 401 and above tests <p>b) Presence of Service across different Districts</p> <ul style="list-style-type: none"> - Offices in capital and four provinces - AJK,GB and FATA - Other two districts or more in Pakistan <p>(Proof related to point (b) must be attached)</p> <p>c) Past performance (Details of Similar Work / Assignments already completed with MoFA)</p> <ul style="list-style-type: none"> - Any assignment allocated and completed without complains, delay, misbehavior/leakage of paper - Any assignment allocated and if any one or more was/were not completed due to complaints, delay misbehavior/leakage of paper - Neither assigned nor incomplete <p>(Relevant copy of award letter/proof must be attached)</p>	<p>10</p> <p>0</p> <p>1-2</p> <p>3-4</p> <p>5-6</p> <p>7-8</p> <p>10</p> <p>10</p> <p>05</p> <p>03</p> <p>02</p> <p>20</p> <p>20</p> <p>0</p> <p>10</p>

9. Payment Schedule by Procuring agency

- i. In compliance with Establishment Division, Government of Pakistan, Memo No. F.53/1/2008-SP dated 18th August, 2017, 50% of the fee payable to testing agency will be paid by Ministry of Foreign Affairs to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and MoFA shall have no obligation in this regard.
- ii. For 100% payment (on part of MoFA i.e. 50% of Fee) against satisfactory performance of the testing agency and successful completion of required services, MoFA shall require from the Testing Agency, authentic copy of attendance Sheet, original copies of bank challan of fee paid by candidate directly to testing agency and application Form of candidate along with Invoice besides other relevant document (if required to avoid undue payment). It will be made after successful completion of the recruitment process within a period of 60 days.
- iii. It may be noted that Mofa will pay the 50% Fee of only those candidates who actually appeared in the Test.
- iv. Release of PBG after successful completion of the contract or forfeiture of PBG on poor Performance and/or blacklisting of firm as the case may be.

Format for Technical Proposal

S.No.	Technical Evaluation Criteria	Marks	Reference
A	<p>Experience: Number of years, since inception of business operation as Registered testing agency with the relevant Government agency.</p> <p>i. ≤ 05 years</p> <p>ii. > 05 and ≤ 10 years</p> <p>iii. > 11 and ≤ 15 years</p> <p>iv. > 15 and above</p>	<p>30</p> <p>0</p> <p>10</p> <p>20</p> <p>30</p>	<p>Placed at Page No.____of Bid (Relevant copy of certificate for incorporation as testing agency must be attached)</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
B	<p>Clientele & Coverage & Performance:</p> <p>a) No. of the clients</p> <p>Bank / Financial Institution</p> <p>Government clients Other Clients</p> <p>i. ≤ 50 tests</p> <p>ii. > 51 and ≤ 100 tests</p> <p>iii. > 101 and ≤ 200 tests</p> <p>iv. > 201 and ≤ 300</p> <p>v. > 301 and ≤ 400</p> <p>vi. > 401 and above tests</p> <p>b) Presence of offices/ Service across different Districts</p> <p>- Offices in capital and four provinces</p> <p>- AJK,GB and FATA</p> <p>- Other two districts or more in Pakistan</p>	<p>10</p> <p>0</p> <p>1-2</p> <p>3-4</p> <p>5-6</p> <p>7-8</p> <p>10</p> <p>10</p> <p>05</p> <p>03</p> <p>02</p>	<p>Details are placed at Page No.____of Bid</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Address of offices related to point (b) must be attached</p> <p>-</p> <p>-</p> <p>-</p>

	<p>c) Past performance (Details of Similar Work / Assignments already completed with MoFA)</p> <ul style="list-style-type: none"> - Any assignment allocated and completed without complaints, delay, misbehavior/leakage of paper - Any assignment allocated and if any one or more was/were not completed due to complaints/ delay/ misbehavior/leakage of paper - Neither assigned nor incomplete 	<p>20</p> <p>20</p> <p>0</p> <p>10</p>	<p>(Details of tests conducting for Ministry of Foreign Affairs in the past must be attached)</p>
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Signature with stamp

Format for Financial Proposal

S. No.	Fee to be charged from a Candidate Fee* (Rs.) (including all applicable taxes) for all cadres/posts

*This shall be 50% of the total Fee/cost of conducting test per candidate.

Signature with stamp

NOTE: It is reiterated here that in compliance of Establishment Division, Government of Pakistan, Memo No. F.53/1/2008-SP dated 18th August, 2017, 50% of the fee payable to testing agency will be paid by **Government of Pakistan (in this case by MINISTRY OF FOREIGN AFFAIRS)** to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and Ministry of Foreign Affairs shall have no obligation in this regard.

Specimen contract

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the _____ day of _____(month) 20_____ between _____ (hereafter called the “Employer”) of the one part and _____ (hereafter called the “Testing Agency”) of the other part.

WHEREAS the Employer is desirous that certain services, viz _____ should be executed by the Testing Agency and has accepted a Bid by the Testing Agency for the execution and completion of such service as given in the bidding documents.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement, viz:
 - i. Description of Service
 - ii. Scope of Service
 - iii. Eligibility Criteria
 - iv. Standard terms and conditions
 - v. Instruction to the bidders
 - vi. Payment schedule by Procuring Agency
3. In consideration of the payments to be made by the Employer to the Testing Agency as hereinafter mentioned, the Agency hereby covenants with the Employer to execute and complete the services and remedy defects therein in conformity and in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Agency, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Testing Agency

(Seal)

Signature of Procuring Agency

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)