

DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI



BIDDING DOCUMENT

EXPRESSION OF INTEREST HIRING THE SERVICES OF TESTING AGENCY

**DOW UNIVERSITY OF HEALTH SCIENCES,
BABA-E-URDU ROAD, BESIDES CIVIL HOSPITAL,
KARACHI**



**HEALTH DEPARTMENT, GOVERNMENT OF SINDH
EXPRESSION OF INTEREST**

HIRING THE SERVICES OF TESTING AGENCY

1. INTRODUCTION:

On behalf of Health Department, Government of Sindh, Dow University of Health Sciences is interested to engage the services of an experienced Testing Agency for designing and conducting written tests for admission process of about 25,000 to 30,000 candidates, for MBBS and BDS program of Dow University of Health Sciences Karachi, Jinnah Sindh Medical University Karachi, Liaquat University of Medical and Health Sciences Jamshoro, Peoples University of Medical & Health Sciences for Women, Nawabshah and Shaheed Mohtarma Benazir Bhutto Medical University, Larkana.

2. RECEIPT OF PROPOSALS:

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes should reach office of Registrar, Dow University of Health Sciences, Karachi on or before August 22, 2017 at 1100 hours and will be opened on the same day at 1130 hours.

i. TECHNICAL PROPOSAL:-

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

ii. FINANCIAL PROPOSAL:-

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

iii. TECHNICAL EVALUATION:-

The technical proposals of the firms will be evaluated on the basis of evaluation criteria defined under Para-7 hereof.

iv. FINANCIAL EVALUATION:-

The lowest responsive evaluated bidder with the lowest rate and optimum quality shall be entitled for award of captioned assignment.

3. TASK OF THE TESTING AGENCY:

- a. The agreement would be signed between DUHS and qualified testing agency.
- b. DUHS would forward the credentials of applicants to selected testing agency/ body / firm to conduct written test for recruitment.
- c. The testing agency will have state of the art website and will have to update timely for the announcements regarding test/ interview etc.
- d. The selected testing agency will intimate the eligible candidates through letters, SMS and emails for depositing the test fee.
- e. Fee will be deposited in the bank account of testing and evaluation agency directly.
- f. The testing agency will conduct test of the candidates at the respective testing centers as indicated by the candidates.
- g. The testing agency will design an objective type test giving 20% weightage each to Islamic Studies, Pakistan Studies / English, General Knowledge etc.

- h. The testing agency and their staff should not have any stake directly or indirectly with any training and test preparation institution/ academy which may be construed as conflict of interest.
- i. Further, it should conduct the particular skill test for the candidates as per requirement in addition to the screening test stated above.
- j. The testing agency shall announce the result of tests within a week (07 days) from the date of conducting test.
- k. DUHS reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal. DUHS shall upon request communicate to the bidder/ testing firm who submitted a bid or proposal, the grounds for its rejection of bid or proposal.

4. SIZE OF TEST ARRANGEMENT:

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

5. MODEL OF TEST:

The testing Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT).

6. MANDATORY REQUIREMENTS FOR THE TESTING AGENCY:

- a. Name of Testing Agency / firm / company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address. The details of the company's profile, professional and technical skills should be attached.
- b. The testing agency should have at least five years' experience to conduct such test at a larger scale and set-up in major cities of Pakistan i.e. Islamabad, Lahore, Karachi, Peshawar and Quetta.
- c. Firm / Agency should demonstrate staffing and other arrangements to mobilize professional resources. Should have appropriate logistic base in Federal and Provincial capitals.
- d. The testing agency/ body should have been providing the examination services to competitive and renowned public sector Ministries / Divisions / Attached Departments / Subordinate Offices / Autonomous Bodies / Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (attach list minimum of 10 clients along with number of applicants).
- e. The testing body must be registered with FBR, SRB, have a valid NTN, Accountant General of Pakistan Revenue (AGPR) and preferably should be registered with the Securities and Exchange Commission of Pakistan (SECP) if established in private sector. Relevant ISO certification shall be preferred.
- f. Details of company profile (brochures), description of similar assignments, experience in similar condition, availability of appropriate skills amongst staff, etc., scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached.
- g. It should have established infrastructure for the purpose and the blend of manual/ computerized examination system and online facility of applying/ roll no. slip/ result etc. and demonstrate capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.
- h. The testing body should have strong educational experience in test development; administration and analysis (attach the summary of SOPs in this regard).

- i. The agency must attach an affidavit with a good track record and should not be black listed by any organization at any stage.
- j. The body should provide the detail that how it maintains the transparency in marking/checking of answer sheets and preparation of results and also provide the detail of various kinds of Tests.
- k. Financial soundness certificate and Bank statement for the last 12 months and last two years audit report should be attached with the tender document.
- l. Firm/Agency will submit bid security alongwith technical proposal amounting to 2% of total bid value in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name of Dow University of Health Science, Karachi. The bid security of the successful bidder will be released upon providing the acceptable performance guarantee. The bid security of unsuccessful bidders will be released after award of bid to the successful bidder.
- m. The successful bidder will also provide performance guarantee amounting to 5% of total bid value in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of Dow University of Health Science, Karachi, which will be released to the firm upon successful completion of the assignment.

7. EVALUATION CRITERIA:

S. NO:	REQUIREMENT WITH COPIES OF SUPPORTING DOCUMENTS	MARKS
1.	At least 05 years' experience for conducting examination and providing testing services for recruitment (initial screening test) in public sector organizations/Government departments.	20
2.	Number of tests conducted during last one year with scholastic capacity and mechanism.	15
3.	Agency/firm profile (number of employees, infrastructure set up and stations across the country).	10
4.	Agency/firm relevant ISO certification.	5
5.	Financial soundness certificate showing, bank statements for the last 12 months.	20
6.	Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country. The bidders will be intimated to give presentation at selected venue with due course of time.	30
TOTAL		100

* The Technical evaluation of bidders will be carried out first and on the basis of which, financial bids will be evaluated. Minimum marks for pre-qualification are 60%.

8. FINANCIAL POLICY/ MATTERS:

Testing agency shall quote their minimum lump sum processing fee per application (all inclusive).

9. PROPRIETARY RIGHTS:

The proprietary will rest with DUHS. 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.

10. 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.

11. TERM / DURATION OF THE ASSIGNMENT:

The selected agency/ bidder should have to complete the assignment within thirty (30) days from the date of award of contract.

12. ADDRESS/ LOCATION:

Office of the Registrar, Dow University of Health Sciences, Baba-e-Urdu Road, Near Civil Hospital, Karachi Ph # 021-99215754-7, Email: registrar@duhs.edu.pk

BID FORM: APPLICATION FOR SUBMISSION OF BID FORM

(Standard Application to be signed and sent by the interested bidder to the address mentioned)

To,

THE REGISTRAR

Dow University of Health Sciences, Karachi

SUBJECT: PROPOSAL FOR PROVIDING ASESMENT SERVICES ARE REQUIRED.

Dear Sir,

We, the undersigned, offer to provide the requisite 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.

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.

If negotiations are held we undertake to negotiate and our Proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, If our Proposal is accepted, to initiate the services related to the assignment not later that the date agreed between parties.

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

We remain,

Yours sincerely,

Authorized Signature [in full and initials]

Name of Firm

Address:

**(STANDARD UNDERTAKING/ AFFIDAVIT STAMP PAPER TO BE PROVIDED BY
THE BIDDER)**

Undertaking / Affidavit should cover that:

1. Information provided in the proposal is correct in all respect.
2. Firm is not black listed by any Provincial / Federal Government Departments.

AGREEMENT ON STAMP PAPER RS. 500

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

Dow University of Health Sciences, 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 admission, in first year MBBS & BDS.

Therefore, Testing Agency and Recruiting Agency mutually agree on the following process, terms and conditions:

STANDARD CLAUSES:

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 Up-to-date for information of applicant.
14. Compilation of Results.
15. Publishing Merit Lists.
16. Verifications of Candidates Particulars.
17. Coordination.
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.

Testing Agency

Dow University of Health Sciences, Karachi

PRICE SCHEDULE IN PAK RUPEES

NAME OF BIDDER:

Description	Amount in PKR to be charged from each Applicant	Applicable Taxes (if any) in PKR	Total amount in PKR (inclusive of all taxes) to be charged from each applicant

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.