



EOI No. PEF/PROC/HR/2021-22/13

REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF RECRUITMENT FIRM

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership.

PEF intends to hire services of an experienced testing firm for Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduct, Marking and Result Preparation of Recruitment Test. PEF invites bids for the hiring on the following positions:

| Sl. No. | Name of Designations |
|---------|-------------------------------------|
| 1 | Deputy Directors. |
| 2 | Assistant Directors. |
| 3 | Officers. |
| 4 | Monitoring and Evaluation Officers. |

ELIGIBILITY CRITERIA

- Eligible Bidder is a bidder who:
- Provides audited financial statements/ copies of work orders/ contracts/ MOUs signed in FY 2018-19 or 2019-20 depicting sound financial strength: (minimum Rs.10 million turnover in a financial year);
 - Has relevant experience of at least two years of conducting recruitment tests supported by documentary proof i.e. copies of work orders/ contracts/ MOUs, etc. of the same. Moreover, the bidder must have conducted at least five recruitment tests for not less than 1,000 candidates at a time supported by documentary proof like copies of work orders/ contracts/ MOUs, etc.
 - Has the capability to conduct the test simultaneously in 09 divisions of Punjab on same day.
 - Does not apply in the capacity of joint venture;
 - Provides undertaking on stamp paper of Rs.50/- that the bidder has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization, Autonomous Body, Private Sector Organization or Court of Law anywhere in Pakistan in last 2 years.
 - Provides undertaking on official letterhead: "We undertake and certify that each page of the request for expression of interest, terms of reference and contract agreement, issued by Punjab Education Foundation, has been read, understood and accepted unconditionally. We shall conform to all terms and conditions relevant to this bidding procedure. Contractual liabilities and obligations along with the quoted applicant fee by us will remain unchanged and binding on us throughout the contract duration of one year with effect from the date of signing of contract".
 - Has submitted earnest money (returnable) amounting to Rs.20,000/- in form of a Pay Order/CDR/Demand Draft in favor of Punjab Education Foundation;
- Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Technical evaluation of the firms shall be based on information provided in Technical Proposals and verification by PEF. Financial proposals of only technically qualified bidders shall be opened.

TERMS AND CONDITIONS

- The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- Bids must be delivered to office of the Punjab Education Foundation till 11:00 a.m. on December 20, 2021 and must be accompanied by earnest money in form of CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan.
- Technical Proposals containing documentary evidences of eligibility criteria will be opened on the same day at 11:30 a.m. in presence of bidders or their authorized representatives who wish to witness the opening.
- After the Technical evaluation, Financial Proposals of only technically qualified bidders shall be opened on a date and time to be announced subsequently. Financial Proposal must include fee schedule according to the format given below:

Fee Schedule Format

| Activities | Fee Charged from A Candidate Including Applicable Taxes (In Pkr) |
|--|--|
| Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduction, Marking and result preparation for recruitment test | |

Fee Charged from A Candidate Including Applicable Taxes in Words:

IMPORTANT NOTES

- The fee schedule must be attached with financial proposal. Bid will be rejected if the bidder discloses price in the Technical Proposal.
- No payment shall be paid to the contractor in advance, not even during or after the recruitment test, result and completion of the whole process by PEF.
- The entire fee shall be charged from the candidates/applicants/participants applying for the Jobs. PEF will not make any payment to contractor.
- No amount will be charged from the candidates other than fee quoted in the fee schedule.
- Quoted fee must include all applicable Taxes, such as Income Tax, GST, PST, etc. If not specifically mentioned in the proposal, it will be presumed that the prices are inclusive of all applicable taxes.
- The firm with lowest quoted fee per student shall be declared successful and shall be called to sign the contract.
- TORs may be obtained from PEF Procurement Department or from PEF website www.pef.edu.pk
- Incomplete proposals shall be rejected. Late bid will not be accepted.
- PEF reserves the right to reject all the proposals, submitted in response to this EOI notice prior to acceptance.

TERMS OF REFERENCE

1. Introduction

Punjab Education Foundation intends to hire the services of a testing/ assessment firm/ agency/ body to design and conduct the screening test of applicants to be hired against approximately 99 different positions.

2. Terms of Reference (TORs)

The Terms of Reference (TORs) of the required services include but are not limited to the following:

(A) Publishing of Advertisement

- i.** Draft advertisement shall be prepared by PEF and shall be forwarded to firm for designing & incorporating the procedure of “How to apply” in the draft advertisement.
- ii.** Upon receiving draft advertisement from firm, final draft advertisement approval will be taken from Competent Authority-PEF. After approval, advertisement shall be forwarded to firm for publishing.
- iii.** Firm shall abide all expenses related to advertisement i.e designing, printing fee in national dailies etc.
- iv.** Advertisement will be published in at least two national leading Newspapers (One English and One Urdu).
- v.** Advertisement will be published only in following mentioned newspapers:
 - a)** For English (Dawn or The News International or The Nation)
 - b)** For Urdu (Daily Jang or Daily Express or Daily Nawa-i-Waqat).
- vi.** Advertisement will be published in national leading newspaper of Lahore on same day.

(B) Receiving of Applications & Shortlisting

- i.** Firm shall receive applications directly from candidates along with credentials i.e. Matric to the latest degree along with mark sheets, domicile, CNIC, and experience certificates in accordance with criteria given by PEF in advertisement.
- ii.** Firm shall receive the original challans of test fee along with the applications from the candidates
- iii.** Firm shall be solely responsible to conduct short-listing of applications as per advertised eligibility criteria.
- iv.** Before conduction of test, firm shall share the designation wise detail of shortlisted applicants with PEF. For field related positions firm shall provide the district wise detail of shortlisted applicants. PEF reserves the right to check the shortlisted and not shortlisted applications on random basis.
- v.** Firm shall be responsible for setting up of a Grievance Cell to handle/ dispose-off complaints of the candidates (if any). Only the grievances received within six months from the date of publication of advertisement will be considered.
- vi.** Firm shall issue roll number slips of all posts to all shortlisted candidates at least one week prior to the test date.

(C) Test Conduction

- i.** Firm shall conduct the paper based recruitment tests as per guidance of PEF.
- ii.** Firm shall develop question papers according to paper division provided by PEF.
- iii.** Firm will confirm PEF that all concerned candidates have been informed well in time before the conduct of test through sharing call log/ SMS log/ copy of dispatched letters with PEF at least one week before the conduct of test.

- iv. Firm shall be responsible to share the venues/ clusters of candidate details with PEF one week before test conduction with PEF.
- v. Testing firm will conduct test of the candidates at the respective divisional testing centers as indicated by the candidates.
- vi. Firm shall arrange test centers in all divisions of Punjab and invigilation staff for the conduction of test will be deployed accordingly. PEF has the right to supervise the test centers if required to ensure conduciveness of test centers and transparency of test process.
- vii. Firm shall arrange/conduct test separately against each post. At once firm shall conduct test of only one post so that candidates applying for more than one posts can appear in respective test. Further, result must be prepared division, and post wise as per requirements of PEF. For field related posts firm will provide the district wise result of test.
- viii. During the conduct of test, supervisors and invigilators must wear the ID cards issued by the testing firm having photograph and CNIC number.
- ix. During test conduction, scanning and copying of test papers by supervisors/invigilators/candidates is strictly prohibited. Further, candidates will not be allowed to bring mobile phones in testing centers.
- x. Firm shall conduct the test within **30 days** after last date of application submission as per published advertisement of PEF for recruitment.

(D) Result Announcement

- i. After conduct of test, firm shall upload the result on its website within **10 working days** of test conduct.
- ii. After conduct of test firm shall submit the designation, division and district wise summaries of testees with PEF within 03 working days. Moreover, PEF can demand the copies of attendance sheets.
- iii. Firm will collect the solved papers from test centers at its own cost of transportation and on completion of marking assignment, PEF shall reserve the right to ask the firm for provision of solved paper for verification which firm will deliver to PEF office at its own cost.

(E) Data Management

- i. Firm shall be responsible to ensure the secrecy, transparency and confidentiality of applicants data and test conducted.
- ii. Firm shall be responsible for keeping record of applicants data, tests conducted, answer sheets of candidates and announced results till one year from date of conduct of test.
- iii. Firm shall be responsible for provision of specific data related to applicant/test as per requirement of PEF till one year from date of conduct of test at its own cost.
- iv. The firms shall be responsible for provision of:
 - c) Application forms along with credentials as desired by PEF of any candidate for interview along with bank deposit slips etc. submitted by applicants in hard form.
 - d) Test result of each post separately duly signed and stamped by the firm. Firm will provide the result is soft form as well.
 - e) Soft data of all candidates (applied, shortlisted and tested) in excel format containing all information personal, qualification, experience, domicile, CNIC, etc.
 - f) Any other information/data required by PEF.

3. The Primary and Secondary contacts for all correspondence in relation to this bid are as follows:

Primary Contact

Name: Mr. Imran Allaud-Din

Designation: Assistant Director (HR)

Contact No: 99232791 Ext. 51

Email: imran.din@pef.edu.pk

Secondary Contact

Name: Mr. Mazhar Iqbal

Designation: Deputy Director (Procurement)

Contact No: 99232791 Ext. 54

Email: mazhar.iqbal@pef.edu.pk