



**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
INLAND REVENUE DEPARTMENT MUZAFFARABAD**

RFP FOR HIRING THE SERVICES OF A TESTING AGENCY

The Department of Inland Revenue, Muzaffarabad intends to make recruitments for which sealed bids (Technical and Financial) single stage two envelope are invited for conducting written tests. Reputed testing agencies having NTN, Sales Tax Number and duly registered are invited to submit their RFPs through registered Dak / Courier services or by hand submission on or before **08th May, 2023** in the office of Commissioner Inland Revenue, Old Secretariat, Muzaffarabad.

Terms & Conditions

The testing agency must meet the following criteria:

- a. The agency should be registered with Inland Revenue Department, GoAJ&K.
 - b. The agency should have experience in the field.
 - c. The agency should have the required infrastructure for the purpose.
 - d. The agency should have experience – i.e. it must have carried out testing and recruitment services for clients in Pakistan / AJ&K.
 - e. The agency must be able to carry out testing services in AJK.
 - f. The agency should have experience in hiring and induction services including psychometric assessments.
 - g. The agency should not have been blacklisted by any Government Organization in Pakistan or AJ&K.
2. Bidding documents containing terms and conditions, evaluation criteria, bid security, etc. are available at official website of AJ&K PPRA (www.ajkppra.gov.pk) BER will be uploaded on official website of AJ&K PPRA.

Sealed proposals must reach the office of Commissioner Inland Revenue, Old Secretariat, Muzaffarabad on or before **May 08th, 2023 at 12 noon** which will be opened on the same day at 12:30 Pm.

3. Biding shall be conducted through single stage-two envelope bidding procedure as per provisions of AJ&K PPRA Rules 2017.
4. Fees for holding screening test should be quoted for each candidate including taxes without any financial liability on the Inland Revenue Department. These rates shall be valid till the completion of the recruitment process

(Amjad Pervaiz Ali Khan)
Secretary, Inland Revenue
Block No. 3, Civil Secretariat
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**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
INLAND REVENUE DEPARTMENT
MUZAFFARABAD**

**Terms of Reference and Bidding Document for Hiring Services
of a Testing Agency**

1) Introduction: -

The Department of Inland Revenue, AJ&K intends to hire the services of a testing agency to design and conduct screening tests of applicants to be hired against various posts ranging from BS-07 to BS-15.

2) Receipt of Proposals: -

Sealed proposals, Technical and Financial, in terms of Rule 36(b) of Azad Jammu and Kashmir Public Procurement Regulatory Authority Rules (as amended), 2017 (AJ&K PPRA) **(both in separate sealed envelopes, duly marked as such in single envelope)** should reach the office of the Commissioner, Inland Revenue, Old Secretariat, Muzaffarabad on or before **May, 08th, 2023 at 12:00 hours**, which will be opened on the same day at 12:30 hours.

3) Technical Proposal: -

The technical proposal should include previous experience, legal status and general but brief information about the company. There will be a scoring mechanism detailed at the end of this document (**Annex-I**).

4) Financial Proposal: -

Financial proposal should be in PKR and include all prevailing taxes applicable in AJ&K. The bidder shall prepare his financial proposal as per (**Annex-II**).

5) Evaluation Criteria for Bids: -

Both technical and financial proposals will be evaluated on the basis of criteria defined in the Bid document (**Annex-I**). The bids will be evaluated technically first, 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)= **80 Marks** (50 out of 80 are qualifying marks)

Financial Proposal (F)= **20 Marks**

(Total (T+F) = (80+20) = **100 Marks**

The bidder whose quoted prices are lowest will get the maximum marks (i.e. 20 marks) in financial evaluation using formulae given below:

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

(B) Bid Ratio x 20 = Financial marks of firms.

The cumulative effect of both Technical and Financial marks shall determine the position of the lowest evaluated testing agency.

For further clarity or details, companies may be invited to meet and present their proposals in person. Technical proposal will be uploaded on official website of AJ&K PPRA www.ajkppra.gov.pk. After a period of seven days, the financial proposal will be opened.

6) **Award of Contract**

Subject to fulfillment of Rule 35 and Rule 38 of the AJ&KPPRA Rules (as amended), 2017, and Evaluation Criteria mentioned in the Bid document, the most successful bidder (both in terms of technical and financial) shall be awarded the contract.

The award of contract will be issued after 15 days of the final evaluation report.

7) **Bid Validity**

- a) Bid shall be valid for the period of 120 days.
- b) Bid validity period shall also extend the validity of the Bid bond or Security for the extended period of the Bid Validity.
- c) If the Bidders do not agree to an extension of the Bid validity period, in such case they shall be allowed to withdraw their Bids without forfeiture of their bid bonds or securities.

8) **Task of the Testing Agency: -**

- a) The agency shall design the application forms and tests and share the same with the Inland Revenue Department for approval.
- b) The agency shall collect and evaluate the applications of the candidates in conformity with the relevant conditions of eligibility, criteria, experience required and age limit as provided by Inland Revenue Department in the service rules of the posts.
- c) Applications will be shortlisted by the agency to conduct tests at respective testing centers in AJ&K, in consultation with the Inland Revenue Department.
- d) Size of the test could be up to 1,000 candidates. Centers shall be Poonch, Mirpur and Muzaffarabad. The agency will conduct the tests at these locations. Inland Revenue Department may provide support in this regard. Charges for locations will

be handled separately. Tests shall initially be paper based, but in the future online testing could be conducted.

- e) The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- f) 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.
- g) Final results of the candidates against each post will be provided by the agency within 15 days of the conduct of the test.
- h) The agency should have the capability to announce the results on their website; this should show both pass and rejected applicants.
- i) In case the recruitment process is cancelled by the Inland Revenue Department before the test takes place, the fee shall be reimbursed to the candidates.
- j) All records should be meticulously maintained by the testing agency. These can be asked to be submitted at any time by the Inland Revenue Department, if required. The records should show all the applicant names and position applied for.
- k) 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 Inland Revenue Department.
- l) All tests will be MCQ based.
- m) The firm/agency shall not charge anything over and above the agreed rates with the Inland Revenue Department.

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9) **Eligibility Requirement:** –

- a) Name of firm/agency with office location and contact details.
- b) Experience to conduct such tests and assessments, etc.
- c) The firm/agency shall be required to complete the entire process within 45 days from the date of agreement/authorization; up to announcement of the results.
- d) The firm / agency should have a recognized Legal status.
- e) Detail of company profile, description of similar assignments and capacity/skill set of available staff should be mentioned.
- f) Mechanism of testing design and development should be mentioned.
- g) Firm / Agency will submit Bid Security along with technical proposal amounting to **Rs. 50,000/- (Rupees Fifty thousand only)** in the form of Bank Demand Draft from any Bank in AJ&K in the name of Commissioner Inland Revenue Department (North Zone). The successful bidder will also provide Performance Guarantee amounting to **Rs. 100,000/- (Rupees one hundred thousand only)** in the form of

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Bank Demand Draft from any Bank in AJ&K in the name of Commissioner Inland Revenue Department (North Zone), which will be released to the firm upon successful completion of the assignment.

- h) The firm/agency shall strictly adhere to the Azad Jammu and Kashmir Public Procurement Regulatory Authority Rules (as amended), 2017 (AJ&K PPRA), as amended time to time.
- i) The firm / agency should be a registered agency and proof of registration shall be provided, including NTN/GST numbers. The firm/agency must be on the Active Taxpayers List.
- j) The firm/agency should have the required manpower or be able to arrange the required manpower for conduct of the tests of up to 1,000 candidates at a time.
- k) The firm/agency shall submit an affidavit on Rs. 100 duly attested that they have never been blacklisted by any Government organization of Pakistan or AJ&K.

8) **Proprietary Rights:-**

All proprietary rights will rest with the Inland Revenue Department. Both parties will keep all the records / data strictly confidential.

In case of failure of testing agency regarding lapse of stipulated time given for conducting written / skill tests as well as violation of any clause of ToRs or if the testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, the firm / agency will be liable to penalty with heavy cost and performance guarantee will be forfeited and a case will be initiated for black listing as well.

In case of any dispute between Inland Revenue Department and testing agency, decision of the Secretary, Inland Revenue will be final and not challenged in any Court of law / forum.

10) **Taxes:-**

All the applicable taxes must be considered / included in the financial proposals. All these taxes are required to be built in quotes rates and not be mentioned separately.

11) **Address / Location:-**

Commissioner Inland Revenue (North Zone), Old Secretariat, Muzaffarabad, AJ&K.

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Annex-I

Technical Evaluation Criteria

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S. No.	Attribute/Parameter	Total Marks
1	<p><u>Experience in relevant field</u> (documentary evidence must be attached)</p> <p>Number of years, since inception of business operations as registered testing agency with the relevant Government agency.</p> <p>i) Up to 02 years experience=05 marks ii) More than 02 years and up to 05 years) = 10 marks iii) More than 05 years and up to 10 years = 15 marks iv) 10 years and above = 20 marks</p>	20
2	<p><u>Testing experience</u></p> <p>a) <u>Past performance</u> (Details of similar work / Assignments completed without complaints, delay, misbehavior / leakage of paper) (10 marks).</p> <p>i) 01 to 10 Assignments= 2.5 marks ii) For more than 10 and up to 20 Assignments= 05 marks iii) More than 20 Assignments = 10 marks (Copy of award letter / proof must be attached)</p> <p>b) <u>Number of Client organization</u> (must include at least 01 Govt. Department) (10 marks).</p> <p>i) Less than 10 client organizations= 2.5 marks ii) More than 10 and up to 20 client organizations = 05 marks iii) More than 20 client organizations= 10 marks</p>	20
3	<p><u>Company Profile</u></p> <p>a) <u>Number of Regular / Permanente employees</u> (12 marks)</p> <p>i) Up to 25 employees= 05 marks ii) More than 25 and Up to 50 employees= 10 marks iii) More than 50 employees = 12 marks (Proof related to point (a) must be attached)</p> <p>b) <u>Infrastructure set up / Station across the country</u>(08 marks)</p> <p>Office in AJ&K = 02 marks 01 mark for each office in Islamabad, (04) provinces of Pakistan and GB. (Proof related to point (b) must be attached)</p>	20
4	<p><u>Registration NTN/GST Never blacklisted</u></p> <p>i) Registration Certificate = 03 marks ii) NTN/GST = 03 marks iii) Never Black listed = 04 marks</p>	10
5	<p><u>Financial Means / Stability</u> (Financial soundness certificate showing bank statement for the last 12 months)</p> <p>i) Net assets upto 01 million = 05 marks ii) Net assets upto 05 million = 07 marks iii) Net assets above 5 million = 10 marks</p>	10
	Total	80

