



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring of Recruitment Testing Service Agency

Bid No. HBFC/HOK/GSD/2021/596



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Bid No. HBFC/HOK/GSD/2021/596

March 05, 2021

Invitation for Bids (IFB)

Tender for Hiring of Recruitment Testing Service Agency

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of the population. HBFC invites sealed bids from reputable testing agencies for its recruitment/selection campaigns.

Bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **March 24, 2021 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. All bidders shall submit the bid security of Rs.100,000 (Rupees One Hundred Thousand Only) in the form of bank draft/ pay order in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52



General

1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of the population. HBFC invites sealed bids from reputable testing agencies for its recruitment/selection campaigns. The bidding process is open to all bidders who meet the eligibility criteria. Scope of work is attached at **Annexure A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the bidding documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for providing recruitment testing services to HBFC as per the Scope of Work. The testing agency shall provide its competitive rates as prescribed in the Financial Proposal format, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.



Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - C of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - C**. If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format at Annexure D who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders shall submit the bid security of Rs.100,000 (Rupees One Hundred Thousand Only) in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

13. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically compliant and financially lowest as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made by HBFC against the invoice/s raised by the successful testing agency after successful completion of the entire assignment. No Advance Payment / Mobilization Advance will be paid before the completion of the project(s).

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - E**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Hiring of Recruitment Testing Service Agency Ref No. HBFC/HOK/GSD/2021/596
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p>Name: Hasham Khan Designation: Manager HRD Email: hashsham.khan@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35632113</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – C of Technical Proposal . Bidders must ensure to comply all the fields given in Annexure – A and Annexure – C . If a Bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 90 (Ninety) days after opening of the Bids.
6.	All bidders shall submit the bid security of Rs.100,000 (Rupees One Hundred Thousand Only) in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739</p>



House Building Finance Company

8	<p>The deadline for submission of bids will be March 24, 2021 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p>House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi -Pakistan.</p>
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Scope of Work

The scope of activities of Testing Agency mainly includes:

1. Designing of testing product/material as per HBFC requirements. Testing product may comprise of objective and subjective questions.
2. Developing guidelines for candidates which shall include a sample model paper for written MCQ's type test for various posts and be placed on its website.
3. Development of application forms in consultation with HBFC and place it on its website.
4. The Firm/Agency shall be required to register candidates online and acknowledgement receipt of application may be issued accordingly.
5. Shortlisting the candidates as per eligibility criteria mentioned in the advertisement.
6. Developing data base of applications received against recruitment campaigns.
7. Providing instructions; admit cards, sample test papers and/ or other allied items to the candidate.
8. Coordination, invigilation and supervision of the written tests at each Centre where the recruitment tests will be conducted, accordingly.
9. Supplying and collection of test material to / from each test Centre where the recruitment tests will be conducted.
10. Conducting test in all those cities from where at least 25 candidates have applied against any advertised post.
11. Evaluating and marking of test papers.
12. Preparing results with complete data processing.
13. Submission of test result in hard and soft copy format to the HBFC with the stipulated time.
14. Preparation of test results of the entire testing process within 45 days from the date of agreement/authorization till announcement of result.
15. Maintaining a record of screening test and shall be shared with HBFC on need basis.
16. The Firm/Agency should have web-based facility and shall be required to announce result of screening tests within 48hours giving the following details on their website:
 - i- Complete list giving names of the applicants and fees paid thereof by each applicant.
 - ii- List of rejected applicants with reasons thereof.
 - iii- Complete merit list giving score obtain by each candidate in order of merit.



Technical Proposal

Tender for Hiring of Recruitment Testing Service Agency

Bid No. HBFC/HOK/GSD/2021/596



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,
Karachi, Pakistan.

Technical Proposal

Tender for Hiring of Recruitment Testing Service Agency

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 90 (Ninety Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2021

[Seal & signature] [In the capacity of]
Duly authorized to sign Bid for and on behalf of _____

Compliance Based Eligibility Criteria

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No	
1.	The Firm/Agency should have NTN/Sales Tax Number and must appear in ATL (Active Taxpayer List) of FBR. Please provide valid documentary evidence.					Appendix - A
2.	The Firm/Agency should be registered with SECP. Please provide valid documentary evidence.					Appendix - B
3.	The Firm/Agency should be ISO certified. Please provide valid documentary evidence.					Appendix - C
4.	The Firm/Agency should have at least ten (10) years of experience of conducting recruitment tests. Please provide documentary evidence.					Appendix - D
5.	The Firm / Agency must have successfully completed at least 10 projects of similar scale in last five (05) years. Please provide documentary evidence.					Appendix - E
6.	The Firm/Agency shall have sound technical capability including appropriate IT infrastructure / equipment / machines to handle the requirement of screening test. Please attach documentary evidence.					Appendix - F
7.	The Firm/Agency should have a team of at least 20 qualified professionals in various academics disciplines (i.e., English, Mathematics, International Relations, Computer Science, Financial Management, Law, Financial Accounting, Strategic Management and Civil Engineering) on its panel for designing of selection test. Please attach resume / details of professionals.					Appendix - G
8.	The Firm/Agency should have hall / space / buildings on the panel to meet the requirements for conducting recruitment / screening tests. Please attach address list along with photograph evidence.					Appendix - H
9.	The Firm/Agency should have test centres in at least 15 big cities including provincial headquarters, covering all provinces and federal capital.					Appendix - I
10.	Financial stability certificate of a minimum worth of Rs.10 million duly verified by the relevant bank.					Appendix - J
11.	The Firm/Agency must provide Audited Financial Statement for the last three years.					Appendix - K
12.	The Firm/Agency must provide an affidavit on stamp paper of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any government/ semi-government organization.					Appendix - L

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. The Firm/Agency must ensure to comply all the fields given here above.



- iii. If the Firm/Agency is unable to comply in any of the given fields in Scope of Work (Annexure – A) and Evaluation Criteria (Annexure – C), the proposal will not be considered for further processing.
- iv. The financial proposal of only technically compliant firm will only be opened.
- v. The Firm/Agency must place their provided evidences as Appendix (clearly marked).
- vi. Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- vii. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- viii. The bid security of bids of unsuccessful bidders will be returned once the contract is awarded to the successful / most advantageous bidder.
- ix. A Service Level Agreement (SLA) shall be signed between HBFC and successful firm which may be extended upon mutual agreement as the case may be.



Client References

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	



Integrity Pact

Tender for Hiring of Recruitment Testing Service Agency

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement

Tender for Hiring of Recruitment Testing Service Agency

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative)

(Signature of HBFC Authorized Agent)



Financial Proposal

Tender for Hiring of Recruitment Testing Service Agency

Bid No. HBFC/HOK/GSD/2021/596



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,
Karachi, Pakistan.

Financial Proposal

Tender for Hiring of Recruitment Testing Service Agency

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 90 (Ninety Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2021

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Financial Proposal

Tender for Hiring of Recruitment Testing Service Agency

Description	Charges / Rate per Candidate (Rs.) (Inclusive of all applicable taxes)
Rate per candidate as per Scope of work (Annexure-A)	Rs. _____

Note: The charges per candidate include all activities as mentioned in this document inclusive of all applicable taxes etc.

Charges / Rate in Words: _____

Note:

1. 50% of above quoted rate shall be charged directly from the candidate and remaining 50% to be paid by HBFC.
2. In case the recruitment process is cancelled by HBFC before conducting screening test, complete fee shall be reimbursed to the candidates.
3. Contract will be awarded to the Firm/Agency technically compliant and offering lowest cost for a period of three (03) years.
4. Required services will be provided by the successful Firm/Agency in accordance with the time schedule prescribed by HBFC in the contract which will be awarded to the successful bidder.
5. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
6. The quoted rates once offered by the bidder will not be changed during the contract period



Contact Form

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

					-												-	
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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info. _____

Company Stamp and Authorized Signature