

**PAKISTAN HORTICULTURE
DEVELOPMENT & EXPORT COMPANY**



TENDER DOCUMENT
HIRING SERVICES OF TESTING
AGENCY



MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN



GOVERNMENT OF PAKISTAN
Ministry of Commerce
Pakistan Horticulture Development & Export Company
A Company set up under section 42 of the Companies Act, 2017



Pakistan Horticulture Development & Export Company
Ministry of Commerce
Government of Pakistan

TENDER NOTICE

HIRING OF SERVICES OF TESTING AGENCY

Pakistan Horticulture Development and Export Company, Ministry of Commerce, intends to make recruitment; for which sealed bids (**Technical and Financial**) for conducting the screening tests are invited from reputed Testing Agencies having minimum 10 years' experience, registered with Government of Pakistan, and registered with income tax and sale tax department. The agency should not have been black listed by any government office.

The bidding documents containing detailed terms and conditions for hiring of services of testing agency can be accessed from www.phdec.gov.pk. or can be asked from this address muhammad.khalid@phdec.gov.pk. The sealed bids must reach to the undersigned at the given address on or before **9th January, 2025** at 11:00 am. Bids will be opened on the same day at 02:00 pm. Bids submitted late/incomplete shall not be considered/entertained.

Muhammad Khalid
Asst. Manager (GA &HR)
Pakistan Horticulture Development and Export Company
Ground Floor, State Life Building No.5, Phase-II, Jinnah Avenue, Blue Area,
Islamabad. 051-9217979



1. Introduction:

Pakistan Horticulture Development & Export Company (PHDEC) is a company registered under Section 42 of the Companies Act 2017 mandated to promote, co-ordinate and enhance the horticulture sector of Pakistan. It has always played a key role in introducing Pakistani horticultural products to high-end international markets with strategic initiatives and efforts, and has always led from the front through integrated interventions to facilitate the sub-sectors of horticulture value chains of Pakistan.

PHDEC intends to hire services of a testing assessment firm/ agency/ body to design and conduct the screening test of applicants as per the approved requirements against various posts.

2. Receipts of Bids:

Sealed bids (Technical and Financial) both in separate sealed envelope duly marked in two envelopes (one marked as Technical and one marked as Financial) should reach Asst. Manager (GA & HR), “**PHDEC, Ground Floor, State Life Building No.5, Phase-II, Jinnah Avenue, Blue Area, Islamabad**” latest by **9th January, 2025** before 11: 00 a.m and will be opened on the same day at 2:00 p.m

i) **Technical Bid:**

The technical bid shall consist of all the documents eligibility requirements and those which the bidders deem necessary as a proof of qualification/ experience and legal status.

ii) **Financial Bid:**

The bidder shall prepare its financial bid based on the bidding documents.

iii) **Technical Evaluation:**

The technical bids of the firms will be evaluated on the basis of evaluation criteria.

iv) **Award of contract:**

The contract shall be awarded subject to fulfillment of Rule 35 of PPRA Rules 2004.

3. Task of the Testing Agency:

- i) The Testing agency shall design the application form(s) and share the same with PHDEC for approval.



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- ii) The Testing agency shall collect and evaluate the application of the candidates in conformity with relevant conditions for eligibility, relevant criteria, experience, quota, and age limits as provided by PHDEC.
- iii) Applications will further be sorted by the testing agency to conduct test at respective testing centers.
- iv) The testing agency will provide broad guideline / topic to set pattern.
- v) Final Result including the test, will be provided by the testing agency within 30 days from the date of publication of advertisement.

4. Size of Test Arrangement:

Each test will be conducted according to the prescribed requirement of arrangement at national, provincial and district level.

5. Eligibility requirements:

- i) Detailed profile of firm/agency/body along with location of its offices and their contact details.
- ii) The agency must have a national presence with established testing centers in major cities of Pakistan.
- iii) The agency must have at least 10 years of experience in conducting recruitment tests for Government or reputable private organizations including proven capacity to conduct tests for at least 5,000 candidates per cycle.
- iv) Prior experience of conducting tests for Government organizations will carry extra marks.
- v) Demonstrated capacity to undertake paper based as well as computer based tests will be critically analyzed.
- vi) The agency must be a legally registered entity with the Securities and Exchange Commission of Pakistan (SECP) or other relevant bodies.
- vii) Firm/ agency must have a valid NTN and should be on active tax payer's list of FBR and should be registered with Directorate of General Sale Tax (GST).
- viii) Relevant ISO or other certifications shall be preferred and will carry extra marks.
- ix) Firm/ agency must attach an affidavit to the effect of good track record and that it has never been black listed by any Government organization at any stage.
- x) The agency must demonstrate financial stability with audited financial statements for the last three years.
- xi) The agency must have a secure and robust system for test development, delivery, and result compilation to avoid leakage or fraud.
- xii) The timeline of recruitment mutually agreed by the parties must be strictly followed failing which, the bidder will be disqualified.



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6. Evaluation Criteria:

Bids shall be evaluated as per Rule 36 (b) “Single Stage Two Envelope Procedure” of PPRA Rule 2004.

S.No	Requirement with copies of supporting documents	Marks	Evaluation
1	At least 10 years’ experience for conducting examination and providing testing services 10-14 years (15 marks) ≥ 15 (25 marks)	25	Documentary proofs such as contracts and MoUs will be required.
2	Average number of tests conducted during last 05 years – 5-10 tests (05 marks) > 10 tests (10 marks)	10	Documentary proofs such as contracts MoUs will be required
3	Tests conducted for Government organizations 1-5 tests (05 marks) > 05 tests (15 marks)	15	Documentary proofs such as contracts and MoUs will be required
4	Audited Financial statements of the last 3 years	05	Documentary proofs such as certified copies of audited accounts will be required
5	ISO certification or any other relevant certification	05	Documentary proofs will be required such as copy of valid certifications
6	Presentation of Paper based as well as computer based test with scholastic capacity and mechanism(Sample Hard Copies)	40	
Total		100	

Note: (Minimum qualification marks will be 70)



7. Financial Evaluation:

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

8. Bid Security:-

The Firm shall submit bid security/ performance guarantee along with Technical bid amounting to PKR 50,000/- in the form of bank demand draft in the name of PHDEC.

9. Proprietary Right:

The proprietary will rest with PHDEC. Both parties will keep the record/ data strictly confidential.

10. Rejection of bid:-

PHDEC reserves the right to reject any or all bids/ proposals at any time and cancel the process in the light of PPRA Rules 2004.
