



LIAQUAT UNIVERSITY

OF MEDICAL & HEALTH SCIENCES
JAMSHORO, SINDH

Telephone: + 9213350, Exch.9213313, Ext. + 122

Email: storesectionlumhs@yahoo.com

Web Site: www.lumhs.edu.pk

Purchase & Store Section,

D.D No. _____

Dated: _____

"Say No to Corruption"

Terms & Conditions/Instructions to Bidders

SUBJECT:

REQUEST FOR PROPOSAL HIRING THE SERVICES OF TESTING AGENCY

- Bids are invited on Single-Stage – Two-Envelops procedure under sealed cover from Reputable Firms registered with GST / SST income and Tax and SRB (wherever applicable) departments having relevant experience as per requirement given in the bidding documents.
- Prescribed Bidding Documents along with terms & conditions which can be downloaded from SPPRA website i.e. <https://ppms.pprasinhd.gov.pk/> & LUMHS website i.e. www.lumhs.edu.pk on payment of 3,000/=, in the shape of Pay Order / D.D (Non-refundable) in favor of Vice-Chancellor, Liaquat University of Medical & Health Sciences, Jamshoro attached with technical Tender Proposal within Due Date along with Mandatory Documents. (Detail mentioned in Biding Documents)
- Payment will be made on availability of funds, if delayed due to any reason no extra interest / mark-up will be accepted / paid.
- Tender can be downloaded / purchased from Purchase & Store Section, LUMHS, Jamshoro from Thursday, 11-07-2019 to Thursday, 25-07-2019 during Office hours.
- The Tender should be dropped in the tender box on Friday, 26-07- 2019 on 11 AM, Proposals of the bids shall be opened publicly on same day in the presence of bidders or their nominated representative, who wish to attend 11.30 AM at office of the chairman, Central Purchase Committee LUMHS Jamshoro.

F. METHOD OF PROCUREMENT USED:

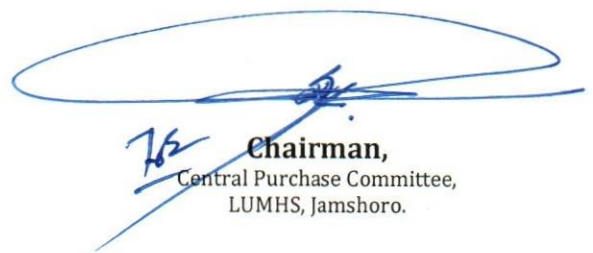
- The bidding shall be on single stage two envelope procedure, 1st envelope should contain Technical Proposals DD/Pay order Rs. 3,000/= (Rupees Three Thousand only) in favor of Vice Chancellor LUMHS (Non Refundable) & be clearly marked as technical proposals.
- Second envelope should contain Financial Proposals (rates) in Pak rupees basis along with the Bid Money/Earnest 3% of quoted rates in the shape of pay order/demand draft in favor of Vice Chancellor LUMHS (refundable to unsuccessful bidders) the envelope be clearly marked as financial proposals.
- Performance Security as per Rule-39 of SPP Rules, 2010 is mentioned in Bidding Documents.
- Both envelopes should be sealed separately and placed in the third envelope. The name of the bidder be clearly marked on all envelopes.
- The supplier will have to produce evidence in respect of their registration with income Tax & Sales Tax Department (if applicable).
- Income tax / GST deductible as per Government Rules applicable.

- m. The currency in which tender price is to be assessed and computed is Pak Rupees.
- n. Government notified black listed firms / suppliers shall not be entertained. All terms and conditions of bids will be accepted by representative of firm.
- o. The Central Purchase Committee may cancel the tender as per SPPRA Rules. Tender who do not fulfill the terms and conditions will not be entertained. The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules.
- p. The services will have to produce evidence in report of Bid Security with Photostat Copy Demand Draft(DD) without mentioning the amount.

Abide my self of the terms and Condition

Name of Firms & Signature

With Stamp



Chairman,
Central Purchase Committee,
LUMHS, Jamshoro.



**LIAQUAT UNIVERSITY OF MEDICAL &
HEALTH SCIENCES, JAMSHORO.**

**NATIONAL COMPETITIVE BIDDING
FOR**

**REQUEST FOR PROPOSAL HIRING THE SERVICES
OF TESTING AGENCY**

Jul – 2019

**Central Purchase & Store Section,
Liaquat University of Medical & Health Sciences,
Jamshoro Sindh, Pakistan
www.lumhs.edu.pk Tel: 022-9213350 (Ext- 122)**



HEALTH DEPARTMENT, GOVERNMENT OF SINDH
EXPRESSION OF INTEREST

HIRING THE SERVICES OF TESTING AGENCY

1. INTRODUCTION:

On behalf of Health Department, Government of Sindh, Liaquat University of Medical & Health Sciences, Jamshoro is interested to engage the services of an experienced Testing Agency for designing and conducting written tests for admission process of about 25,000 and above candidates, for MBBS and BDS program of Liaquat University of Medical and Health Sciences Jamshoro, Dow University of Health Sciences, , Jinnah Sindh Medical University Karachi, , Peoples University of Medical & Health Sciences for Women, Nawabshah, Shaheed Mohtarma Benazir Bhutto Medical University, Larkana, Shaheed Mohtarma Benazir Bhutto Medical College Lyari, Karachi, Karachi Medical and Dental College, Karachi, Khairpur Medical College, Khairpur, Gambat Medical College, Gambat and all Private Medical and Dental Colleges of Sindh province accredited by PM&DC.

2. RECEIPT OF PROPOSALS:

Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelopes should reach in the office of the Incharge, Central Purchase & Store Section, LUMHS, Jamshoro on or before 26-07-2019 at 11:00 am and Technical Proposal will be opened on the same day at 11:30 am.

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 LUMHS and qualified testing agency.
- b. LUMHS would forward the credentials of applicants to selected testing agency/ body/ firm to conduct written test for admission to MBBS/BDS program session 2019-20.
- c. The testing agency will have state of art website and will have to update timely for the announcements regarding test/ result etc.
- d. The selected testing agency will intimate the eligible candidates through letters, SMS and emails for depositing the test fee if not paid earlier.
- 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.
(The centers would be Karachi, Hyderabad, Mirpurkhas, Nawabshah (S.B.A) , Sukkur and Larkana)
- g. The testing agency will design an objective type test giving weightage as per PMDC Rules.
- 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. The testing agency shall announce the result of tests within 05 days from the date of conducting test.
- j. LUMHS reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal. LUMHS 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 six (06) year's 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 logistics base in Federal and Provincial capitals.
 - d. The testing agency/ body should have been providing the examination services to competitive and renowned public-sector institutions / 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. ***(list of the staff involved in pervious test must be provided)***
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- 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. **(computer based test requirement may be omitted)**
- 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 on Rs.100/- with a good track record and should not be black listed by any organization at any stage.
- j. The testing 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 **(three)** years audit report should be attached with the tender document. **(criteria should be mentioned)**
- l. Firm/Agency will submit bid security amounting to 3% of total bid value in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name of Vice Chancellor, LUMHS, Jamshoro. 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 Vice Chancellor, LUMHS, Jamshoro, 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 06 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 passing marks for 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 LUMHS. 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 five (05) days** from the date of award of contract.

12. ADDRESS/ LOCATION:

Office of the Chairman, Central Purchase Committee, Liaquat University of Medical & Health Sciences, Jamshoro No 022-9213350, Ext: 122, Fax: 9213305, www.lumhs.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 Chairman,
Central Purchase Committee, LUMHS,
Jamshoro.

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:

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a long, sweeping curve that ends in a small hook.

**(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.

A handwritten signature in blue ink, consisting of a stylized 'K' shape with a vertical line extending downwards from the base of the 'K'.

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

Liaquat University of Medical & Health Sciences 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



Chairman, Central Purchase Committee,
Liaquat University of Medical &
Health Sciences, Jamshoro.

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.


Chairman,
Central Purchase Committee,
Liaquat University of Medical &
Health Sciences, Jamshoro.