Bidding Document

For

“Hiring of Testing Agency”

MANAGING DIRECTOR
CATTLE MARKET MANAGEMENT COMPANY MULTAN DIVISION (CMMCM)
132-D, Shah Rukn e Alam, Multan
Ph. No. 061-9330511, 6772082
Introduction:

✓ The Cattle Market Management Company has been incorporated on June 09, 2014/ Registered with Registrar Joint Stock Companies, Multan u/s 42 of Companies Ordinance, 1984.

✓ The objective of CMMCM is to establish, organize, manage, operate and regulate cattle markets, to frame the contracts to outsource internal services, to manage and maintain the services of the Cattle Market, to devise framework for capacity building/ guidance of different stakeholders regarding cattle market management.

The requirements for Hiring of Testing Agency for Recruitment of best Human Resource for Cattle Market Management Company, Multan through open competitive bidding procedures and terms & conditions of the contract are given in the Bidding Documents.
TENDER NOTICE
FOR HIRING OF TESTING AGENCY

Cattle Market Management Company Multan intends to procure the services of reputed Firms / Testing Agencies to hire the best Human Resource for Cattle Market Management Company Multan in an efficient, transparent, merit based, fair and reliable manner. The applicant Firm must have valid registration with Sales Tax and Income Tax departments with sufficient managerial, technical and financial capabilities. The applicant Firm / Testing Agency must not be blacklisted nor in any litigation with any Public or Private institution. The interested Firms must comply with Evaluation Criteria provided in the Bidding Documents.

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost (Rs.)</th>
<th>5% Bid Security (Rs.)</th>
<th>Bidding Document Fee (Rs.)</th>
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<tbody>
<tr>
<td>Hiring of Testing Agency for</td>
<td>300,000</td>
<td>15,000</td>
<td>1,000</td>
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<tr>
<td>Recruitment of Staff</td>
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1) Bidding Documents are available and can be obtained on a written request and on payment of prescribed fee (non-refundable and non-adjustable) from Cattle Market Management Company Multan Head Office on any working day during office hours immediately after publication of this Notice up to 26-09-2020.

2) Applications along with required Documents should reach the Procurement Wing by 28-09-2020 at 11:00 am which shall be opened on the same date at 11:30 am in the presence of applicant firms or their authorized representatives, who choose to be present, in the head office of Cattle Market Management Company Multan 132-D, Shah Rukn e Alam, Multan.

3) 5% of “Estimated Value” as bid security as mentioned above in the shape of CDR/PO, duly pledge in favor of Cattle Market Management Company Multan must be submitted along with technical proposal.

4) No application shall be accepted after due date and time. In case of holiday, the bidding procedure shall be done on next working day at same place and time.

5) Applicant who does not fulfill the minimum requirements as stipulated in the Bidding Documents shall not be considered.

6) The Tender Notice and Bidding Documents are also available on PPRA and Cattle Market Management Company Multan websites, www.ppra.punjab.gov.pk and www.mcmmc.punjab.gov.pk

MANAGING DIRECTOR
Cattle Market Management Company
Multan Division, Multan.
132-D, Shah Rukn e Alam Colony, Multan.
Tel: +92-61-9330511, Fax: +92-61-6772082, Email: abdulbaqi1@gmail.com
INSTRUCTIONS TO BIDDERS

1. Eligible Bidders: The invitation for bids is open for all recruitment firms/agencies having experience of providing services for hiring of human resource for any public or private institution in Pakistan. The applicant Firm/Agency must have valid registration with Sales Tax and Income Tax departments under the law of Pakistan and sufficient managerial, technical and financial capabilities for Recruitment of Human Resource.

2. Content of Bidding Documents:
   i. The Services required, bidding procedures, and contract terms are prescribed in the Bidding Documents. In addition to the invitation for bids, the Bidding Documents include:
      - Instructions to Bidders
      - Evaluation Criteria
      - Scope of the work
      - Terms & Conditions
      - Form of Contract
      - Form of Bid
      - Price Schedule
      - Period of Contract
      - Incorporation Certificate
      - Price Reasonability Certificate
      - Integrity Pact on stamp paper of worth Rs.100/-
   ii. General and Special conditions regarding procurement of services as given in the Punjab Procurement Rules, 2014.
   iii. The bidder must examine all instructions, forms, terms and requirements in the Bidding Document.
   iv. Failure to furnish all information required in Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the bidder’s risk, resulting in the rejection of its bid.

THE BIDDING PROCEDURE

3. Single Stage-Two Envelopes Bidding Procedure shall be adopted:
   i. The bid shall comprise a single package containing two separate envelopes which shall contain “financial” and “technical” proposals separately.
   ii. The inner envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
   iii. Initially, the envelope marked “TECHNICAL PROPOSAL” shall only be opened before the representatives of the participated firms.
   iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Service without being opened.
   v. The Service shall evaluate the ‘technical proposal’, without reference to the price and reject the proposals which will not conform to the specified requirements and shall be considered non-responsive.
   vi. During the “technical evaluation”, no amendments in the technical proposal shall be permitted.
   vii. After the announcement of ‘technical evaluation results’, the Service shall publicly open the ‘financial proposals’ of the responsive bidders at a time within the bid validity period.
viii. The ‘financial proposal’ of non-responsive bidders shall not be opened and returned to the respective bidders after award of supply order to the lowest bidder.

ix. The bid found to be the lowest evaluated bid shall be accepted.

4. **Content of Bidding Documents**: The bid shall comprise the following components:

   i. Bid form and price schedule completed in accordance with instruction to bidders (to be submitted along with financial proposal).

   ii. Documentary evidence which established the qualification of bidder to perform the contract if the bid is accepted.

   iii. Bid security is to be furnished in accordance with instruction to bidders.

5. **Bid Form & Price Schedule**:

   i. The bidder shall complete the bid form and an appropriate price schedule furnished in the Bidding Documents indicating the Services to be supplied.

   ii. Form of Price Schedule is to be filled very carefully, preferably in typed manner. Any alteration / correction must be initialed. Every page is to be signed and stamped at the bottom. Total number of the pages of bid must be mentioned.

   iii. The bidder should quote the prices of Services according to the strength/technical requirements as provided in the form of Price Schedule and Technical Requirements. The offered services not conforming with Evaluation Criteria shall straightway be rejected.

   iv. The bidder is required to offer competitive price. The offered price must include all prevailing taxes. In case, the taxes are not mentioned in the bid, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Service.

   v. Price offered by the bidder should be valid during the contract/period of MOU. Conditional offer shall be resultant for bidder as non-responsive.

   vi. While tendering the quotation, the present trend / inflation in the rates in the market must be kept in mind. No request for increase in price due to market fluctuation shall be entertained subsequently once the bid submission time has expired.
6. **Documents establishing the bidder’s Eligibility and Qualification:**

i. As a part of technical bid, the bidder shall furnish the documents establishing the bidder’s eligibility and its qualifications to perform the contract; if the bid is accepted after due process.

ii. The applicant Firm must provide the ISO certification, registration with accredited body or other appropriate document (if any).

iii. The National Tax Number (NTN), General Sales Tax Number (GSTN) and Provincial Sales Tax on Services (PST) (where necessary) is required to be provided by the bidder.

iv. The bidder shall submit an affidavit on legal stamp paper of Rs.100/- certifying that the firm is not blacklisted on any ground by Federal, any Provincial or District Government or by a local body or a public sector organization nor involved in any litigation against any contract under any public or private procurement. If the firm is involved in any litigation subject to procurement (with any public or private institution); the same shall be intimated to the Service. False statement of the bidder shall be treated as "Corrupt Practice" which may result in blacklisting the firm under Rule 21 of PPR 2014.

7. **Document establishing eligibility and conformity to bidding documents.** The bidder shall furnish document establishing the eligibility and conformity to all requirements of the offered service along with ‘technical proposal’, as part of its bid.

8. **Arrangement of the Visit of Facility:** The bidders must arrange the visit of the Facility in Multan city for the Technical Committee in addition to the relevant personnel of the Service during the Technical Evaluation for which the cost shall be borne by the bidder. In case the bidder fails to arrange such visit before the announcement of Technical Results, the Service may reject the offer.

9. **Bid Security:** 5% of estimated value as bid security shall be submitted for in the shape of CDR/PO, duly pledged in favor of Cattle Market Management Company Multan. However, the bid security shall be submitted along with the ‘technical proposal’ initially. Bid without security shall not be accepted. The Bid Security shall be returned to unsuccessful firms subject to approval of the authority. The bid security is required to protect the Service against the risk of bidder’s conduct, which would warrant the security’s forfeiture, pursuant to instruction to bidders. The bid security may be forfeited:

   i. If a bidder withdraws its bid during the period of bid validity; or
   ii. In the case of a successful bidder, if the bidder fails to sign the contract in accordance with instruction to bidders.

10. **Performance Security:**

   i. The successful bidder shall furnish 05% Performance Security in shape of CDR/PO/Bank Guarantee in favor of the Cattle Market Management Company Multan.

   ii. In this regard, 05% Bid security of successful bidder will be converted into the Performance Security and retained CDR up to the successful execution of contract/MOU.
iii. The Performance Guarantee shall be released after the clearance / certification of satisfactory performance after each recruitment process on the recommendations of Head of Human Resource Committee.

11. Bid Validity:

i. Bids shall remain valid for the period of four (04) months after the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non-responsive.

ii. The Service shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

iii. Bidders who,
   a. agree to the Service request for extension of bid validity period shall not be permitted to change the substance of their bids; and
   b. do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid security (earnest money).

12. Format and Signing of Bid:

i. The bidder shall prepare and submit its bid along with copy of Purchase Receipt. The bid shall be in typed format and signed by the bidder or a person duly authorized to bind the bidder to the contract. The person or persons signing the bid shall give initial in all pages of the bid, except for un-amended printed literature.

ii. Any interlineations, erasures, or overwriting, shall stand valid after the initial/signature by the person or persons signing the bid.

13. Sealing and Marking of Bids:

i. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The inner and outer envelopes shall:
   a. be addressed to the Managing Director Cattle Market Management Company Multan and;
   b. bear the name and number indicated in the invitation for Bids.

ii. The inner envelopes shall also indicate the name and address of the bidder; the Service shall assume no responsibility for the bid’s misplacement or premature opening.

14. Deadline for Submission of Bids: Bids must be submitted by the bidder and received by the Service, not later than the time and date specified in the invitation for bids. Managing Director Cattle Market Management Company Multan may, at its discretion, extend deadline for the submission of bids by amending the Bidding Documents in accordance with instruction to bidders, in which case all rights and obligations of the Service and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

15. Late Bid: Any bid received after the deadline for submission of bids as prescribed, shall be rejected and returned unopened to the bidder.
16. **Withdrawal of Bids:** The bidder may withdraw its bid after submission and prior to the prescribed deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result to forfeiture of Bid Security.

17. **Opening of Bids:**
   i. The envelopes marked as “TECHNICAL PROPOSAL” shall be opened initially in the presence of bidder’s representatives who choose to attend at prescribed date and time in the head office of Cattle Market Management Company Multan 132-D, Shah Rukn e Alam, Multan. The bidder’s representatives who are present shall sign the attendance sheet evidencing their attendance. However, the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Service without being opened and till completion of the evaluation process.
   ii. The Bidder Name, offered recruitment services for which they quoted their rate and such other details if considered appropriate, shall be announced at the opening of Technical Proposal. No bid shall be rejected at the time of opening of Technical Proposal, except for late bids which shall be returned unopened to the bidder.
   iii. The minutes of the bids opening (technical and financial) shall be recorded.
   iv. In case, the tender proceedings are not done on the scheduled date, the same shall be done on the next working day at the same place and time.

18. **Clarification of Bids:** During evaluation of the bids, the Service may, at its discretion, ask the bidder for a clarification of its bid. The request of clarification and the response shall be in writing, and no change in the price substance of the bid shall be sought, offered or permitted.

19. **Preliminary Examination:** All the bids shall be examined to determine the completeness, computational errors, required sureties, signatures, and whether the bids are generally in order.
   i. In the financial bids, the arithmetical errors shall be rectified on the following basis. **If there is a discrepancy between words and figures, the amount in words shall prevail. The way of correction will solely on the part of the Service.**
   ii. Any minor informality, non-conformity, or irregularity in bid which does not constitute a material deviation, may be waived provided such waiver does not prejudice or affect the relative ranking of any bidder.
   iii. If a bid is not substantially responsive, it shall be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

20. **Evaluation & Comparison of Bids:**
   i. Substantially responsive bids shall be evaluated and compared.
   ii. The evaluation of technical proposal/bid shall be on the basis of previous performances, previous experience, financial soundness, capabilities and such other details as the Service, at its discretion, may consider appropriate, shall be considered. However, the evaluation of Financial Proposal shall be on the basis of price inclusive of prevailing taxes and duties.
   iii. All bids shall be evaluated in accordance with the Evaluation Criteria and other terms & conditions set forth in these Bidding Documents.
   iv. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.
21. Evaluation Criteria:
   i. For the purpose of determining the lowest evaluated bid, factors other than price such as previous performances, past experience, financial soundness, market standing and such other details as the Service at its discretion may consider appropriate, shall be taken into consideration.
   ii. The following knockout system for evaluation factors/criteria shall be applied for the Technical Proposals. The applicant Firms are required to comply with all the requirements of Evaluation Criteria.

EVALUATION CRITERIA

The Testing Agency/ Firm/ Service must meet the following Criteria in order to ensure timely processing of applications including scrutiny of documents, shortlisting, intimation to applicants, conduct of tests (written, psychological, physical & skill tests) and timely provision of merit sheet for final interview along with all relevant services in the most transparent manner according to the Recruitment Policy of the CMMCM. The Firms/ Agencies/ Services meeting all the below mentioned requirements shall only be considered for further procurement process.

<table>
<thead>
<tr>
<th>S/N</th>
<th>DESCRIPTION/ REQUIREMENTS</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>1.</td>
<td>QUALIFICATIONS</td>
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<tr>
<td></td>
<td>a) Valid Registration with Securities &amp; Exchange</td>
<td>YES</td>
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<td></td>
<td>Commission of Pakistan (SECP)</td>
<td>NO</td>
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<td></td>
<td>b) Valid Income Tax Registration</td>
<td>YES</td>
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<td></td>
<td>c) Valid General Sales Tax Registration (Status Active with</td>
<td>YES</td>
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<td></td>
<td>FBR/ PRA)</td>
<td>NO</td>
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<td></td>
<td>d) Not Blacklisted by any Government Organization in Pakistan</td>
<td>YES</td>
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<td></td>
<td>e) Not having litigation history with Government Organizations</td>
<td>YES</td>
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<td></td>
<td>f) ISO Certification</td>
<td>YES</td>
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<td>2.</td>
<td>RELEVANT EXPERIENCE AND PAST PERFORMANCE</td>
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<td></td>
<td>a) Over 03 Years of Relevant Experience as Testing Service</td>
<td>YES</td>
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<td></td>
<td>for Recruitment of staff for Government Departments</td>
<td>NO</td>
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<td></td>
<td>b) Over 05 Relevant Projects of Federal/ Provincial Government</td>
<td>YES</td>
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<tr>
<td></td>
<td>Government completed (Completion Certificate/ Advertisement Notices with IPL number along with Undertaking &amp; relevant record to be provided)</td>
<td>NO</td>
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<td>3.</td>
<td>CAPABILITY (PERSONNEL / EQUIPMENT)</td>
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<td></td>
<td>a) Over 150 Employees/ Personnel on board</td>
<td>YES</td>
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<td></td>
<td>b) Minimum 03 member team of Evaluators headed by</td>
<td>YES</td>
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<tr>
<td></td>
<td>Convener having MS degree</td>
<td>NO</td>
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<td></td>
<td>c) Content Department (Paper Setter) headed by</td>
<td>YES</td>
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<tr>
<td></td>
<td>Convener having MS Degree</td>
<td>NO</td>
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d) Minimum 05 member scrutiny team headed by Convener having Master’s degree | YES | NO

e) Minimum 100 members on board as Invigilators, Supervisors | YES | NO

f) Capability of the firm to process written examination based on Optical Mark Recognition (OMR) system. | YES | NO

g) Sufficient Equipment to manage minimum 1,000 applications like Computers, Result Scanners, Copiers, Printers, Audio Video Equipment, Sound system, weighing & measuring instruments and other related equipment to conduct skill tests. | YES | NO

4. APPROPRIATE MANAGERIAL CAPABILITIES

a) At least one representative at each district of Punjab to manage & coordinate the recruitment process. | YES | NO

b) Provision of Services at district level in terms of venues for written, psychological, physical and skill tests, human resource and equipment | YES | NO

c) Mechanism to ensure timely, confidential & systematic transportation/delivery of question papers & answer sheets | YES | NO

d) Should be able to complete the entire recruitment process having 1,000 or more applications Within 01 month (Certificate to be provided) | YES | NO

5. FINANCIAL POSITION

a) Minimum Rs.0.5 million yearly average Bank Soundness Certificate of last 03 years | YES | NO

b) Minimum Total Assets Firm/Agency worth over 1.5 million as per Audit report or FBR statements | YES | NO

i. After technical evaluation, the bidders shall be informed about the results for their Technical Proposal. The bidders not qualifying the above mentioned Evaluation Criteria shall be notified as non-responsive and their financial proposals shall be returned unopened after completion of selection process. It shall be simultaneously notified in writing to the bidders. The date, time and location for opening the financial proposals shall also be communicated in written to the qualified bidders.

ii. Financial proposals shall be opened publicly in the presence of the representatives of the applicant firms. The seal of financial proposal of responsive bidders shall be verified and opened. The quoted price shall be read loudly and recorded in appropriate manner.

22. Qualification and Disqualification: If the provided information is found incomplete/materially inaccurate/fake/false/bogus at any stage, the bidder shall be disqualified immediately.

23. Rejection of Bids: The Service shall communicate the grounds for rejection of the bid upon a specific request by the bidder, but the Service is not bound to justify the
grounds of rejection as the Service incurs no liability, solely towards any bidder. Notice of the rejection of any bid shall be given promptly to the concerned bidders.

24. **Announcement of Evaluation Report:** The results of bid evaluation shall be declared prior to the award of contract in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

25. **One Person One Bid:** One person can submit only one bid and if any applicant submits more than one bid, the Service shall reject all bids of such applicant.

26. **Acceptance of Bid and Award Criteria:** The contract within the original or extended period of bid validity shall be awarded to the lowest evaluated bidder, if it is not conflicted with any other law/rules/regulations/policy of any Provincial or Federal Government.

27. **Inspections:**
   a. The inspection committee in addition to any personnel of the Company may make surprise visits at the test centers/venues to inspect the quality, fairness, discipline and to ensure the transparency during any test. The firm shall be responsible for any deceitful or fraudulent practice committed at the test center/venue.
   ii. In case the inspection committee declares the services provided by the firm as against the required standards, the services of the firm may be suspended and the securities would be forfeited. **Moreover, the Service reserves the right to blacklist the firm minimum for one year. However, if the services provided by the firm are continuously declared as against the required standards, the securities shall be forfeited and the firm may be blacklisted minimum for two years.**
   iii. The Inspection Committee of the Service shall issue an Inspection Certificate after each recruitment process during the period of Contract / MOU.
   iv. Based on the report / certificate of Inspection Committee, the Firm / Agency shall further be allowed to recruit the staff for CMMCM during the period of the Contract / MOU.

28. **Payment:**
   a. The recruitment agency / firm shall NOT be allowed to charge the fee to the candidates who already submitted applications to the CMMCM. However, CMMCM shall make payment to the firm as per its financial bid. The decision of the CMMCM for payments shall be final.
   b. If the recruitment process is stopped at any stage due to any reason, the Agency shall be bound to return the amount to the CMMCM or as per TORs of contract agreement.

   **Sub-Contract:** The Firm shall not be allowed to sub-let the job and award the sub-contracts under this contract.

29. **Delays in the Supplier's Performance:** Delivery of the recruitment services shall be made by the firm in accordance with the prescribed time schedule provided by the CMMCM. If at any time during performance of the contract, the Firm should encounter conditions impeding timely delivery of the Services, the Firm shall
promptly notify the CMMCM in writing on the fact of the delay, it’s likely duration and its cause(s) the CMMCM may at its discretion extend or modify the Firm’s time for execution of the job, with or without liquidated damages, in which case the extension shall be granted by the CMMCM. A delay by the Firm in the performance of its delivery obligations shall render the Firm liable to the imposition of liquidated damages, unless an extension of time is agreed upon without the application of liquidated damages.

30. **Penalties /Liquidated Damages;**

   ii. In case of late delivery of Services beyond the prescribed period, penalty as specified in special conditions of contract shall be imposed upon the Firm. The liquidated damages (LD) are subject to general conditions of contract including late delivery of Services for reasons beyond control. Once the maximum is reached the authority may consider termination of the contract. In case of late delivery of Services beyond the period specified, penalty @ 2% per month, 0.067% per day of the cost of late delivered Services shall be imposed upon the Firm (maximum to 5 months).

31. **TERMINATION FOR DEFAULT:** The CMMCM, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the firm, may terminate the contract in whole or in part, if the firm fails to deliver the Services within the period(s) specified in the contract, or within any extension thereof granted or if the firm fails to perform any other obligation(s) under the contract and if the firm, in the judgment of the CMMCM has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

   a. In case the firm fails to execute the contract/MOU satisfactorily, the CMMCM reserves the right to procure the recruitment Services from second lowest bidder/firm at the risk and cost of the defaulting firm. The CMMCM also reserves the rights for the suspension/cancellation of contract/blacklisting of the defaulting firm.

   b. If the firm fails to execute the contract/MOU satisfactorily, then the CMMCM reserves the right to forfeit the security of the contractor and may award the contract to the second lowest.

   c. The bid found deficient of the bid security shall not be considered and the offer will be rejected. No personal cheque shall be acceptable. The previous bid Security (if any) if available, shall not be considered or carried forward.

32. **Delivery and Documents:**

   a. The firm shall provide the following documents at the time of contract/MOU to the CMMCM for verification and onward submission to quarter concerned.
      
      i. Sales Tax/ PST Registration Certificate
      ii. Income Tax Registration Certificate
      iii. Incorporation Certificate
      iv. ISO Certification

33. **Arbitration and Resolution of disputes:** In case of any dispute, the decision of the Arbitrator would be final.

**Note:**

All assessments and procuring procedures i.e. receiving, opening, awarding the contract and all terms & conditions of the contract etc. shall be governed by the Punjab Procurement Rules 2014 (amended up to date).
34. Scope of the Work: The Cattle Market Management Company Multan (hereinafter called as “CMMCM”) has defined the “scope of work” for the Recruitment Firm / Agency (hereinafter called as “Agency”) for hiring of capable human resource for the CMMCM under rules, regulations and policy of the CMMCM. The Agency in collaboration with the CMMCM shall prepare an efficient testing material for time to time selection of capable candidates to be inducted in the CMMCM. The selected testing agency shall be responsible for following activities as a scope of work (but not limited to it) as per guidelines of CMMCM:

35.1. The Firm / Agency shall prepare the question paper for initial screening / written test and Psychological qualitative test for each post as per recruitment policy / MOU with the CMMCM for recruitment of dedicated, motivated, emotionally stable, courageous and honest workforce. The written test shall be in Urdu language for Sanitory Worker and Record Keeper and in English Language for all other posts respectively. The Firm / Agency must have subject specialists/experts to prepare valid and reliable content of the written / Psychological aptitude test.

35.2. The Firm / Agency must be capable of printing sufficient quantity of written tests including question papers and answer sheets/books.

35.3. The Firm / Agency shall conduct the tests in all districts of Punjab for which it must have contract / MOU with Government / Private Schools or Colleges or it may have its own venues or testing facilities in all major cities of Punjab having proper seating plan in controlled and safe environment with appropriate lighting and backup energy system. The major cities shall include Lahore, Multan, Rawalpindi, Faisalabad, Bahawalpur, Gujranwala, Sargodha, Sahiwal and Dera Ghazi Khan.

35.4. The Firm / Agency shall arrange the administrative staff to conduct each test during whole recruitment process.

35.5. The Firm / Agency shall develop the job application form with collaboration of the CMMCM, upload it on the website of the Agency and receive the applications along with documents as per criteria of post mentioned in policy / advertisement.

35.6. The Firm / Agency shall upload the roll number slip of each candidate reflecting name, father / husband name, CNIC number, Post and District applied for, test center and date & time for each test i.e. written & psychological test, physical test, skill test and interview, based on their admissibility as per criteria or result of each test.

35.7. The Firm / Agency shall develop attendance sheets, results sheets and interview sheets with Name, Father / Husband name, Roll No., CNIC No. and Picture of the candidate.

35.8. The recruitment process of a candidate shall mainly consist of 04 stages in accordance with the recruitment policy and MOU with CMMCM as follows;
a) **Initial Screening / Written Test along with Psychological/aptitude Test:**

The Firm / Agency shall initially scrutinize all the applications and credentials along with documentary proof to identify the admissibility of a candidate against the certain criteria and conduct the written / psychological test accordingly. The Agency must be capable of preparing the Psychological Assessment tests for each post having pool of questions / tests / batteries of Psychological Assessment as per requirement /criteria of the post. The agency shall promptly inform the results of written and psychological test to the candidates further notifying the date, time and venue for Physical Test via Call / SMS / Postal CMMCM. The complete record of all candidates shall also be furnished to the CMMCM.

b) **Interview:**

The Firm / Agency shall provide the complete record of the successful candidates duly attested by the Agency along with interview sheet in PDF as per prescribed format in accordance with the recruitment policy. Accordingly, the CMMCM shall conduct the interviews of successful candidates at designated venue by the CMMCM. The Recruitment Committee shall interview the candidates and the results shall be displayed on websites of the Agency and the CMMCM. The Agency shall promptly inform to the selected candidates via call / SMS / postal CMMCM notifying the training schedule.

35.9. The CMMCM reserves the right to display the results of each test on the website of the CMMCM for which no intimation or permission of the Agency is required.

35.10. The Agency shall be responsible for responding to all legal affairs regarding aforementioned screening phases in Court of Law / any other relevant forum.

35.11. The Firm / Agency must have an effective and efficient Complains Redressal Cell at Regional level for addressing any complaint at any stage of the recruitment process. In this regard, Firm / Agency shall accept complaints via email or UAN number given in the advertisement and shall depute a responsible officer of Agency to address, resolve and intimate the complaint redressal to the complainant in time positively manner and under intimation to the CMMCM also.

35.12. The Firm / Agency shall maintain the information of all candidates in a data base according to the application form filled in by the candidates. The data shall be made available free of cost to the CMMCM as per its requirement.

35.13. The Firm / Agency shall be allowed to charge the fee from the candidate as approved by the CMMCM, which shall be directly deposited in scheduled banks. If the recruitment process is stopped at any stage due to any reason, the Agency shall be bound to return the fee to the candidate after evaluation of the charges incurred as per recruitment stage with consultation with the CMMCM.
35.14. In case where the Firm / Agency requires to use the postal CMMCM, the Agency shall be bound to use the Registered Mail CMMCM of Pakistan Post only.

35.15. Timelines for recruitment activities shall be in accordance with the Advertisement / Policy / MOU.

35.16. The CMMCM reserves the right to seek any information, record or data from the Agency at any stage before or after the recruitment process without assigning the reasons. In whole recruitment process the decision of the Government shall be the final.

35.17. In case of any amendment in recruitment process or policy, the CMMCM reserves the right to change, alter or amend at any stage of recruitment which shall duly be informed to the Agency.
TERMS AND CONDITIONS

1) The Selected Testing Agency will be bound to comply with all instructions provided in these Documents for selection of suitable candidates for CMMCM.

2) The selected company shall be responsible to coordinate with CMMCM to prepare complete work plan for entire selection process. This work plan can be altered as per needs of the CMMCM. The testing agency shall also develop the "Guidelines for Candidates" which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written MCQs type tests for various posts. The portions of the test and their weightage shall be decided in consultation with the CMMCM. The agency shall ensure that no application should be considered after the expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.

3) The selected agency under no circumstances shall receive any application directly from any candidate in person or by hand.

4) The selected agency shall only be responsible for registering the candidates who send their application forms via registered courier also.

5) The selected testing agency shall initially scrutinize all the applications and credentials along with documentary proof to identify the admissibility of a candidate against the certain criteria and conduct the written / psychological test accordingly.

6) The Testing Agency shall accordingly manage and provide the data as per guidelines of CMMCM. The agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used by / for any other purpose. This database shall be provided to the CMMCM. The Firm shall be responsible for answering the query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one post etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty / ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to emails, SMS etc. It is responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respect; in case the form of a candidate is incomplete, the agency will collect the necessary information from the candidate and incorporate it, prior to sending the compiled information to CMMCM. All edit connections are required to be incorporated though verifiable means preferably fax, email or other written documents.

7) The agency shall issue Roll No. / ID No. to all candidates for the test. The agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.

8) The agency shall arrange test centers / examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test i.e. security, arrangement of invigilators, and other facilities etc.
9) The testing agency will set and prepare multiple series objective type test booklets. Four different sets of options (i.e. A, B, C, & D) should be prepared in consultation with the CMMCM. The selected agency shall be responsible to prepare final test paper in consultation with CMMCM. The Testing agency will, however, ensure secrecy of the final test paper and must not share it with any employee of the CMMCM / Testing firm or any candidate in advance. The agency shall design OMR answer sheets for each set of question paper and print OMR sheets with provision for carbon copy for candidates. Duplicate OMR answer sheets shall be provided to the candidates in the written test so that they can check/tally their marks in the written test. The answer keys must be uploaded on the selected agency's website in one week time as per the date on which written test would be conducted. The agency shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/Test centers under fool proof security. The arrangement of such security shall be responsibility of the testing agency. The selected recruiting agency shall be responsible to keep record of all, registration/application forms for at least five year after completion of selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the CMMCM and when required. However, record keeping mechanism/methodology may be finalized as per the comfort of CMMCM in an agreement/contract signed with successful testing agency. After the provision of written test result, further short listing for next screening phase of the recruitment process shall be conducted by the CMMCM. The sorted result of test against each post shall be shared with CMMCM both in soft and hard form as per requirement of the CMMCM. The agency shall also take attendance sheets from each center. The agency shall print and display instructions for candidates at each test center at prominent places.

10) The selected agency must ensure that entire test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of the agency as the result of written test is a prime department for final selection. The Testing Agency shall allow presence of authorized officers from the CMMCM (if required) at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.

11) The selected agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test. Collection of test materials e.g. question paper, answer sheets etc. on completion of examination and sealing of answer sheet under supervision 'of authorized officer shall be the responsibility of the testing agency. The selected agency shall, on demand, provide an authentic and legible copy of candidate’s answer sheet to CMMCM after announcement of the result.

12) 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.

13) The Testing Agency should not have been black-listed by any government office, for which an affidavit on Stamp Paper duly signed by the head of the testing agency, may be attached with the bid.
14) The selected agency shall be responsible to keep record of all registration forms for at least five years after completion of project. Furthermore, the agency shall provide any registration form to CMMCM as and when required.

15) The selected agency must ensure that the test process is transparent, fair secure and open to audit by external auditors.

16) The testing agency/firm should have web based facility for registration, initial screening test and announcements regarding test/ interview etc.

17) The testing agency shall announce the result within 48 hours giving the following details on its website:

   i. Complete list giving names of the applicants and fee paid thereof by each applicant;
   ii. List of rejected applicants with reasons thereof;
   iii. Complete merit list giving score obtained by each applicant in order of merit;

18) Name of Testing Agency 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 with Technical bid.
### CHECK LIST

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Fee Receipt (Rs.1000)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Valid Income Tax Registration</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Valid G.Sales Tax/PST Registration (Active with FBR/ PRA ) (where applicable)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Undertaking on Judicial Paper that the firm is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Arrangement of Facility Visit</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>CDR/PO as <strong>bid security</strong></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Copy of national identity card</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Price reasonability certificate</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Technical bid (separate envelop)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Financial bid (separate envelop)</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Copy of the Technical Bid on the USB in excel format along with the Written Technical offer in the Technical proposal. (Technical proposal envelops)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the bidder:

______________________________________________________________

Stamp of the Firm:

______________________________________________________________
CERTIFICATE ON STAMP PAPER ON WORTH Rs.100/

1. We here by confirm that we have read carefully the description of the Services and all the terms and conditions of your tender enquiry due for opening on ________________ for the Hiring of Recruitment Agency for best human resource for CMMCM as advertised in the tender notice as well as those contained in the bid Performa. We agree to abide by all instructions/conditions. 2. We here by confirm to adhere to the contract/MOU period required in the tender enquiry which would be the essence of the contract and will be binding on us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages on belated Services and shall have no objection on risk purchase made by CMMCM to cop up the delayed delivery of Services. 3. Certified that the price quoted against tender are not more than the price charged from any other Government /Autonomous Institution and in case of any discrepancy, the firm hereby undertakes to refund the price charged in excess and shall be deposited in Govt. treasury or to the candidates as directed/instructed by the CMMCM.

Name of the bidder______________________________
Signature______________________________
Company Stamp______________________________
BIDDER DATA FORM

COMPANY/ FIRM’S NAME: ____________________________________________

ADDRESS: __________________________________________________________

TELEPHONE NO. ___________________________________ FAX NO. __________

E-MAIL ADDRESS: ___________________________________________________

REGISTRATION NO.: _________________________________________________

INCOME TAX REGISTRATION No.: ______________________________________

SALES TAX REGISTRATION No.: _______________________________________

NAME OF AUTHORIZED PERSON: _____________________________________
(AUTHORITY LETTER MUST BE ATTACHED)

CONTACT NO. OF AUTHORIZED PERSON: _______________________________

COMPANY’S DATE OF FORMATION: _____________________________________

TOTAL NO. OF EMPLOYEES: __________________________________________

CDR/PO NO.& DATE: __________________________________________________

SIGNATURE OF OWNER / REPRESENTATIVE: ______________________________

STAMP OF THE FIRM: ________________________________________________
To

The Managing Director,
CMMCM.

Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer the Services for recruitment of staff for CMMCM in conformity with the said Bidding Documents.

We undertake, if our bids accepted, to deliver the Services in accordance with the delivery schedule specified in the schedule of requirements/MOU. If our bid is accepted, we agree to provide **required Performance Security** in the shape of CDR/PO which shall be retained by the CMMCM as a security as required by the CMMCM.

We agree to abide by this bid for a period of (04) Four months from the date fixed for bid opening under instruction to the bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. 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 the procuring Agency is not bound to accept the lowest or any bid.

Name of the bidder______________________________
Signature______________________________
Company Stamp______________________________
FORM OF CONTRACT

AGREEMENT

This Agreement of ______________ is executed at Multan, on ______________.

BETWEEN

The CMMCM (Cattle Market Management Company Multan) through the Managing Director, CMMCM which expression shall, unless the context requires otherwise, includes its successors-in-office, representatives and assignees (hereinafter referred to as the" CMMCM") of the FIRST PART;

AND

M/s ________________________ registered under Sales Tax No. _______ Phone No(s).________ and Fax No ________________ which expression shall, unless the context requires otherwise, includes its successors-in-interest, executors, administrators, representatives and assignees (hereinafter referred to as the “Firm”) of the SECOND PART.

WHEREAS, the CMMCM is competent and responsible for concluding the agreement for the procurement of recruitment Services and hiring the recruitment agency for selection of best human resource for the CMMCM.

WHEREAS, the CMMCM invited bids from the firms on--------------- for the agreement of the delivery of recruitment Services for CMMCM.

AND WHEREAS, bid of the Firm has been accepted.

NOW, THEREFORE, THE PARTIES HAVE ENTERED INTO AN AGREEMENT AGAINST TENDER NO._______________________ ON THE TERMS AND CONDITIONS STATED HEREIN BELOW:

This Agreement shall be subject to the following:

<table>
<thead>
<tr>
<th>Description and Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offered Services</strong></td>
</tr>
<tr>
<td>(with taxes)</td>
</tr>
<tr>
<td>50% Advance after signing of contract/MOU</td>
</tr>
</tbody>
</table>

I. Terms and conditions as mentioned in the bidding documents.
II. All Annexure given in the bidding documents.

(Mr.__________________)  
On behalf of Firm

(Mr.__________________)  
On behalf of CMMCM

Witnesses: ________________  ________________
# TECHNICAL BID

**TENDER**

<table>
<thead>
<tr>
<th>Offered Services (Stage Wise)</th>
<th>Total Number of Sites / Locations to Conduct the Tests in Multan Div.</th>
<th>Total Number of Staff on Site / Locations</th>
<th>Any Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Soft copy in USB must be provided.

Name of bidder: ______________________________________________________

Sign and stamps bidder: _______________________________________________
<table>
<thead>
<tr>
<th>Offered Services</th>
<th>Bid in Pak (Rs.) (with taxes)</th>
<th>Payment Mode</th>
<th>Any additional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>50% Advance after signing of contract/MOU</td>
<td>50% upon completion of contract/MOU through cross cheque</td>
</tr>
</tbody>
</table>

Name of bidder___________________________________________________
Sign and stamp of bidder__________________________________________
## Schedule of Purchase and Submission of Bidding Documents

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Date of Purchase of Tender</td>
<td>26-09-2020</td>
</tr>
<tr>
<td>Last Date of Submission of Tender</td>
<td>28-09-2020 (11:00 am)</td>
</tr>
<tr>
<td>Time &amp; Date of Opening of Tender</td>
<td>28-09-2020 (11:30 am)</td>
</tr>
<tr>
<td>Description</td>
<td>Hiring of Testing Agency</td>
</tr>
<tr>
<td>Delivery Period</td>
<td>As per Contract / MOU</td>
</tr>
<tr>
<td>Earnest Money</td>
<td>@ 5% of Total estimated Price</td>
</tr>
</tbody>
</table>