

**INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR HIRING OF SERVICES OF
TESTING AGENCY**

Science Talent Farming Scheme (STFS) for Young Students,
Phase-I, Component-I (Revised)

Pakistan Science Foundation
Ministry of Science & Technology
Islamabad

**PAKISTAN SCIENCE FOUNDATION
ISLAMABAD**

(STFS PROJECT)

CORRIGENDUM

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR
HIRING OF SERVICES OF TESTING AGENCY**

Reference PSF/STFS advertisement appeared in the newspapers on 05.07.2022 on above subject, the revised Tender/EOI documents can be purchased from the undersigned on payment of Rs.500/- (non-refundable). The Tender/EOI documents can also be downloaded from PSF website www.psf.gov.pk. Any previous Tender/EOI documents should be discarded, if downloaded before this date.

2. The Expression of Interest, prepared in accordance with the instructions mentioned in the EOI documents, must reach to the undersigned on or before 26.07.2022 by **10:30 am**. Bids will be opened on the same day at **11:00 am** in PSF Committee Room in presence of the representatives of the bidding agencies.

**Project Director (STFS)
Pakistan Science Foundation
1-Constitution Avenue, G-5/2
Islamabad
Ph.:- 051-9205517 / 9203623**

**PAKISTAN SCIENCE FOUNDATION
ISLAMABAD**

(STFS PROJECT)

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR
HIRING OF SERVICES OF TESTING AGENCY**

Pakistan Science Foundation (PSF), the executing agency for development project “Science Talent Farming Scheme (STFS) for Young Students” invites Expression of Interest (EOI) from well established, qualified and experienced Testing Agencies, registered in Pakistan and having names in Active Tax Payers Lists (ATL) of NTN and GST for conducting written Scientific Aptitude Test and written I.Q. Test from SSC/Matric passed students from all over the country for selection of 500 students (STFS 6th Batch). Method of selection “Quality and Cost Based Selection” will be used.

2. Expression of Interest (EOI) documents, containing scope of assignment, detailed terms and conditions, are available for the interested bidders (having previous vast experience) on payment of Rs.500/- (non-refundable) from the undersigned. Bidding documents can also be downloaded from PSF website www.psf.gov.pk free of cost.

3. The Expression of Interest, prepared in accordance with the instructions in the EOI documents, must reach to the undersigned on or before 22.07.2022 by **10:30 am**. Bids will be opened on the same day at **11:00 am** in PSF Committee Room. This advertisement is also available on PPRA website at www.ppra.org.pk.

**Project Director (STFS)
Pakistan Science Foundation
1-Constitution Avenue, G-5/2
Islamabad
Ph.:- 051-9205517 / 9203623**

1. COVERING LETTER FOR TECHNICAL PROPOSAL

To:
Project Director (STFS)
Pakistan Science Foundation
Science Talent Farming Scheme (STFS)
Islamabad.

Dear Sir,

We, the undersigned offer to provide the services for conducting Scientific Aptitude Test and written I.Q Test to Pakistan Science Foundation, as per details in our technical proposal in accordance with your document/EOI for hiring of services of the testing agency.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Date:

2. MANDATORY REQUIREMENTS

#	Particular	Documents as proof to be attached
1.	Complete name, ownership, address, landline number, fax number and email address	Details on Company letter head pad, CEO/Head/Owner profile, telephone & fax bills etc.
2.	Legal presence/Registration of the agency in Pakistan along-with details of proprietorship with minimum age of 5 years	Certificate of Incorporation from SECP and other relevant bodies etc.
3.	Registered in Active Taxpayers List (ATL) of NTN	NTN Certificate (Active)
4.	Registered in Active Taxpayers List (ATL) of GST	GST Certificate (Active)
5.	The agency should have established infrastructure for the purpose in Rawalpindi/ Islamabad	Proof of well-established infrastructure i.e. proof of ownership/lease agreement of building for offices for management, operations, IT, printing, evaluation, paper setters/content writers and supporting staff and for conducting tests of at least 1000 students simultaneously at owned/leased building
6.	Payroll of at least 30 regular employees of the testing agency with designation and qualification	Proof in respect of each employee in the form of verified bank deposit salary list with names/designation
7.	Experience of undertaking at least five projects regarding conducting educational test of 5,000 students or above in each project during last three (03) years	Proof of work order on client's letter head pad and brief of the test with total number of students registered, appeared, passed etc. on agency letter head pad duly signed and stamped
8.	Audited Financial Statement for last three years	Copies of Audited Financial Statement duly signed/stamped by Chartered Accountant firm
9.	Bank statement of the account for last one year from which salary is being paid	Bank accounts statement from July, 2021 to June, 2022 reflecting monthly salary deduction
10.	The agency should not be blacklisted	Affidavit on legal stamp paper mentioning the firm has never been blacklisted or facing litigation with any govt., semi govt. or private organization/ department nor any inquires in FIA/NAB. Any misstatement / wrong document submitted with EOI will lead the firm towards blacklisting

Note: Provision/submission of all of the above information alongwith documentary proofs is mandatory, in case of short comings or missing documents, the agency will be declared technically disqualified and its financial proposal will be returned un-opened.

TECHNICAL EVALUATION CRITERIA

Sr.#	Description	Allocated Marks (Attach Proof)	Maximum Marks
1.	Registered and established offices	<ul style="list-style-type: none"> • Islamabad only = 1 mark • Provincial Capitals = 1 mark each • Any other cities = 1 mark (max. marks 5) 	5
2.	Number of regular employees with complete designation and qualification (Proof of verified bank deposit salary details to be attached)	Employees less than 30 = 0 mark 30-60 = 3 marks 60-90 = 5 marks 90-120 = 7 marks Above 120 = 10 marks	10
3.	Age of the firm/year of establishment (should not less than five years)	Less than 5 years = 0 mark 5 years = 1 mark (and so on 1 mark for each year maximum marks 5)	5
4.	Active Taxpayers List (ATL) of NTN	Recent copy of certificate to be attached	5
5.	Active Taxpayers List (ATL) of GST	Recent copy of certificate to be attached	5
6.	Average per year turn-over of last three years (Year $\frac{1+2+3}{3}$) (Copies of Audited Financial Statement to be attached)	Less than 25 million = 0 mark 25-35 million = 5 marks 36-45 million = 10 marks 46-55 million = 15 marks 56-65 million = 20 marks 66-75 million = 25 marks Above 75 million = 30 marks (maximum marks 30)	30
7.	Experience of providing testing services for screening of students during last three (03) years. Details of each project along with the number of students appeared in each project may be specified for working out marks obtained as per prescribed criteria.	Details of students per project: 5,000 to 8,000 = 5 marks per project 8,001 to 12,000 = 10 marks per project 12,001 to 18,000 = 15 marks per project 18,001 to 25,000 = 20 marks per project (maximum marks 40)	40
Total			100

Evaluation Criteria for Technical Qualification

The agency who gets at least 70% marks in technical evaluation will be declared technically qualified for opening of financial bids, financial proposals of the others/technically disqualified agencies will be returned unopened.

3. COVERING LETTER FOR FINANCIAL PROPOSAL

To:
Project Director (STFS)
Pakistan Science Foundation
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the services for conducting tests, as per EOI to Pakistan Science Foundation, as per details in our quotation/Financial Proposal for the sum of Rs..... (Rupees.....) per student, as per details attached herewith on prescribed form.

(This quoted rate is inclusive of the taxes.)

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Designation of Signatory:

Name of Firm:

Address:

Date:

4. FINANCIAL PROPOSAL TENDER FORM

The bidder should submit this page with financial proposal with a covering letter on company letter head pad enclosed in separate sealed envelope, otherwise the proposal is liable to be rejected.

1.	NAME OF THE BIDDER	
2.	ADDRESS	
3.	TELEPHONE /MOBILE NUMBER FAX NUMBER	
4.	GST NO.	
5.	NTN NO.	
6.	EARNEST MONEY	PAY ORDER/CDR NO. _____ OF Rs.200,000 (Rupees two hundred thousand only)
7.	BID VALUE (rate of fee for one student)	In figures: Rs. _____ In words. Rupees _____ _____ (INCLUSIVE OF ALL TAXES)

Contract will be awarded to the technically qualified bidder with the “Lowest Financial Rates” per student.

SIGNATURE OF THE BIDDER WITH STAMP: _____

Dated: _____

5. Background Information

Pakistan Science Foundation (PSF), the executing agency for development project “Science Talent Farming Scheme (STFS) for Young Students, Phase-I, Component-I (Revised)”, intends to hire services of a qualified and experienced Testing Agency having well established infrastructure, registered in Active Tax Payers List (ATL), for conducting MCQ based **Scientific Aptitude Test (100 marks) and I.Q. Test (50 marks) of Matric passed students in the subjects of English, Physics, Chemistry and Mathematics on the basis of national curriculum of SSC level** within efficient and a completely transparent manner for Matric passed students, all over the country for selection of 500 students (STFS 6th Batch). The selected testing agency is required to make all arrangements to conduct above mentioned tests and complete the selection process within 60 days (from the date of contract). The testing agency is required to comply with all the instructions described in the EOI. The objectives of this EOI are as under;

- i. To provide a basic understanding of requirements to prospective bidders
- ii. To list general instruction for the prospective bidders
- iii. To provide the scope of work
- iv. To define eligibility criteria for the prospective bidders

6. PROCEDURE OF TENDER OPENING

“Single Stage-Two Envelop” procedure will be adopted as per PPRA rules. The bidder shall submit the technical and financial proposals in two separate sealed envelopes marked as “**Technical Proposal**” and “**Financial Proposal**” and the two proposals should be enclosed in one sealed envelope addressed to the “Project Director, Science Talent Farming Scheme, Pakistan Science Foundation, Islamabad” with clear title “EOI for Hiring of Services of Testing Agency” and having complete name and address with stamp of the testing agency.

On the day of bid opening i.e. 26.07.2022, only technical proposals will be opened and the financial proposals will remained un-opened in the custody of Pakistan Science Foundation (PSF). The received technical proposals will be evaluated by the PSF in the light of the requirements laid down in this bidding document, without reference to the price. The technical proposals, not conforming to the requirements of this bidding document will be declared technically non-qualified and their financial proposals will not be opened and will be returned un-opened.

7. INSTRUCTIONS TO BIDDERS

Contract will be awarded to the technically qualified bidder with the “Lowest Financial Bid” value. The testing agency shall carry out designing of question papers and answer sheets and printing thereof, and shall maintain fool-proof secrecy and top confidentiality in all respects.

8. ELIGIBILITY OF CANDIDATES:

- i. Students passed Matric/SSC from pure Government schools only, no other school/college/institute will be eligible
- ii. Qualifications: Matric with Science Subjects
- iii. Grade: 60% marks in overall result and 70% marks in overall Science Subjects

- iv. Age Limits: No age limit
- v. Year of Passing Matric Examination: Fresh (2022-Annual) ONLY

9. SYLLABUS (CONTENTS WEIGHTAGES):

Written Scientific Aptitude Test-MCQ based:

- English: 25 MCQs
- Physics: 25 MCQs
- Chemistry: 25 MCQs
- Mathematics: 25 MCQs

Total: 100 MCQs

Paper Based Written I.Q Test:

- Scenario based questions: 25 MCQs
- Shapes based question: 25 MCQs

Total: 50 MCQs

- i. The Testing Agency shall design Multiple Choice Questions (MCQs) according to the national curriculum/syllabus for Matric/SSC level.

10. ADVERTISEMENT FOR SELECTION OF STUDENTS FOR STFS 6TH BATCH

- i. PSF and testing agency will prepare the advertisement inviting applications from Matric passed students including General Instructions/ Information including name of the STFS project, number of scholarships, eligibility criteria, closing date, distribution of seats as per federal government quota system (open merit, provincial/regional, quotas, etc.).
- ii. The testing agency will provide a clause “How to Apply” in the advertisement.
- iii. Wide publication of the advertisement in Newspapers and Internet for STFS 6th batch will be responsibility of the PSF.
- iv. Before publication of the advertisement, PSF shall provide a copy of the same to the selected testing agency.
- v. PSF will intimate the publication date of the advertisement to testing agency at least 3 – 4 days in advance enabling the testing agency to upload the Application Forms on its website for the candidates.
- vi. **The testing agency will bear all expenditures in relation to advertisement for selection of testing agency and selection of students and there will be no financial liability on PSF.**

11. APPLICATION FORM:

- i. The testing agency shall design online and off-line Application Forms keeping in view the PSF instruction and advertisement.
- ii. In the Application Form, the testing agency shall offer Test Centre City to the candidates for the Test in the following major cities, and the candidates shall be required to select ONE desired city according to their convenience:
 - Punjab:** Islamabad/Rawalpindi, Lahore, Faisalabad, Multan, Bahawalpur, Sargodha.
 - Sindh:** Karachi, Hyderabad, Sukkur, Larkana, Mirpurkhas
 - Balochistan:** Quetta, Jaffarabad, Turbat (Kech), Lasbela
 - KP:** Peshawar, Abbottabad, D.I. Khan, Swat, Swabi
 - GB:** Gilgit, Skardu, Hunza
 - AJK:** Muzaffarabad, Mirpur, Poonch
- iii. The test centres in Islamabad/Rawalpindi, Lahore, Karachi, Peshawar, Quetta, Faisalabad, Multan, Sukkur, Gilgit and Muzaffarabad will be established in any case; However, in other cities (out of above cities) if candidates are less than 200, they will be adjusted in the nearest big city.
- iv. The testing agency shall upload the Application Forms on its website on or before the date of publication of the advertisement.
- v. The testing agency shall receive the applications from the candidates on the prescribed Application Form on behalf of PSF.
- vi. The testing agency shall take an undertaking from the candidates on the Application Form that the information provided by the candidate is true and correct and that in case of any false or wrong information the candidate's application shall be cancelled at any stage even after selection.
- vii. For the purpose of scrutiny, the testing agency shall rely on the information provided by the candidate in the Application Form for speedy and quick compliance, and shall not refer to or entertain any other document for this purpose to avoid any delays in execution of the project.
- viii. The information provided by the candidates in the Application Form may be verified by PSF, as and when required, in respect of the selected candidates.
- ix. The testing agency will ask to submit attested copies of Matric Marks Certificate, Domicile and B-Form and any other necessary certificates alongwith the applications.
- x. The testing agency will provide updated information/number of applicants on daily basis to PSF through email.

12. PROCESSING OF APPLICATIONS AND DATA ENTRY:

- i. After the closing date, the testing agency shall allot a unique number (Form Number) to each application form received by mail/courier.

- ii. The testing agency shall carryout data entry of the particulars of the candidates into the database in respect of the applications received by mail/courier.

13. SCRUTINY OF APPLICATIONS ON THE BASIS OF ELIGIBILITY CRITERIA:

- i. The testing agency shall perform the scrutiny of the applications based on the eligibility criteria mentioned in the advertisement.
- ii. In case of any confusion in the Eligibility Criteria, the testing agency may seek help/guidance from PSF while performing scrutiny.
- iii. After completion of scrutiny, separate lists of Eligible and Rejected candidates shall be prepared by the testing agency.
- iv. Rejected candidates list shall be uploaded on testing agency's website and the candidates shall be required (through text message) to submit any objection/query (if any) within 5 days.
- v. After 5 days, no query/objection shall be entertained and the lists shall be finalized.

14. WRITTEN SCIENTIFIC APTITUDE TEST AND PAPER BASED I.Q TEST

- i. Both of the tests i.e. Scientific Aptitude Test (100 MCQs) and Paper Based IQ Test (50 questions) will be conducted on the same day in one go, as per criteria given at Sr. No. 14.
- ii. Test date for written tests shall be decided after finalization of candidates list.
- iii. The testing agency shall carry out designing of question papers & answer sheets and printing thereof, and shall maintain fool-proof secrecy/ confidentiality in all respects.
- iv. After completion of the lists of candidates and deciding the test date, the test venues shall be confirmed within 1-2 days.
- v. After confirmation of the venues, the testing agency shall dispatch Roll Number Slip (RNS) to the Provisionally Eligible Candidates by courier/ mail intimating them the date, time, venue and other related details and instructions for the Written Tests.
- vi. The testing agency shall also intimate the candidates through text messages, about test date, time, venue etc. and that they can download and print the information from testing agency website in case they do not receive the hard copy through mail/ courier.
- vii. The testing agency shall allow the candidates in the test on verification of Photo Identity (College/School card) /Original Form-B / Domicile / Passport of the candidates etc.
- viii. The testing agency shall allow the monitoring teams of PSF at the test Centres. However, PSF shall intimate the names and designation of monitoring officials deputed for prescribed Centres to testing agency in advance.
- ix. After completion of Written Tests, testing agency will complete the result as per the work plan.

- x. Result of the Written Tests shall be uploaded on testing agency website on the same day as it is prepared.

15. FINAL RESULT AND MERIT LISTS:

- i. PSF shall provide the Weightages of SSC score, Scientific Aptitude Test and paper based IQ Test to prepare the merit list.
- ii. After preparation of result of the written tests, testing agency shall prepare the final result based on the Weightages of SSC score, Scientific Aptitude Test and paper based IQ Test.
- iii. The final result sheets of candidates shall be separate for each quota Province/Region.
- iv. The results alongwith all information and database shall be provided to PSF in MS Excel.
- v. The testing agency shall upload the final result on its website the same day as it is prepared for transparency purpose.

16. INTERVIEW AND VERIFICATIONS OF CANDIDATES' PARTICULARS:

- i. Call letters with date, time and venue for interview to top 1500 students (3 against 1 seat) in accordance with quota system will be issued by the testing agency in consultation with PSF.
- ii. PSF shall conduct the interviews of the desired number of short-listed candidates (highest scorers) at their own cost & arrangements.
- iii. PSF shall be responsible to verify the candidates' particulars (provided in the Application Form) and Documents, as per its own policy.

17. OFFER LETTER:

- i. Issuance of offer letters with terms and conditions to selected candidates shall be the sole responsibility of PSF.

18. TENTATIVE WORK PLAN:

- i. The work plan shall start from the date of publication of the advertisement and testing agency will follow the following tentative work plan:

Publication of Advertisement by PSF:Preferably on any Sunday
 Closing Date of Applications:.....15 - 30 days (depending on PSF)
 Processing of Applications:7 – 10 days
 Query/ Objection time for rejected candidates:5 days
 Finalization of lists after query time:1 day
 Confirmation of Test Centres for Written & Skill Tests:1 – 2 days
 Dispatch of Roll No. Slips (RNS) for Written Tests:1 day
 Test Day of Scientific Aptitude Test & IQ Test: 9 – 14 days after dispatch of RNS
 Result of Tests & receipt of complete result to PSF:7 – 10 days
 Receipt of list of short-listed candidates for Interview:2-3 Weeks
 Confirmation of venues for Interviews:1 – 2 days

Dispatch of Call Letters for Interviews:1 – 2 days
Final Result / Merit List:9 – 14 days

- ii. Adjustments in the work plan for completion of the project shall be made with mutual consent of both the PSF and testing agency.
- iii. Testing agency will provide/email detail list of applicants along with contact numbers on weekly basis to STFS PMU during collection of applications and also provide/email complete list of applicants with in three days of the closing date.

19. APPROACH AND METHODOLOGY

It is extremely important that the selection process should never lose sight of the quality of services which should remain a paramount concern. Therefore, the evaluation criteria is divided into the following categories:-

- i. Experience, age and financial status of the testing agency to cover capacity, proficiency and specific experience.
- ii. Proposed approach, Methodology/solution chalked out by the bidder.
- iii. Qualifications, experience and quality of proposed Key Staff and guides.

20. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

1. Original Structure including Name, Address with contact nos., year of Establishment etc. of the Testing Agency.
2. Nature of Ownership (Company/Sole-proprietorship/Partners) with copy of Memorandum and Article of Association.
3. Name, Address and CNIC nos. of the Directors or Partners of the Firm.
4. Pre-qualification certificates / letter with Government and Private Entities.
5. Details of Technical Staff on temporary/ permanent Payrolls.
6. Proof and detail of projects of same magnitude completed within last three (03) years along-with colour photographs, name of the client, project cost, scope of work, date of commencement / completion & satisfactory performance / recommendation certificates from the clients / or letter of intents, and work orders for similar jobs in hand.
7. Detail of any arbitration / litigation of similar proceeding against any Government / Autonomous / Private body showing extent and results.
8. An Affidavit certifying that **“the firm has never been black listed by any Government / Autonomous / Private body. No any case is under investigation in FIA and NAB or any inquiry in Government departments.”**
9. Income Tax Registration/NTN of the firm/contractor and GST Registration.
10. Audited financial statements and income tax returns for the last three (3) years.
11. List of transport, equipment & machinery owned/leased by the firm.
12. The interested Firms/Parties may submit their sealed bids along with earnest money amounting to Rs.200,000 (Rupees two hundred thousand only) in the shape of Bank draft / Pay order in favour of Pakistan Science Foundation, Islamabad.
13. Bids are liable to be rejected if they are not conforming to the terms, conditions and specifications stipulated in this document.
14. Any additional information which may help for pre-qualification of firm.