

## CORRIGENDUM

### TENDER NOTICE NO.P&GS/PO/13/2023

#### HIRING OF TESTING AGENCY TO CONDUCT SCREENING/WRITTEN TEST FOR DIFFERENT CADRES IN THE STATE LIFE INSURANCE CORPORATION OF PAKISTAN.

Sealed Technical and Financial bids are invited in accordance with PPRA Rules under “Single Stage-Two Envelope Procedure” from interested Testing Agencies (registered with the Government agencies and also enlisted with FBR having their National Tax Number) for recruitment in State Life Insurance Corporation of Pakistan.

2. Detailed specifications and Terms & Conditions are mentioned in the following Tender Document:

#### **TENDER DOCUMENT**

3. The sealed bids should reach the undersigned on or before 01-08-2023 at 11.00 a.m. The offer should clearly indicate the rate fee per head for conducting scrutiny and screening test for each post in different areas such as Finance, Information Technology, Engineering, Health (Doctors, Claim Examiners & Underwriters), Legal Affairs and Administration in both categories i.e. staff & officer as per below designations.

S. No.	Name of the Post	Description
1	<b>Officer</b>	Trainees Officers, Assistant Manager, Deputy Manager, Manager, Assistant General Manager, Deputy General Manager & General Manager
2	<b>Clerical Staff</b>	Office Assistant/Key Punch Operator
3	<b>Non-Clerical Staff</b>	Naib Quasid/Driver/Helper/Messenger/Record Sorter
4	<b>Maintenance Staff</b>	Certificate/Diploma Holders

#### **Terms and Conditions:**

- i. The bidders are required to submit their bids in single large envelope clearly marked “SCREENING TEST FOR RECRUITMENT IN SLIC”. This envelope should contain two similar sealed envelopes clearly marked ‘Technical Proposal’ and ‘Financial Proposal’ respectively.
- ii. Initially only technical proposal will be opened in the office of Departmental Head (GS), State Life, Principal Office, 2<sup>nd</sup> Floor, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi, on **01-08-2023 at 11:30 am** in presence of the bidder or their representative who wished to be present on occasion. Time and date of opening of Financial Proposals will be announced on the same day.
- iii. There will be a two-stage evaluation of bids. The technical Evaluation will be held first. The minimum overall qualifying 70% marks and 50% marks in each category listed below are required for the bidders to technically qualify. Financial bid of only technically qualified bidders will be opened.
- iv. The evaluation criteria is also enclosed.
- v. Bidders are required to submit the following information for evaluation of technical proposals:

## **Mandatory Requirements:**

- a) The Testing Agency should be registered with the requisite Government bodies and also enlisted with FBR having their National Tax Number.
- b) The Testing Agency should be registered with Sindh Revenue (SRB) and having their Sindh, Professional Tax Certificate
- c) The Testing Agency should submit the undertaking on stamp paper of Rs.100/-, that it has not been black listed by any Government office.
- d) The Testing Agency should have own / rented building with proper & active landline telephone numbers at designated cities of Pakistan. The documents of own / rented building and copies of landline telephone bill should be submitted along with bid.
- e) The task of scrutiny & screening should be completed within 90 days from date of advertisement.

### **i. Other Requirements:**

- a) It should have experience in the relevant field. The details of experience are required duly signed by CEO/Senior Executive with supporting documents.
  - b) It should have clients in Public & Private Sector. The details of clients are required.
  - c) It should have capability for preparation of test paper and conducting of test in the field of Finance, Engineering, Health, Law, Information Technology, Administration and Marketing etc.
  - d) It should have infrastructure, methodology and expertise for conducting initial screening test of sufficient number of candidates.
  - e) It should have centers in the big cities of Pakistan i.e. Islamabad, Lahore, Multan, Karachi, Peshawar and Quetta etc.
- vi. Financial proposals shall accompany Pay Order / Bank Draft of **Rs.100,000/-** in the name of State Life Insurance Corporation of Pakistan as security deposit. The same will be returned to unsuccessful bidders after completion of formal procedure.
- vii. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
- viii. The security money of the successful bidder will remain with State Life Insurance Corporation of Pakistan for period of one year.
- ix. No bid will be accepted without security deposit.
- x. All the bids must include GST and all other applicable taxes.
- xi. The lowest Evaluated Bid will be accepted.
- xii. The successful bidders will sign agreement with State Life for period of **One year**, extendable for further Two years on satisfactory performance and mutual agreement.
- xiii. The successful bidder will arrange test at designation stations for filling the posts within the stipulated period as per agreement.
- xiv. No deviation from the agreement is permissible otherwise; the security deposit would stand forfeited under the rules in the event of violation of agreement made between the successful bidders and State Life Insurance Corporation of Pakistan.
- xv. Any short comings in the bid documents will disqualify the bidder at first stage.
- xvi. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal as per Public Procurement Rules.

**(Imran Hussain )**

Departmental Head (General Services)

State Life Insurance Corporation of Pakistan

2<sup>nd</sup> Floor, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi.

Phone # 021-99204521

# EVALUATION CRITERIA

**(Total Marks:100)**  
**Qualification Marks: 70**  
**50% marks in each category**

Testing Agencies / Participants will be evaluated as per criteria defined below:

**1. Company Profile & Experience:**

**(Marks Allocated 10)**

<b>Experience (Years)</b>	<b>Marks</b>
10 & above	10
5 – 9	07
3 – 4	04
1 - 2	02

**2. Client Portfolio:**

**(Marks allocated 15)**

**Public Sector (Marks - 10)**

<b>Client Details</b>	<b>Marks</b>
20+well recognized National level clients	10
11 – 19 well recognized National level clients	07
5+well recognized National level clients	05

**Private Sector (Marks – 05)**

<b>Client Details</b>	<b>Marks</b>
15+well recognized National level clients	05
10 – 19 well recognized National level clients	03

**3. Relevant Field Experience:**

**(Marks allocated 05)**

No. of Projects / Experience in similar field of Insurance Companies / Corporations.  
(01) mark for each assignment. **(Maximum Points 05)**

**4. Have Centers for Conducting of Test:**

**(Technical Committee will award the marks after verification of Head Quarters/Regional Offices premises)**

**(Marks allocated 10)**

<b>Centers</b>	<b>Marks</b>	
	<b>Own Building</b>	<b>Rented Building</b>
Karachi	02	01
Lahore	02	01
Islamabad	02	01
Peshawar	02	01
Quetta	02	01

5. **Methodology & Expertise for conducting of Test:**

**(Marks allocated 15)**

Test	Marks
Multiple choices questions (MCQ's)	05
Written Test, Paper Based Test and Practical Test	05
Computer Based Test, Online Test	05

6. **Management Profile**

(Bidder should attached CVs/ profile of Executive Team who worked full time in the organization complete in all respect)

**(Marks allocated-10)**

No of Executives Management	Marks
More than 10 Professionals having good credential	10
5-10 Professionals having good credential	05
02-05 Professionals having good credential	03

7. **Infrastructure available for conducting of Test:**

(Please provide list of employees along with documentary proof of employment with their designations i.e. pay slips, bank statements, Employee Card, place of posting, testimonials etc.)

**(Marks allocated 10)**

Hired Human Resources	Total Marks 10
Number of employees (25-50)	Marks = 03
Number of Employees (51-100)	Marks = 06
More than 100 Employees	Marks = 10

8. **Financial Position:**

(Last three years bank statement showing all transactions)

**(Marks allocated 10)**

Annual Financial Turn Over	Marks
1 to 40 Million	Marks = 03
41 to 80 Million	Marks = 06
More than 100 Million	Marks = 10

9. **No of Test Evaluating Machines in each Centre:**

(Technical Committee will award the marks after verification of requisite machines at designated offices/premises)

**(Marks allocated 05)**

No. of Test Machines in each Centre	Marks
01 to 05	Marks = 02
06 to 10	Marks = 04
11 to 20	Marks = 05

**10. Response Time**

**(Completion of last 10 (ten) assigned project within stipulated time, please enclosed evidences)**

**Note: without providing the requisite evidences, no mark shall be allowed**

**(Marks allocated 10)**

<b>No. of Test Machines in each Center</b>	<b>Marks</b>
Upto 08 weeks	Marks = 10
Upto 10 weeks	Marks = 05
More than 12 weeks	Marks = 02

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