

**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

**TENDER NOTICE NO.11/2018****HIRING OF SCREENING TEST AGENCY FOR RECRUITMENTS 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.

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

**Tender Document**

The sealed bids should reach the undersigned on or before **20<sup>th</sup> September, 2018 at 10:30 a.m.** The offer should clearly indicate the rate fee per head for conducting screening test for each post in different areas such as Finance, Information Technology, Engineering, Health (Doctors, Claim Examiners & Underwriters), Legal Affairs and Administration.

S. No.	Name of the Post	Description
1	Officer	Assistant Manager, Deputy Manager, Manager, Assistant General Manager, Deputy General Manager & General Manager
2	Clerical Staff	Office Assistant/Key Punch Operator
3	Non-Clerical Staff	Naib Quasid/Driver/Helper/Messenger

**Terms and Conditions:**

1. 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 smaller sealed envelopes clearly marked ‘Technical Proposal’ and ‘Financial Proposal’ respectively.
2. 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 **20<sup>th</sup> September, 2018 at 11:00 a.m** 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.
3. 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.
4. The evaluation criteria is also enclosed.
5. Bidders are required to submit the following information for evaluation of technical proposals:
  - i. **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 submit the undertaking on stamp paper of Rs.100/-, that it has not been black listed by any government office.

**ii. 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.
6. Financial proposals shall accompany Pay Order / Bank Draft of **Rs.25,000/-** 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.
  7. The security money of the successful bidder will remain with State Life Insurance Corporation of Pakistan for period of one year.
  8. No bid will be accepted without security deposit
  9. All the bids must include GST and all other applicable taxes.
  10. The lowest Evaluated Bid will be accepted.
  11. The successful bidders will sign agreement with State Life for period of one year extendable for further one year on satisfactory performance and mutual agreement.
  12. The successful bidder will arrange test at designation stations for filling the posts within the stipulated period as per agreement.
  13. 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.
  14. 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.

**(Shahid Ali Abbasi)**

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 20)**

<b>Experience (Years)</b>	<b>Marks</b>
10 & above	20
5 - 9	15
3 - 4	10
1 - 2	05

## **2. Client Portfolio:**

**(Marks allocated 25)**

### **Public Sector**

<b>Client Details</b>	<b>Marks</b>
20+well recognized clients	15
11 – 19 well recognized clients	10
5+well recognized clients	05

### **Private Sector**

<b>Client Details</b>	<b>Marks</b>
15+well recognized clients	10
5 – 14 well recognized clients	05

## **3. Have Centers for Conducting of Test:**

**(Marks allocated 10)**

<b>Centers</b>	<b>Marks</b>
Karachi	02
Lahore	02
Islamabad	02
Peshawar	02
Quetta	02

## **4. Methodology & Expertise for conducting of Test:**

**(Marks allocated 15)**

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

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

**(Marks allocated 10)**

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

6. **Financial Position**

**(Marks allocated 10)**

<b>Annual Financial Turn Over</b>	<b>Marks</b>
1 to 25 Million	Marks = 03
26 to 50 Million	Marks = 06
More than 50 Million	Marks = 10

7. **No of Test Evaluating Machines in each centre**

**(Marks allocated 10)**

<b>No. of Test Machines in each centre</b>	<b>Marks</b>
01 to 05	Marks = 03
06 to 10	Marks = 06
11 to 20	Marks = 10