



POWER INFORMATION TECHNOLOGY COMPANY

406-Wapda House, Shahrah-e-Quaid-e-Azam, Lahore-54000

Ph:No. (92)-42-99202666 Fax (92)-42-99202799

Expression of Interest (EOI) (For Services of Testing Agency)

Power Information Technology Company (PITC) intends to engage the services of qualified and experienced Testing Agency **to facilitate recruitment process like design and conduct screening / written test etc for recruitment and selection against posts in BPS-6 to BPS-18.** The details of the scope of work of the selected Firm(s) are given in prequalification documents.

Interested Agencies / Firm(s) may express their interests to provide services for the scope of work, (given in EOI documents) and substantiating same with necessary details on legal status, relevant experience on similar assignment (duly supported by verifiable client list), CVs of experts and manpower to assess managerial capacity of firm, online/offline testing facilities ranging from content development to result preparation, audited financial statements of last three years for assessing financial capability, relevant tax registration certificates, history of litigation if any.

The interested Testing Agency must conform to the following criteria:-

- i. It should have experience in testing of candidates for recruitment & selection and must have established infrastructure to successfully execute the entrusted assignment(s).
- ii. It should be a registered Agency if established in private sector.
- iii. It should not have been blacklisted by any Government office.

Interested agencies must provide information on the format given in prequalification documents, downloadable from PITC website www.pitc.com.pk or may be obtained from given address.

Expressions of interest must be submitted on or before 30.10.2017 by 14:30 hours and would be opened on 15:00 hours same day. Only short-listed firms/institution will be issued Request for Proposal (RFP) for soliciting Technical and Financial Proposals.

Note: PITC reserves the right to accept or reject any or all of expressions of interest without assigning any reasons whatsoever.

M. Ashfaq ul Hassan

Additional Manager (Admn)

434-Wapda House, Lahore

Ph: No.042-99202072

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POWER INFORMATION TECHNOLOGY COMPANY

EOI PRE-QUALIFICATION EVALUATION DOCUMENT

**For Providing Recruitment/Selection Testing Services to
PITC**

Pre-qualification of Testing Agency

A. Introduction

1. Power Information Technology Company (PITC) is predominantly serving the Public Sector Companies operating in Power Sector to address the business needs of DISCO and NTDC for all Software development & implementation as well as extending facilitation on Project Governance and Infrastructure establishment.
2. The human resources of the Company predominately comprises of IT professionals who endeavor to give IT solution for the facilitation of customer care to the distribution companies and are the best in the market. The company is supported by Accounts and Finance Sections as well as tool of HR Personal all geared towards the mission of company.

B. Terms of Reference

1. The work relates to recruitment process encompassing advertisement of the vacancies, receiving applications in response thereof, handling, processing, and preparing database of the applicants. It includes, short listing of the applications on the prescribes criteria advertised and segregating them into eligible and ineligible candidates by clearly mentioning the reasons of ineligibility and reporting lists to PITC, managing test centers throughout Pakistan wherever required , generation, printing and issuance of Roll No slips(admission cards) to eligible candidates, preparation of question papers, conduct of examination and result processing and announcement by maintaining secrecy and accuracy, through OMR arrangements. The result / merit list will be communicated to PITC as per prescribed format (within defined time line) both in hard and soft forms. The whole process must ensure that all eligible applicants have equal employment opportunities against different constitutional quotas applicable to PITC. The whole process from advertisement to preparation of merit list and its communication thereof to PITC should take not more than 6 weeks.
2. The assignment broadly will include written test for various positions (BPS 6 to 18) and comparable posts on lump sum pay packages. The Firm will also be responsible to respond to and to bear any liability if the process is challenged by any one at any forum/court of law.

C. Information Required:

The interested firms are required to furnish information on the attached FORMATS A&B for the purposes of short listing of Firm(s). so it is expected that formats would be filled with due diligence and care. Any company if found giving incomplete or misinformation would not be taken along the process of short listing and may be declared non responsive.

D. Weightage of Evaluation Criteria for Short listing of Firm:

The Short Listing will be carried out on the basis of information given in Formats A&B and the weightage of evaluation criteria is given on Annex-C & D

E. Minimum Pre-Qualification Criteria

Minimum pre-qualifying threshold is aggregate 70% in 4 areas as given in Annex-C.

In case of any queries or further information you may contact on the following address:-

M. Ashfaq ul Hassan
Additional Manager (Admn)
434-Wapda House, Lahore
Ph: No.042-99202072
Mob: 0335-4445111

B-Firm's Experience

Format B for provision of information on Experience, required atleast for 10 latest experiences.

Sr.No.	Experience parameters	<i>Information on latest 10 experiences is required</i>				
		<i>Experience. 1</i>	<i>Experience. 2</i>	<i>Experience. 3</i>	<i>Experience. 4</i>	<i>Experience. 5</i>
1	Assignment Name					
2	Total number of Candidates Tested					
3	National / Regional					
4	Duration of Assignments within (months)					
5	Name of Client					
6	Total number of Centers					
7	Location of centers					
	Punjab					
	Sindh					
	KPK					
	Baluchistan					
	AJK					
	Gilgit Baltistan					
8	Starting and completion dates of test					
9	Number of Staff employees for the assignment					
10	Name of Associated Firm(s) / Department(s) / Organization(s)					
11	Minimum level of examination / Test Conducted					
	Provincial Capital					
	Division Level					
	District Level					
	Tehsil Level					
*12	Narrative description of services					
*13	Description of Actual services provided by your staff within the assignment					

Note: Narrative be given on separate pages.

Sr.No.	Experience parameters	<i>Information on latest 10 experiences is required</i>				
		<i>Experience. 6</i>	<i>Experience. 7</i>	<i>Experience. 8</i>	<i>Experience. 9</i>	<i>Experience. 10</i>
1	Assignment Name					
2	Total number of Candidates Tested					
3	National / Regional					
4	Duration of Assignments within (months)					
5	Name of Client					
6	Total number of Centers					
7	Location of centers					
	Punjab					
	Sindh					
	KPK					
	Baluchistan					
	AJK					
	Gilgit Baltistan					
8	Starting and completion dates of test					
9	Number of Staff employees for the assignment					
10	Name of Associated Firm(s) / Department(s) / Organization(s)					
11	Minimum level of examination / Test Conducted					
	Provincial Capital					
	Division Level					
	District Level					
	Tehsil Level					
*12	Narrative description of services					
*13	Description of Actual services provided by your staff within the assignment					

Note: Narrative be given on separate pages.

A-General Information on Organization.

Information on the Organization Strength may be given on following but format substantiated must be evidence.

Sr.No.	Requisite Parameters	Information
1	Name of the organization with addresses, phone % & fax numbers, details of head office location,, main branch offices in the country, on their letter head.	
2	Name(s) of contract person(s)	
3	Legal status i.e Partnership/public or Private Limited Company/Consortium with the name and addresses of the Proprietor / Partner(s)/Director(s).	
4	Affiliation with international Agency/Institution (if any)	
5	Audited financial statements for the last three years.	

6	Information regarding previous/current corporate clientele.	
7	History of litigations (if any)	
8	Additional information (if any)	
9	CVs / Resumes of qualified professional staff working on full time basis.	
10	Financial standing supported by a reference letter from the bank.	

Main Criteria and Weightage of Parameters for Short Listing of Firm(s)

Sr No.	Technical Experience	Percentage to be awarded	Max-Weightage
A.	Test conducted		60
	i) Number of candidates	20	
	ii) Number of centers	20	
	iii) Number of provinces	10	
	iv) Level of examination conducted	10	
B.	Firm's approach, methodology & work plan for performing the assignment		20
	Technical approach and methodology	40	
	Work plan	40	
	Organization and staffing	20	
C.	Manpower for conducting examination		10
	Firm Directors	05	
	Supporting staff	05	
D.	Financial status (Balance Sheet)/Annual Audit Report) last two years.		10
		100	100

Sub Criteria of Short Listing

a. Test conducted

(i) No. of Candidates

> 5000	100%
3000 < 5000	85%
1000 < 3000	75%
< 1000	60%

(ii) No. of Centres

> 50	100%
> 40-50	90%
> 30-40	80%
> 20-30	70%
> 10-20	60%
< 10	50%

(iii) No. of Provinces

All Provinces inclusive AJK & GB	100%
4 Provinces	90%
3 Provinces	80%
2 Provinces	70%
1 Province inclusive GB & AJK	50%

(iv) Level of Examination

Upto Tehsil level	100%
Upto District level	80%
Upto Division level	70%
Upto Federal & Provincial capital	60%

b. Manpower for conducting examination

Organogram	05 marks
Strength of Staff	05 marks

c. Financial Status – Net worth

Rs.500-1000 Million	100%
Rs.400-500 Million	85%
Rs.300-400 Million	80%
Rs.200-300 Million	70%
Rs.100-200 Million	60%
Less than Rs.100 Million	50%