



NO.SPU/AAP/APPT/1(2)/2017
SOCIAL PROTECTION UNIT
ACCELERATED ACTION PLAN
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF SINDH

Karachi, dated the 19th Dec., 2017

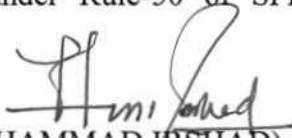
✓ The Managing Director,
Sindh Public Procurement Regulatory Authority,
Sindh Secretariat,
Karachi.

SUBJECT: NIT NO.SPU/AAP/APPT/1(2)/2017 DATED 20.11.2017 SPPRA SR. NO.35309.

I am directed to refer to your letter No.A.D(Assess)SPPRA/35309/2017/2087, dated 15.12.2017, on the subject noted above.

2. It is submitted that only two firms submitted the Bid, therefore, comparison of cost offered by them was shown in the BER submitted by this office. However, as desired a separate comparative statement is being attached herewith.

3. Please also find attached herewith the Letter of acceptance, Contract Agreement and Schedule of Requirements, as required by SPPRA under Rule-50 of SPP Rules for publishing/hosting on SPPRA's website.


(MUHAMMAD IRSHAD)
ASSISTANT DIRECTOR (A&A)








SPPRA INWARD DIARY
NO : 409/
DATED : 20-12-17

**COMPARATIVE STATEMENT FOR HIRING OF SERVICES OF FIRMS/INSTITUTES
FOR SHORT LISTING OF CANDIDATES**

S #	Name of Item	M/s Pakistan Testing Service	Sukkur Institute of Business Administration	Remarks
1	Charging of Fee from each Candidate	Rs.349/-	Rs.1,000/-	M/s Pakistan Testing Service (PTS) quoted the lowest Rates


(ABDUL SAMAD CHANNA)
DIRECTOR (ADMIN, HR & PROCUREMENT)
SOCIAL PROTECTION UNIT/CHAIRMAN



NO.SPU/AAP/APPT/1(2)/2017
GOVERNMENT OF SINDH
PROGRAM COORDINATION UNIT
COMMUNITY DEVELOPMENT PROGRAM
PLANNING & DEVELOPMENT BOARD

Karachi, dated the 14th December, 2017

Mr. Safdar Ali Sohu,
Regional Director-Sindh,
Pakistan Testing Service,
3rd Floor, Adeel Plaza,
Fazal-e-Haq Road, Blue Area,
ISLAMABAD

Subject: **WORK ORDER/LETTER OF ACCEPTANCE.**


Apropos of your Bid in response to NIT published in leading newspapers i.e. Dawn, Kawish and Jang on 18th to 19th November, 2017 as well hoisted on Sindh Public Procurement Regulatory Authority's website at Sr. No.2848 by this department/unit regarding Hiring of Services of Firm/Organization/Institute for short listing of candidates for appointment against contractual posts.

2. I am pleased to inform you that your bid of Rs.349/- per applicant has been accepted being the lowest as per provisions of SPP Rules, 2010 (amended 2017).

3. In view of the above, you are advised to submit the following required papers, so as to initiate the services as specified in the bidding documents:

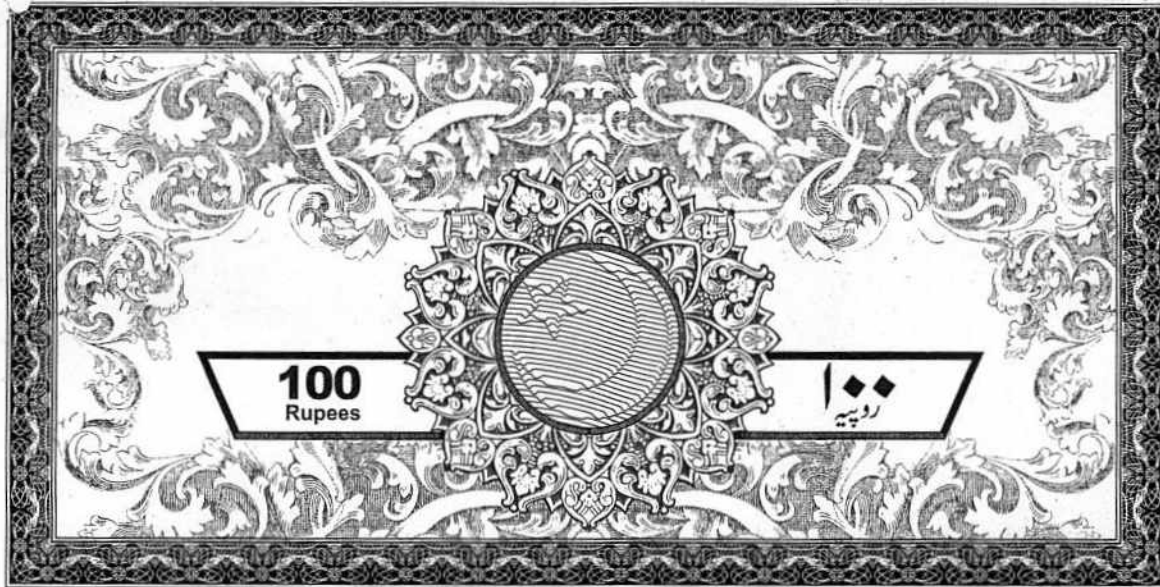
1.	Performance Guarantee (equal to 5% of the total bid, as mentioned in bidding documents) in shape of pay order, demand draft or bank guarantee in the name of Program Coordinator, Social Protection Unit, Social Welfare Department, as mentioned in NIT issued by this office. It may be noted that 2% bid security furnished by you in this office, at the time of submission of Bid, will be released upon submission of performance security
2.	Contract Agreement (as per SPPRA format).

4. Please acknowledge receipt.


(ABDUL SAMAD CHANNA)
DIRECTOR (ACCOUNTS & AUDIT)

C.C. to:

- The Managing Director SPPRA, Govt. of Sindh, Karachi.
- The PS to Secretary, Social Welfare Department, Govt. of Sindh, Karachi.



HAMID A. SHAKOOR STAMP - VENDOR
Licence No. 18 Seat No. 8 SHED A.
City Court Karachi (Pakistan)

04 DEC 2017

S. NO. _____
ISSUE NO. **046842**
THROUGH WITH _____
PURPOSE _____
VALUE RS. _____ ATTACHED _____
STAMP VENDOR SIGNATURE _____

CONTRACT

THIS AGREEMENT made on dated; 15th December, 2017 between **Social Protection Unit, Social Welfare Department, Govt. of Sindh** (hereinafter called "the Procuring agency") of the one part and **M/S. Pakistan Testing Service** of (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for "**Hiring of Services of Recruitment Firm to Conduct Screening Test**" and has accepted a bid by the Supplier for the provision of those services being the lowest and responsive bid i.e. sum of **PKR. 349/-** charged to per candidate directly (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements / statement of works.
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency's Notification of Award.

AS if done

15/12/2017

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Annexure:


Other Terms of References in addition to Bidding Document

5. **Mr. Abdul Samad Channa** (Director- Procurement & Administration) will be the focal person from (SPU-SWD), whereas; **Mr. Safdar Ali Sohu** (Regional Director- Sindh) will be the focal person from PTS for coordination and information sharing regarding scrutiny of applications and tests conduction etc.
6. PTS will maintain and keep Original Answer Sheets & Registration Forms for One (1) Month and computerized records for Six (6) Months of the entire process of recruitment.
7. PTS will declare the result in 07 working days; PTS will submit detailed result in hard form to the (SPU-SWD). However, the soft form which will be declared on PTS website would contain following fields; (Roll No, CNIC No, Post applied and PTS marks obtained).
8. PTS will not provide question paper, copy of the question paper, answer sheet, or attendance sheet, to any person from outside PTS.
9. However, PTS shall not conduct written test(s), if the eligible number of candidates against each post is less than Ten (10).
10. Whole process of Scrutiny of applications, conducting test(s) of eligible candidates and submission of results shall be completed by the PTS within 08 to 10 weeks with effect from the date of advertisement. (with mutual consent)
11. Neither Party will be liable for failure to perform its liabilities if such a failure is on account of any Act of nature (including fire, flood, earthquake, storm, hurricane or any other natural disaster), war, invasion, acts of terrorism in or around examination center, rebellion, revolution or government forced embargo/sanction, . Neither Party is entitled to terminate the Agreement under such circumstances.
12. In case of strike/Law & Order situation in any or all cities, the test shall be postponed and new date shall be announced with mutual consent of parties.
13. PTS will only be responsible for conduction of test and declaration of result on merit basis. The selection of candidates for interviews/ appointment on the basis of PTS result will be the sole responsibility of (SPU-SWD). In case of any

delay/cancellation of advertisement/ appointment process, PTS will not be responsible for any claim from candidates / stake holders.

14. Request for rechecking of paper marking by the candidate shall be entertained by the PTS on a minimum processing fee of Rs: 1000/- (One thousand rupees).
15. In case of any technical hurdle, difference or force majeure during execution of this agreement, the same shall be resolved with the mutual consent of the parties.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

For and on behalf of Agency / (SPU-SWD)	For and on behalf of Supplier /(PTS)
<p>CNIC: <u>48102-7979299-7</u></p> <p>Name: <u>Mohd Anwar Chohan</u></p> <p>Designation: <u>Director (Admin & HR SPU)</u> <u>Pr Program Coordinator</u></p> <p>Seal of firm/Company</p> <p></p> <p>Dated _____</p>	<p>CNIC: 43201-5083429-5</p> <p>Name: SAFDAR ALI SOHU</p> <p>Designation: Regional Director- (Sindh)</p> <p>Seal of firm/Company</p> <p></p> <p>Dated _____</p> <p></p>

**Section IV. Schedule of Requirements
Terms of Reference
For**

Hiring services of Firm/Organization/Institute for short listing of candidates for recruitment against contractual technical and support staff by checking eligibility criteria and carry out Written Test

Purpose of the assignment: The Social Protection Unit, SWD intends to conduct merit-based recruitment of Technical and support staff for Conditional Cash Transfer component of Accelerated Action Plan which is part of component-II of World Bank's Technical Assistance for Government of Sindh's enhancing response for reduction of stunting among children in the province.

Background: Government of Sindh has recently adopted an Accelerated Action Plan for education of Stunting and Malnutrition (AAP). The AAP has the ambitious goals of reducing stunting from 48% to 30% by 2021 and to 15% by 2026 by increasing and expanding coverage of multi-sectoral interventions proven to reduce stunting in the first five years of children's lives. It comprises objectives and expected outcomes related to the underlying causes (by sectors) of stunting: health, population, sanitation and hygiene, agriculture, social protection and education.

Nutrition centric social protection component of AAP – Sindh, for reduction of stunting and malnutrition envisages a Conditional Cash Transfer (CCT) program to create demand for health and nutrition (H&N) services, promote behavioral change, and increase uptake of these services focused on the first 1000 days of life by incentivizing health check-ups of pregnant and lactating mothers, growth monitoring and immunization of children under 2 years of age through provision of a regular and predictable cash transfer within the targeted poor and vulnerable households.

A Social Protection Unit (SPU) within the Social Welfare Department has been established with a mandate to perform key functions such as (i) Policy and research in the area of Social Protection in Sindh; (ii) Sectoral monitoring and evaluation; and (iii) H&N CCT design and coordinate implementation. The SPU is headed by a Program Coordinator and comprise of suitably qualified and experienced staff.

This recruitment process consists of the following major functions which needed to be automated and aligned as per ToRs by the service provider. For this purpose the Service Provider will under-take the following course of action through an automated system:

- i. To receive applications from the candidates on the basis of advertisement made by the SPU. The address for receiving the applications shall be at Karachi.
- ii. To review applications received and prepare list of shortlisted candidates as per criteria given for each post.
- iii. Prepare and notify the list of short listed candidates for further screening (written tests and interview).
- iv. Prepare test papers for each position keeping in view the eligibility criteria and Job descriptions.
- v. **Admission tests:** identifying/arranging test centers; allotting roll numbers & test centers to the candidates; notifying schedule of tests; test centers and instructions to the candidates.
- vi. **Transport:** Test material to the examination centers under strict security and confidentiality.
- vii. Checking of tests and developing results.
- viii. Screening of top scoring applicants for interview through an established criteria.
- ix. Submit list of shortlisted candidates for each post in order of merit for final selection.

Instructions to Service provider (Firm/Institute/Organization)

1. The eligibility and qualification criteria is as under:
 - i. Shall be registered with the Registration Authority Concerned.
 - ii. Shall have at least 03 years of experience in providing similar services preferably to Government of Sindh with at least 03 like assignments completed in the past 03 consecutive years.
 - iii. A minimum financial turnover of Rs.05 million for the last financial year (Copies of Audit Report audited from a Chartered Accountant firm required as proof).
 - iv. Tax registration with FBR and SRB.
 - v. Must not be blacklisted (declaration on affidavit of Rs. 100/- stamp paper).
 - vi. Bid security of 2% of the bid price as per details provided in the RFP document.

Notes:

- A. The bidder shall provide valid evidences against each above criteria/requirements
- B. The bidding will be conducted under Competitive Bidding pursuant to "single stage two envelopes procedure" : Only those service providers financial proposal envelope (at the given date and time) will be opened for evaluation; who will stands qualified during the technical evaluation as per the given eligibility criteria. Any service provider who did not qualify at the technical stage, their sealed financial envelopes will be returned back accordingly.

Task to be performed by Service provider

Following Posts (category) will be advertised in the leading newspapers (Sindhi, Urdu and English) by the Social Protection Unit along with complete eligibility criteria:

TECHNICAL POSTS

Director (Operations)	one post
Director (MER & MIS)	one post
Deputy Director (Enrollment and Compliance)	one post
Deputy Director (MER)	one post
Deputy Director (payments)	one post
Deputy Director (Social mobilization, Beneficiary and Communication)	one post
Assistant Director (Grievances and Redressal Mechanism)	one post
Assistant Director (MER)	one post
Assistant Director (Field Operations)	one post
Assistant Director (MIS & IT system)	one post
Assistant Director (Field)	two posts
Private Secretaries.	ten posts