



**Dated 19<sup>th</sup> January, 2023**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)  
HIRING OF MANAGEMENT FIRM FOR CARRYING OUT TEST OF CANDIDATES FOR  
RECRUITMENT OF PUBLIC SCHOOL TEACHERS (EDUCATORS) IN PUNJAB**

The Government of the Punjab is committed to ensure 100% enrollment & retention of all students between the ages of 5 to 16 years and provide them High Quality Education, under its constitutional obligation. In this connection, School Education Department intends to recruit upto 25,000 Educators (BS-14 & 15), on need-basis in schools with acute teacher shortage in particular. It has been decided that prior to the submission of applications by the eligible candidates for the vacant posts of School Teachers (Educators), the interested candidates shall have to undergo/appear in a Test to be conducted by a reputable testing / management firm / company to be hired/appointed by Schools Education Department.

For the afore said purpose, EOI is invited from reputable testing / management firms/interested organizations / institutions, having adequate Testing System experience and capable to conduct test of approximately three hundred thousand candidates / applicants, all over the Punjab, in shortest possible span/limited time, fulfilling the following mandatory criteria:

**Mandatory Criteria**

- i.** Documentary evidence that firm / company is a registered body for the last three years;
- ii.** Documentary evidence that firm / company is active taxpayer with FBR / PRA;
- iii.** Undertaking on stamp paper to be attached that firm / company is not presently blacklisted by any provincial/federal/donor institutions.

A consulting firm may associate with other firms to form a joint venture to enhance their qualifications and skills etc.

**Hiring of the Firm will be carried out as per PPRA Rules (Rule 40-48).** Further information including the TORs and detailed pre-qualification criteria for evaluation of firm / company to be shortlisted for issuance of RFP document, can be obtained from the office of **Additional Secretary (Schools), Govt. of the Punjab, Schools Education Department, Old P&D Building, Civil Secretariat, Lahore** during office hours *i.e. 0900 to 1700 Monday to Friday till February 08, 2023*. The same can also be downloaded from PPRA website *i.e. www.ppra.org.pk* as well as SED website *i.e. www.schools.punjab.gov.pk*.

Expression of interest must be delivered in written form and in a sealed envelope supported with all necessary details complete in all aspects, in the O/o Additional Secretary (Schools), Govt. of the Punjab, Schools Education Department, Old P&D Building, Civil Secretariat, Lahore. (Ph: 042-99210055) by **February 08, 2023 till 3:00 PM**, which will be opened on **08<sup>th</sup> February 2023, at 3:30 PM** in presence of representatives of firms / companies. Firms / companies which will attain more than 65 scores as per above given evaluation criteria will be pre-qualified.

**WAQAS ALI MAHMOOD  
SECRETARY SCHOOL EDUCATION**

**(IPL-809)**

# Pre-Qualification of Consultant Expression of Interest (EOI)



Hiring of testing firm / company for carrying out test  
of candidates for recruitment of public school  
teachers (Educators) in Punjab

School Education Department  
Govt. of the Punjab

January 2023

## **1. CONTEXT & BACKGROUND**

The Government of the Punjab is committed to ensure 100% enrollment & retention of all students between the ages of 5 to 16 years and provide them High Quality Education, under its constitutional obligation. In this connection, School Education Department intends to recruit 25,000 Educators, on need-basis in schools with acute teacher shortage in particular. It has been decided that prior to the submission of applications, by the eligible candidates for the vacant posts of School Teachers (Educators), the interested candidates have to undergo/appear in a Test to be conducted by the Management firm to be hired/appointed by Schools Education Department.

## **2. OBJECTIVES FOR THE FIRM /TESTING AGENCY TO BE HIRED**

In order to make recruitment of educators against the posts lying vacant at district levels in a transparent manner, test and interview will be conducted. Test will be conducted by engaging an independent firm as per rules. Selection Committees under the chairmanship of Deputy Commissioner will be constituted which will interview the candidates who will qualify the test. The selected firm will prepare the test for each category/subject and undertake the test of the candidates at required places. In brief, the scope is as under:

- i. Undertaking test of candidate for Recruitment of Teachers in BS-14 & BS-15:
  - a. Total vacancies 25,000 (approximately) of various subjects all over Punjab;
  - b. Expected candidates may be more than five hundred thousand (500,000) all over Punjab.
  - c. Test to be administrated at District level or at place indicated by SED.
  - d. Recruitment to be made on need basis as per data provided by SED.
  - e. Quotas specified by government to be adhered to strictly.

## **3. SCOPE OF SERVICES / TORs FOR CONDUCTING OF TEST:**

Scope of services / TORs of the firm / company / organization to be hired to undertake recruitment test are as under:

- i. Advertisement in two national newspapers indicating the vacancies available in the concerned district, grade wise, subject wise in meaningful consultation with SED.
- ii. Construction / development of Web Application in meaningful consultation with the SED (keeping in view criteria / updated policy), for online submission of applications

within the given date with acknowledgement to be generated online / digitally for the applicant.

- iii. Verification of the applicant's credentials using online interfaces as per direction of School Education Department. The live data feeded by all prospective candidates must be synchronized realtime with online official portal of School Education Department (HRMIS).
- iv. Testing firm shall ensure option of uploading the degrees/certificates and related documents on application portal as well as for entering the total / obtained marks of candidates for calculation of merit.
- v. Testing Agency to collect the Bank Challan and Application Forms from applicants.
  - a) If a candidate is interested to apply for various positions, he has to apply separately against each alongwith fee.
- vi. Dissemination of the list district-wise, Category/grade wise, centre wise and gender wise and display on the website at least twenty-one calendar days before the actual conduct of test.
- vii. Confirmed intimation of the test date, time and venue of examination shall be transmitted to eligible candidates by the firm/testing agency through Admit Card (Annex-A), by using all possible communication channels e.g. courier / post, emails, calls, SMS, Whatsapp, etc. (Detail to be shared with SED).
- viii. Construction of Grievance Redressal Mechanism (GRM) / hotline, simultaneously to entertain the complaints of the candidates whose names may not be included in the list (Detail to be shared with SED).
- ix. Conducting of test for each category within the minimum possible time on the same day all over Punjab:
  - a) Indication of centres so that required security arrangements be made and teams constituted by SED may inspect.
  - b) Observance of course outline by the firm / company in meaningful consultation with SED strictly in accordance with the provisions of Recruitment Policy, 2022 for Educators issued by School Education Department.

- c) Development of different tests using separate framework for different posts / subjects:
  - i. Although the test items will be same for a subject but there should be different versions of test which will directly help to minimize mal-practices during the conduct of actual test.
  - ii. Marks for test of each category / subjects should be the same and all questions should be based on multiple choice questions (MCQs) with no negative marking except for languages i.e. English, Urdu, Arabic, etc. The exercise shall be conducted in consultation with SED.
  - iii. All the tests will be focused on testing of knowledge, understanding and problem-solving skills of relevant subjects.
- x. The firm may undertake pilot, if required by SED, on the following parameters:
  - a) The finalized items are to be piloted to test their psychometric characteristics (difficulty, distracter analysis, discrimination, reliability and scoring methodology). Pilot will take place with 10-20 students in each category.
  - b) Formatting, printing and delivery of tests.
  - c) Ensure formatting, i.e. lay out of the test and answer sheets, machine readability (if applicable), font size of the text, and printing paper quality are appropriate. Selection and training of test administrators/examiners.
- xi. Selection and training of test administrators may be required if so determined by SED on following parameters:
  - a) Ensure quality recruitment of test administrators. Test administrators should be trained and provided with guidelines about preparation before the test (how to ensure fairness towards all examinees before test?), during the test (what assistance can and cannot be provided during examination?) and after the test (secure collection of tests and delivery to the designated office).
  - b) It is important that the firm ensures quality assurance during the test by developing a robust monitoring plan.

- xii. Delivery of written Test and collection of results at / from all centers under proper security.
- xiii. Maintenance of secrecy / integrity / confidentiality of the question / answer sheets. In case of failure to maintain the same at a Center, it shall be the responsibility of the testing agency to conduct fresh test, if decided by the competent authority. Failure to comply, may entail severe penal consequences including blacklisting of the firm / company.
- xiv. Mapping of testing centres by the testing agency / firm showing the centers and also the distances between each center in order to help the candidate reach conveniently at the indicated test place and to enable the SED / Third Party to identify the number of personnel required for monitoring activities:
  - a) The center should be inclusive of all amenities such as security, water, electricity back up / generators and anything else as determined by SED.
  - b) The District Monitoring Officer may verify situation of the site / centre before finalization as per policy guidelines of SED.
  - c) Firm / company will provide a mechanism to reschedule applicants who are denied entry in the center.
  - d) Firm / company will have to ensure that requisite security is provided within and outside the testing center.
  - e) Invigilation ratio in the center will be determined by SED.
- xv. Date for Recruitment Testing

The written tests will be held on dates mutually agreed by Testing Agency and School Education Department. Tests will be conducted under proper mechanism to be finalized with SED/DMO at district level.
- xvi. Dissemination of the Scores by the testing service to SED as per policy / guidelines of SED.

#### **4. PRE-PROPOSAL MEETING**

A pre-proposal meeting may be held by the procuring agency before the submission of EOI for improvement and understanding at the date & time to be specified by the procuring agency, with prospective bidders with respect to provisions of EOI. In case

the procuring agency and prospective bidders are of the unanimous view that certain segment of EOI requires further clarification / amendment, the same may be done after securing formal consent of prospective bidders duly reflected in the minutes issued. The said modification / amendment shall be considered as an integral part of EOI.

## **5. ADMINISTRATIVE PRIVILEGES**

- A. Procuring agency may require an undertaking on judicial stamp paper to the effect that:
- i. the client / procuring agency may ask any reputable organization to review the assessment framework of qualified bidder as per the methodology prescribed by Procuring agency.
  - ii. upon conclusion of assignment, the procuring agency may conduct third party validation of the entire process conducted by the qualified firm.
  - iii. procuring agency may call for bid security (refundable) in the form of call deposit / bank guarantee issued by the scheduled bank to the tune of 0.5 million rupees from the prospective bidder at the time of submission of EOI.
  - iv. procuring agency may specify bid validity period not less than 90 days.
  - v. procuring agency may rescind the contract at any time without assigning any reason and may blacklist the company in case of application of section 10 of this document for reasons to be recorded and no arbitration shall lie against the decision of procuring agency before any forum to
- B. The procuring agency may call for performance guarantee in the form of bank guarantee issued by the scheduled bank / valid insurance guarantee as per guidelines of SED to the tune of 10 million rupees from the successful bidder before the award of contract to the eligible bidder. An affidavit on stamp paper of Rs.100/- shall be required to be furnished by the prospective bidder at the time of submission of RFP.

## **6. REVIEW OF ASSESSMENT FRAMEWORK:**

- i. Review and revision (*if needed*) of the assessment framework may be carried out by any reputable organization prescribed by SED, to update content and skills to be assessed according to the:
  - a. national teacher standards,

- b. evolving needs of recruitment,
  - c. objectives of the test as established by the education department for various categories of teachers.
- ii. Sample of test items may be conducted by reputable organization prescribed by SED, to ensure that the test items are:
  - a. Written according to rules of construction for the type(s) chosen.
  - b. Selected according to the assessment framework
  - c. Measuring an important learning outcome.
  - d. Written in clear language.
  - e. Have content validity
  - f. Eliminate possibility of Differential Item Functioning.
- iii. Review of directions for the test, individual items, scoring guides, method of scoring, answer sheets, training material may be conducted by any reputable organization prescribed by SED.

## 7. EVALUATION CRITERIA

EOIs received in response to the advertisement will be evaluated as per the following Evaluation Criteria:

### a) Mandatory Criteria

- i. The name and address of the prospective bidder / firm / company;
- ii. Documentary evidence that company is registered body with the SECP or any other duly authorized bodies in Pakistan at minimum for last five years;
- iii. Documentary evidence that company is on active taxpayers list (ATL) with FBR / PRA;
- iv. Undertaking on judicial stamp paper to be attached that firm / company is not presently blacklisted by any provincial/federal/donor institutions or any other agency;
- v. An appropriate description of the assignment providing scope of the intellectual and professional services required;

### b) Pre-Qualification Criteria

Sr #	Description	Allocation of Marks
1	General Capacity: Capability to conduct tests at every district / divisional headquarters in Punjab.	<b>Maximum Marks 10</b> <b>Human Resource (5 Marks)</b> Number of intermittent staff: 500-1,000 <b>(Marks 2)</b> Number of intermittent staff: 1001-2,000 <b>(Marks 3)</b>

	<p>i. Evidence of intermittent staff (includes administrators, managers, invigilators, etc.) must be enclosed with EOI.</p> <p>ii. Evidence of field presence must be enclosed with EOI.</p>	<p>Number of intermittent staff:&gt;2,000 <b>(Marks 5)</b></p> <p><b>Spread (5 Marks)</b></p> <p>More than 04 Offices across the country <b>(5 Marks)</b></p> <p>≤ 04 Offices across the country <b>(3 Marks)</b></p>
2	<p>Demonstrated Capacity with Relevant Experts / HR of conducting Examination Public/Private Sector Projects.</p> <p>At least two Ph.D degree holders in Basic Sciences i.e. Physics, Chemistry, Bio, Math &amp; Computer.</p> <p>And at least two Ph.D degree holders in linguistic Urdu, English &amp; Arabic.</p> <p>And at least one Ph.D degree holder in social sciences.</p> <p>Minimum condition mentioned in categories A, B &amp; C is mandatory.</p> <p>Recruitment Policy 2022 available on website of SED i.e., <a href="http://www.schools.gov.pk">www.schools.gov.pk</a></p>	<p><b>Maximum Marks 30</b></p> <p>Number of key experts / Papers Setter</p> <p><b>A. Maximum 10 Marks for Ph.D</b></p> <p>with Ph.D ≥ 30= 10 Marks</p> <p>with Ph.D ≥20≤29=7 Marks</p> <p>with Ph.D ≥10≤19= 5 Marks</p> <p>with Ph.D ≥ 05≤09= 3 Marks</p> <p><b>B. Maximum 10 Marks for M.Phil/MS(18 years)</b></p> <p>with M.Phil/MS(18 years) ≥ 30= 10 Marks</p> <p>with M.Phil/MS(18 years) ≥20≤29= 7 Marks</p> <p>with M.Phil/MS(18 years) ≥10≤19=5 Marks</p> <p>with M.Phil/MS (18 years) ≥ 05≤09=3 Marks</p> <p><b>C. Maximum 10 Marks for M.Sc/BS (16 years)</b></p> <p>with M.Sc/BS (16 years) ≥ 30 = 10 Marks</p> <p>with M.Sc/BS (16 years) ≥ 20 ≤ 29 = 7 Marks</p> <p>with M.Sc/BS (16 years) ≥ 10 ≤ 19 = 5 Marks</p> <p>with M.Sc/BS (16 years) ≥ 05 ≤ 09 = 3 Marks</p>
3	<p>Historical experience indicating years of operations and number of similar assignments (conduct recruitment test) and value of assignments core competencies, details of project, management structure &amp; systems etc.</p>	<p><b>Maximum Marks 30</b></p> <p>Processing of applications ≥ 50,000 in one assignment = (15 marks for each assignment with maximum 35 marks)</p> <p>Recruitment of ≥ 5,000 posts recruited in one assignment = (15 marks for each assignment with maximum 35 marks)</p> <p>Recruitment of ≥ 2,500 ≤ 4,999 posts recruited in one assignment = (10 marks for each assignment with maximum 25 marks)</p> <p>Recruitment of ≥ 1,000 ≤ 2,499 posts recruited in one assignment = (7.5 marks)</p>

		for each assignment with maximum 15 marks)  Recruitment of $\geq 500 \leq 999$ posts recruited in one assignment = (5 marks for each assignment with maximum 10 marks)  Note:- In case a bidder has experience in more than one category, evaluation will be conducted on relative aggregate figures as determine by the procuring agency or the prospective bidder may exercise the option of his one preferential category.
4	Presentation and work plan on Approach & methodology. (Subjective to be assessed by CSC)	<b>Maximum Marks 10</b>
5	Financial Soundness. (Average annual revenue / turnover during last three recent years) *Audited financial statements of last three years to be submitted Three audited reports indicating financial outlay of Rs. 30.00 Million each year or more	<b>Maximum Marks 20</b> 100 to 200 Million rupees <b>(10 Marks)</b> More than 200 Million rupees <b>(20 Marks)</b>
<b>Total</b>		<b>100</b>

(Note: Minimum Qualification Marks are 65 for prequalification.)

#### 8. ISSUANCE OF RFP:

RFP containing technical & financial criteria, shall be issued only to the shortlisted firms/testing agencies as per given criteria.

##### Final Selection Criteria to be included in RFP

- The compounded evaluation shall be conducted out of maximum score of 100.
- The technical & financial proposals of the firms will be evaluated at 70 : 30 ratio respectively
- Firm furnishing minimum financial bid shall get 100% marks i.e. 30.

<b>A</b>	Technical Evolution score/ weightage	0.70 x Score obtained in technical evaluation
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<b>B</b>	Financial Evaluation	(0.30 x Minimum financial bid) / financial bid quoted by the bidder
<b>Grand Total</b>		<b>A + B</b>

The parameters for evaluating the EOI responses are given against each requisite as under, whereas minimum of 65% marks shall be required for qualification of a Firm for issuance of Request of Proposal Document for inviting Technical & Financial Proposals. After pre-qualification firms offering minimum financial bid per perspective candidates shall be qualified.

#### **9. SUBMISSION OF EOI**

Complete EOI containing all required information and documentary evidences may be submitted before 03:00 PM on 15<sup>th</sup> February, 2023. EOI documents will be publicly opened on the same day i.e., 15<sup>th</sup> February, 2023 at 03:30 PM in the presence of bidders / representatives who wish to attend it. EOI documents received after bid close time will not be accepted.

**Important Note:** The competent authority may reject all EOI proposals at any time prior to the acceptance of a proposal. PPIF shall upon request communicate to any communications production house/firm, the grounds for its rejection of all proposals, but shall not be required to justify those grounds.

#### **10. FRAUD AND CORRUPTION**

##### **a) Corrupt Practices**

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:

[(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- a) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the

actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

- b) collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- c) offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- d) any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- e) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

**b) Fraud**

- i. Firm/Testing agency shall undertake on judicial paper worth 100 rupees that the firm is not insolvent, not blacklisted and not involved in litigation or arbitration with any of provincial or Federal Government Department of Pakistan, any agency of public or private sector. In case if firm was involved in any litigation or arbitration process, proof of dispute resolution along with history of last five years in accordance is required.
- ii. Firm/Testing agency shall exhibit highest standards of ethics in relation to submission of EOI for shortlisting and further documentations required for short-listing and thereafter.

- iii. The SED may reject any proposal for shortlisting if it determines that the prospective applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and may declare the applicant ineligible, whether indefinitely or for a stated period of time.
- iv. Any misinformation, forged/fake documentation/statements etc. may lead to the disqualification at short listing stage in addition to any other action as per the law including but not limited to forfeiture of performance guarantee/ security submitted in response to the RFP may be forfeited and blacklisted forthwith in which respect the prospective firm / company shall have to submit a written affidavit.
- v. The Consultant / Applicant / Bidders may be required to permit and cause their agents (whether declared or not), sub-Contractors, sub-Contractors, Consultants, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.
- vi. Any communications between the Bidder and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
- vii. Procuring Agency may reject proposal, if it is established that the Bidder was engaged in corrupt practices in competing for the Contract. The corrupt practices are explained in S-2(d) of PPRA Act, 2009.
- viii. Procuring Agency will also declare the bidder/Firm as blacklisted in accordance with the regulatory provisions: S-2(d) and S-17(A) of PPRA Act, 2009 and rule 21, read with Schedule appended with, PPR-14.

**c) Blacklisting & Debarment:**

Blacklisted Consultants and those found involved in “Corrupt Practices” are not allowed to participate in bidding as per S-17A, of PPRA, Act, 2009, under rule 21 of PPR rules 2014 (Punjab) and as per Schedule appended with PPR-14.



## Annex A

Logo of \_\_\_\_\_

(testing agency)

SCHOOL EDUCATION DEPARTMENT  
GOVERNMENT OF THE PUNJAB

Seat No:

Post Applied:

☐☐☐☐☐

Picture

### **ADMIT CARD FOR ENTRY TEST FOR RECRUITMENT OF TEACHERS**

Name \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

Caste/Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_

CNIC No \_\_\_\_\_ Gender \_\_\_\_\_

UC \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Address & Contact No \_\_\_\_\_

Test Centre \_\_\_\_\_

Date of the Test \_\_\_\_\_

Reporting Time at the Test Venue \_\_\_\_\_ (1 hour before) \_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Seal**

**Third Party**

#### **Instructions:**

- i. The Applicant's must bring their original CNIC/any authenticated original document for the identification, Admit Card, Pen and Pencil.
- ii. The use of Mobile Phones, Calculators or other Digital/Electronic Devices/Equipments is strictly prohibited.
- iii. Evidence of cheating or non-compliance of instructions will disqualify the candidate from test and his/her name will be removed from the list of candidacy.