

Government of Pakistan  
Ministry of Federal Education and Professional Training  
1<sup>st</sup> & 2<sup>nd</sup> Floor, 'C'-Block, Pak-Secretariat,  
Islamabad  
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# **TENDER DOCUMENTS**

**For**

Hiring of Testing Agency for Recruitment against vacant positions  
from BPS 5-15 and BPS 16-20 in the  
Ministry of Federal Education & Professional Training and  
National Curriculum Council (NCC), Islamabad.

Last date for submission of bid is 15.06.2017 by 10 am

Opening of Tender on 15.06.2017 at 11 am.

**Objectives:**

Main objective of hiring of services of Recruitment/Testing Agency is to ensure smooth functioning of the Ministry of Federal Education and Professional Training as well as National Curriculum Council (NCC) by hiring best human resource in an efficient and transparent manner.

**Invitation to Bids:**

Ministry of Federal Education and Professional Training in pursuance of its objective is interested to engage the services of an experience recruitment /testing Agency for designing and conducting written test for recruitment of human resource against vacant posts in Ministry of Federal Education and Professional Training as well as NCC.

**Instructions to Bidders:**

To shortlist the eligible organizations, Ministry of Federal Education and Professional Training invites least selection in conjunction with "Single Stage - Two Envelope" bidding procedure from registered firms/companies/organizations.

**Procedure of Tendering Opening:**

M/o FE&PT will adopt least cost selection method under single stage two envelope bidding procedure as laid down in Rule 36 (b) of Public Procurement Regulatory Authority 2004

The bidders shall submit the technical and financial proposals in two separate envelopes; one envelope constraining financial proposal shall be marked as: "Financial Proposal" and 2<sup>nd</sup> envelop as "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the M/o FE&PT. The Ministry of Federal Education and Professional Training shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. Financial bids of un-successive bidders will not be opened.

**Terms & Condition:-**

1. The Proposals must reach the office of Section Officer (Admn), Ministry of Federal Education & Professional Training, Block 'C' Pak. Secretariat by 15<sup>th</sup> June, 2017 before 10 am.

2. Technical and Financial proposals should be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of the respective envelopes.
3. Technical Proposals will be opened by a Committee on the same day at 1100 hours in the M/o FE&PT, in the presence of bidders or their authorized representatives, who wish to witness the tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened on a date/time to be announced subsequently.
4. The Financial Proposal shall be inclusive of all taxes.
5. Financial proposal must be accompanied with a Pay Order of Rs.10,000/- as bid security in the name of DDO, M/o FE&PT, failing which bid will not be considered.
6. The firms must be registered with Sales Tax and Income Tax Department (copy of NTN certificate & Sales Tax certificate must be provided). Vendor number issued by the AGPR is also required. Active Tax Payer Certificate by FBR may be attached.
7. The companies must produce proof of financial soundness (Bank Statement / Certificate).
8. The bid validity period shall be 90 days from the date of opening of the Tender, which is extendable, as per PPRA rules.
9. The firm shall deliver the services within 45 days after signing the contract.
10. Ministry of Federal Education & Professional Training Islamabad reserve the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
11. Incomplete proposals shall be rejected.
12. This Tender Notice has also been posted/uploaded on PPRA as well as this Ministry's website.
13. Bids received through fax/Telex/email and after due date/ time will not be considered.
14. Income Tax & GST will be deducted as per rules.
15. An affidavit (on Stamp paper) dully attested by Oath Commissioner to the effect that the firm is not black-listed by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids.

