



F. No. 6(167)/2016-NCSW

**GOVERNMENT OF PAKISTAN**

**National Commission on the Status of Women**

**Ministry of Human Rights, Islamabad**

2<sup>nd</sup> Floor Huma Plaza, 21-E, Fazal-e-Haq Road, Blue Area,  
Islamabad



## **TENDER NOTICE**

The Competent Authority of National Commission on the Status of Women (**NCSW**) requires bids for "**Procurement of Services of Testing/ Screening Agency**" for short listing/ screening/ testing of candidates of various posts holding BPS-09, BPS-11, BPS-14 & BPS-15 lying vacant in the Commission's Secretariat on the following terms and conditions.

### **Terms and Conditions**

1. The procurement shall be completed in accordance with the PPRA Rules 2004 (as amended from time to time).
2. The bid shall be a single package consisting of two separate envelopes, containing separately the financial & technical proposals. The envelopes shall be marked as "**Financial Proposal**" & "**Technical Proposal**" as laid down in the Rule 36(b) of PPRA Rules 2004.
3. The Agency should be registered with SECP.
4. Should possess testing experience of recruitment in Public Sector.
5. Should not be black listed for which an affidavit on stamp paper duly signed by the Head of agency will be required.
6. The Testing Agency should have complete and well established infrastructure i.e. proper office, complete address, telephone numbers, fax numbers and email address etc.
7. The Agency should have NTN certificate issued by FBR.
8. Proof of active tax payer list from the site of FBR.
9. Sales Tax registration is also required.
10. The rates / fees to be payable for holding scrutiny test should also be quoted for all posts and must be inclusive of all taxes. 50% fee will be paid by the employer i.e. NCSW and 50% fee will be paid by the potential candidates in order to ease the financial problems of the candidates.
11. These rates will be valid till completion of whole recruitment process for all posts mentioned above.
12. Testing Agency should also attach attested copies of job completion certificates from the concerned Govt. Departments.
13. Initially, only the envelope marked as "**Technical Proposal**" shall be opened.

*NCSW 22-192 Pds.*

14. The envelope marked as "**Financial Proposal**" shall be retained in the custody of the procuring agency without being opened.
15. The Procuring Agency shall evaluate the Financial Proposal in prescribed manner.
16. After approval of Technical Proposal, the Financial Proposals of the bids found technically sound will be publically opened at a time, date and venue announced and communicated to the bidders in advance.
17. The Testing Agency should be well established having their offices at Islamabad and at all Provincial Capitals and should be able to conduct tests across the country. The detail of such offices should also be attached.
18. The successful bidder will have to arrange tests at designated stations within the stipulated period, which will be mentioned in the bid(s).
19. The bids will be opened in the presence of bidders or their representatives after half an hour of the final date of receipt of the bid(s).
20. Successful bidders will have to arrange test at designated stations.
21. The Commission may reject any or all bids at any time prior to the acceptance of a bid or proposal in accordance with Rule 33 of PPRA Rules 2004.
22. The Agency can contact with Director (Admn/HR) during office Hours, if concerned agency has any query regarding bidding documents/ tender documents.
23. Bids must be submitted in the office of Director (Admn/HR), National Commission on the Status of Women (NCSW), 2nd Floor Huma Plaza, 21-E, Fazal-e-Haq Road, Blue Area, Islamabad in sealed envelope on 19<sup>th</sup> February, 2018 by (1300HRS). The tender shall be opened after half an hour of receipt of bid(s) i.e. 13:30 Hrs on the same date

**Shahid Iqbal Khan**  
**Director (Admn/ HR)**

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