



**Government of Pakistan**  
**Ministry of Climate Change and Environmental Coordination**  
**ISLAMABAD WILDLIFE MANAGEMENT BOARD**

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**REQUEST FOR PROPOSAL FOR INITIAL SCREENING TEST FOR**  
**RECRUITMENT AGAINST VACANT POSTS IN ISLAMABAD**  
**WILDLIFE MANAGEMENT BOARD**

The Islamabad Wildlife Management Board (IWMB) intends to hire services of a Testing agency for recruitment against Seven (07) vacant-posts. Sealed offers containing technical and financial proposals are accordingly invited from the testing agencies having NTN, Sales tax Number with active Taxpayer of FBR.

Testing agencies may submit their bids on EPADS of Public Procurement Regulatory Authority (PPRA), Islamabad. Bidding documents containing detail terms and conditions, can be download from <http://eprocure.gov.pk> or from IWMB website <http://www.iwmb.gov.pk> free of cost. Bids should be submitted electronically ONLY through (EPADS <https://eprocure.gov.pk>) along with 2% bid money. Manual submissions of bids are NOT allowed. For registration on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Director M/S PPRS on contact number 0333-5200843, 051-9205728.

The bids must be submitted on EPADS by Date: \_\_\_\_26-05-2025\_\_\_\_ at time \_\_\_\_11:00 AM\_\_\_\_. Technical bids will be opened on the same day at time \_\_\_\_11:30 AM\_\_\_\_, venue Committee room, 2<sup>nd</sup> floor, Ministry of Climate Change, Islamabad and Financial Proposal of technically responsive bidders will be opened after evaluation of Technical bids.

**ISLAMABAD WILDLIFE MANAGEMENT BOARD**  
**Ministry of Climate Change and Environmental Coordination**  
Dino Park, Old Murghzar Zoo, Islamabad.



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**TERMS OF REFERENCE AND BIDDING DOCUMENTS FOR HIRING  
TESTING FIRM/AGENCY/BODY**

**1. Introduction:**

Islamabad Wildlife Management Board (IWMB), Islamabad, an autonomous body, intends to hire the services of a testing assessment firm/agency/body to design and conduct the screening test of applicants to be hired against various posts from BPS-07 to BPS-17.

**2. Receipt of Proposals:**

- 3.** The bids must be submitted on EPADS by Date: \_\_\_\_26-05-2025\_\_\_\_ at time \_\_11:00 AM\_\_. Technical bids will be opened on the same day at time \_\_\_\_11:30 AM\_\_\_\_, venue Committee room, 2<sup>nd</sup> floor, Ministry of Climate Change, Islamabad and Financial Proposal of technically responsive bidders will be opened after evaluation of Technical bids.

**i. Technical Proposal:-**

The technical proposal shall consist of all the documents required under **Annexure-1** of TORs and may also comprise additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status. The bidder shall substantiate his technical proposal for achieving score under Para-7 hereof.

**ii. Financial Proposal:-**

The bidder shall prepare his financial proposal as per **Annexure-II**.

**iii. Technical Evaluation:-**

The technical proposals of the firms will be evaluated on the basis of evaluation criteria as defined.

**iv. Financial Evaluation:-**

The financial proposals of the firms will be evaluated on the basis of evaluation criteria defined in line with the TORs.

**4. Task of the Testing Agency:**

- i.** The selected company shall be responsible to coordinate with the Islamabad Wildlife Management Board to prepare complete work plan for entire selection process and share with the Islamabad Wildlife Management Board. This work plan can be altered as per needs of the Department.
- ii.** The testing agency shall develop the "Guidelines for Candidates", which would serve as a guiding tool for the candidates taking written test. The Guidelines will include a sample/model paper for written MCQs type tests for various posts. The portions of the test and their weightage shall be decided in consultation with the Islamabad Wildlife Management Board so as to ensure the directives in Recruitment Policy of Establishment Division.

- iii. The selected agency shall be required to register candidates online for taking written test for selection against the vacant posts. The agency shall assign an "Application No.", Roll Number with record of "Date of Receipt of Application" along with the record of particulars of Fee Challan paid in banks. The "Application No." and "Date of Receipt of Application" should be duly traceable, if required and will be provided to the applicants as acknowledgement of receipt of application. The agency shall ensure a mechanism that no application should be considered after expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper recordkeeping.
- iv. The selected agency under no circumstances shall receive any application directly from any candidate in person/ by hand. The selected agency shall only be responsible for registering candidates who send their application forms via courier/registered postal mail/online.
- v. The selected testing agency shall decide eligibility of all candidates prior to written test strictly on the basis of eligibility criteria as per recruitment rules of IWMB. Data of ineligible candidates shall also be furnished to IWMB and all eligible candidates will be entertained for the test.
- vi. The agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used for any purpose other than that of Islamabad Wildlife Management Board. This database shall be provided complete by all aspects to the Islamabad Wildlife Management Board.
- vii. The agency shall be responsible for answering any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty / ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to emails, SMS etc.
- viii. It will be responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respect. In case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to Islamabad Wildlife Management Board. All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).
- ix. The agency shall issue Roll No. / ID No. to all candidates for the test. The agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates through SMS/Email as well as through postal/ courier service and ensure timely delivery.
- x. The agency shall arrange test centers / examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
- xi. The testing agency will set and print multiple series objective type test booklet. Four different sets of options (i.e. A, B, C, &D) should be prepared in consultation with the Islamabad Wildlife Management Board. The selected agency shall be responsible to prepare final test paper in consultation with Islamabad Wildlife Management Board. The Final Test Paper will be according to the syllabi provided by Islamabad Wildlife Management Board / Ministry of Climate Change. The Testing agency will, however, ensure secrecy of the final test paper and must not share it with any employee of the Islamabad Wildlife Management Board /Testing firm or any candidate in advance.

- xii. The agency shall also design OMR answer sheets for each set of question paper and print OMR sheets with provision of carbon copy for candidates. Duplicate OMR answer sheets shall be provided to the candidates in the written test so that they can check / tally their marks in the written test. The answer keys must be uploaded on the selected agency's website in one week time after the date on which written test would be conducted.
- xiii. The agency shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/Test centers under foolproof security. The arrangement of such security shall be responsibility of the testing agency.
- xiv. The selected executing agency shall be responsible to keep record of all registration/application forms for at least one year after completion of entire selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the Islamabad Wildlife Management Board as and when required. However record keeping mechanism/methodology may be finalized as per the comfort of Islamabad Wildlife Management Board, in an agreement/contract signed with successful testing agency.
- xv. After the provision of written test result, further short listing for next screening phase of the recruitment process shall be conducted by the Islamabad Wildlife Management Board. The sorted result of test against each post shall be shared with Islamabad Wildlife Management Board both in Soft and Hard form as per requirement of Islamabad Wildlife Management Board.
- xvi. The agency shall also take attendance sheets from each center.
- xvii. The agency shall print and display instructions for candidates at each test center at prominent places.
- xviii. The selected agency must ensure that the test process is transparent, fair, secure and open to audit by external auditors. This is a key requirement on the part of the agency as the result of written test is a prime determinant for final selection. The Testing Agency shall allow presence of authorized officers from the Islamabad Wildlife Management Board (if required) at each Testing centers during the Test for effective monitoring of arrangements for conducting the test.
- xix. The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- xx. Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the testing agency.
- xxi. The selected agency shall, on demand, provide an authentic and legible copy of candidate's answer sheet to Islamabad Wildlife Management Board after announcement of the written test result.
- xxii. The testing agency shall be bound to provide original / authentic copy (whichever is applicable) of any record related to this Recruitment if required by the Islamabad Wildlife Management Board.
- xxiii. The selected agency shall conduct Written Test of the registered candidates. The test shall be conducted at the convenient locations in **Karachi, Lahore, Peshawar, Abbottabad, Quetta, Islamabad/Rawalpindi, Hyderabad, Multan, GB, FATA, Muzfarabad and Sukkur etc.** subject to availability of at least 200 candidates at each center. In case the number of candidates is less than 200 at any center, the written test of that center shall be shifted to the other nearest center.

- xxiv.** The selected agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Islamabad Wildlife Management Board a week time after test. Merit list shall be based on marks obtained which ,inter-alia, will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC No., father Name, employment record, address, domicile, mobile No., alternate phone, fax and email etc.
- xxv.** The selected agency shall be bound to arrange and complete written tests within 45 days from the date of advertisement of the posts by the Islamabad Wildlife Management Board in the Newspaper(s) and on the website of the selected agency.

**5. Size of Test Arrangement:**

Each test will be conducted according to the prescribed requirements of arrangements at national, provincial level, etc.

**6. Model of Test:**

The testing Agency must have the facility for the organization of Paper Based Test (PBT).

**7. Mandatory Requirements for the Testing Agency:**

- a.** Public Procurement Regularity Authority (PPRA) rules shall strictly be adhered by the Testing Agency/Firm.
- b.** The Testing Agency/Firm should be registered with relevant government organization of the federal government (attested copy of valid registration will be retained for record).
- c.** The Testing Agency/Firm should have NTN/Sale Tax Number and should be on Active Tax Payer list of FBR (attested copies will be retained for record).
- d.** The Testing Agency/Firm should have managerial capacity including the following:
  - i.** Should have own infrastructure/building/office accommodation or rented building.
  - ii.** Should have sufficient manpower on its sanctioned strength.
  - iii.** Should have halls/space/buildings on the panel to meet the requirement for conducting screening tests.
- e.** Financial stability certificate of a minimum worth of Rs. 10 million duly verified by the Bank
- f.** The Testing Agency should have relevant professional / experts on its panel for preparation of paper/ screening tests
- g.** The Agency/Firm shall have sound Technical capability including appropriate IT infrastructure/ equipment's/ machines to handle the requirement of screening test.
- h.** An affidavit of stamp paper (original and latest) of Rs. 100/- duly attested by Notary public showing that company has never been blacklisted by any government organization.
- i.** Fifty percent of the negotiated fee to be charged from candidates and remaining 50% shall be paid by IWMB out of its own budget.
- j.** The Testing Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/ authorization till announcement of results.

- k. In case Islamabad Wildlife Management Board (IWMB) cancel recruitment before conducting screening test, complete fee shall be reimbursed to candidates.
- l. The Testing Agency shall maintain a record of screening test and shall be shared with concerned Ministry/ Division on need basis.
- m. The Testing Agency / Firm should have a web based facility and shall be required to announce result of screening tests within 48 hrs giving the following details on its website:-
  - i. Complete list-giving names of the applicants and fee paid thereof by each applicant.
  - ii. List of rejected applicants with reason thereof;
  - iii. Complete merit list giving score obtained by each applicant in order of merit
- n. The Testing Agency shall develop guidelines for candidates which shall include a sample model paper for written MCQs type test for various posts and be placed on its website.
- o. The selected testing Agency shall be required to register candidates online and acknowledgement receipt of application may be issued accordingly.
- p. Any other factor that a pre-qualifying agency may deem relevant.
- q. It would provide list of top five (05) candidates short listed for interview for each post to be filled through fresh recruitment.
- r. Firm/Agency will submit bid security along with technical proposal equal to PKR 50000 in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name Islamabad Wildlife Management Board, Islamabad. The bid security of unsuccessful bidders will be released after award of bid to the successful bidder and bid security of the successful bidder will be released after issuance of appointment letter to selected candidates.
- s. The successful bidder will also provide performance guarantee of bid amount 10% in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of Islamabad Wildlife Management Board, Islamabad, which will be released to the firm upon successful completion of the assignment.
- t. In case of failure of testing agency regarding lapse of stipulated time given for conducting written tests as well as violation of any clause of ToRS the amount of performance guarantee and bid security will be confiscated.
- u. In case of any dispute between IWMB and testing agency decision of the grievance committee will be final.

## 8. EVALUATION CRITERIA OF BIDS

- i. In terms of Rule 36(b) (Single Stage Two envelope bidding procedure) of Public Procurement Rules, 2004, the bids will be evaluated technically first.
- ii. Testing agency obtaining 70% marks in technical evaluation will be successful. Financial proposal of only technically qualified Testing Agencies will be opened.
- iii. Contract will be awarded to the technically qualified Testing Agency who will offer the lowest rates for conducting the test.
- iv.

Sr. No.	Technical Evaluation Criteria	Marks
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1.	<b>Experience:</b> Number of years, since inception of business operations as registered testing agency with the relevant Government agency	<b>10 Marks</b>
	a. More than 5years	10
	b. Up to 5years	5
2.	<b>Clientele &amp; Coverage &amp; Performance</b>	<b>30 Marks</b>
	<b>i). Past Performance:</b> Details of Similar Work/ Assignments already completed without complains, delay, misbehavior/leakage of paper. (Copy of award letter/proof must be attached)	20 Marks
	a. More than 30 Assignments	20
	b. 15 to 29 Assignments	10
	<b>ii). Presence of service across different Districts:</b> (Proof must be attached)	10 Marks
	a. Offices in capital and four provinces	10
	b. Offices in capital and two provinces	7
	c. Office in capital only	5
3.	<b><u>Bank statement/ audited report for 03 years</u></b>	<b>10 Marks</b>
	a. Bank balance greater than 04 Million in last 03 years	10
	b. Bank balance up to 04 Million in last 03 years	7
4.	<b>Management/team (Key Experts)</b>	<b>10 Marks</b>
	a. 5 Ph.Ds. and above	10
	b. 3-4 Ph.Ds.	8
	c. 1-2 Ph.Ds.	5
5.	<b>Capacity (Personnel/Equipment)</b>	<b>40 Marks</b>
	1. Over 500 Employees/Personnel including invigilation staff on Board	10 Marks
	a. 300 to 500 employees/personnel including invigilation staff on Board	10 Marks
	b. 100 to 299 employees/personnel including invigilation staff on Board	5 Marks
	2. Team of Evaluators, Content Department (Paper Setter) headed by Convener having highest qualification	10 Marks
	a. Having Ph.D. Degree	10 Marks
	b. Having Master Degree	5 Marks
	3. Scrutiny team headed by convener having highest qualification	5 Marks
	a. Having Ph.D. Degree	5 Marks
	b. Having Master Degree	3 Marks
	4. Capability of the firm to process written examination	10 Marks

	based on Optical Mark Recognition (OMR) system.	
	<b>a. Yes</b>	10 Marks
	<b>b. No</b>	0 Marks
	<b>5. Air Conditioners (ACs) facility in Examination Halls</b>	5 Marks
	<b>a. Yes</b>	5 Marks
	<b>b. No</b>	0 Marks

**c. Payment Schedule by Procuring agency**

- i. In compliance with Establishment Division, Government of Pakistan, 50% of the fee payable to testing agency will be paid by to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and IWMB shall have no obligation in this regard.
- ii. For 100% payment (on part of i.e. 50% of Fee) against satisfactory performance of the testing agency and successful completion of required services, shall require from the Testing Agency, authentic copy of attendance Sheet, original copies of bank challan of fee paid by candidate directly to testing agency and application Form of candidate along with Invoice besides other relevant document (if required to avoid undue payment). It will be made after successful completion of the recruitment process within a period of 60 days.
- iii. It may be noted that IWMB will pay the 50% Fee of only those candidates who actually appeared in the Test in the light of Establishment Division's O.M No. 53/1/2008-SP, dated 1<sup>st</sup> August, 2019.
- iv. Release of PBG, bid security and payment required from IWMB shall be made subject to successful completion assignment, which may be forfeited in case of poor performance for any lapse.

**d. Proprietary Rights:**

The proprietary will rest with. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/agency will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under law.

**e. Taxes/ Service Charges:**

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes/ service charges including courier/ postal etc. are required to be built in the quoted rates and not be mentioned separately.

**f. Term/Duration of the Assignment:**

The selected agency/ bidder should have to complete the assignment within forty (45) days from the date of award of contract.

**g. Address location:**

Office of the Islamabad Wildlife Management Board (IWMB), Dino Park, Old Murghzar Zoo, Islamabad.

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## CHECK LIST

Sr. No.	Description	Yes/No
1.	Valid Income Tax Registration	
2.	Valid General Sales Tax Registration (Status Active with FBR) (where applicable)	
3.	Undertaking on Judicial Paper that the firm is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	
4.	CDR/PO as <b>Bid Security</b>	
5.	Copy of national identity card	
6.	Price reasonability certificate	
7.	Technical bid	
8.	Financial bid	

Signature of the bidder:

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Stamp of the Firm:

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**CERTIFICATE ON STAMP PAPER ON WORTH Rs.100/=**

1. We here by confirm that we have read carefully the description of the services and all the terms and conditions of your tender enquiry due for opening on \_\_\_\_\_ for the **Hiring of Recruitment Agency** for best human resource for Islamabad Wildlife Management Board as advertised in the tender notice as well as those contained in the bid Performa. We agree to abide by all instructions/conditions.
  
2. We here by confirm to adhere to the contract/MOU period required in the tender enquiry which would be the essence of the contract and will be binding on us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages on belated services and shall have no objection on risk purchase made by Islamabad Wildlife Management Board to cop up the delayed delivery of services.
  
3. Certified that the price quoted against tender are not more than the price charged from any other Government /Autonomous Institution and in case of any discrepancy, the firm hereby undertakes to refund the price charged in excess and shall be deposited in Govt. treasury or to the candidates as directed/instructed by the Dept.

Name of the bidder\_\_\_\_\_

Signature\_\_\_\_\_

Company Stamp\_\_\_\_\_

**BIDDER DATA FORM**

**COMPANY/ FIRM’S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**REGISTRATION NO.:** \_\_\_\_\_

**INCOME TAX REGISTRATION No.:** \_\_\_\_\_

**SALES TAX REGISTRATION No.:** \_\_\_\_\_

**NAME OF AUTHORIZED PERSON:** \_\_\_\_\_

(Authority Letter Must be Attached)

**CONTACT NO. OF AUTHORIZED PERSON:** \_\_\_\_\_

**COMPANY’S DATE OF FORMATION:** \_\_\_\_\_

**TOTAL NO. OF EMPLOYEES:** \_\_\_\_\_

**CDR/PO NO.& DATE:** \_\_\_\_\_

**SIGNATURE OF OWNER / REPRESENTATIVE:** \_\_\_\_\_

**STAMP OF THE FIRM:** \_\_\_\_\_

To

The Chairperson,  
Islamabad Wildlife Management Board  
Ministry of Climate Change and Environmental Coordination

Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer the services for recruitment of staff for Islamabad Wildlife Management Board in conformity with the said Bidding Documents.

We undertake, if our bids accepted, to deliver the services in accordance with the delivery schedule specified in the schedule of requirements/MOU. If our bid is accepted, we agree to provide **required Performance Security** for the assignment in the shape of CDR/PO which shall be retained by the Islamabad Wildlife Management Board as a security as required by the Dept.

We agree to abide by this bid for a period of (04) Four months from the date fixed for bid opening under instruction to the bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that the procuring Agency is not bound to accept the lowest or any bid.

Name of the bidder\_\_\_\_\_

Signature\_\_\_\_\_

Company Stamp\_\_\_\_\_

## FORM OF CONTRACT

### AGREEMENT

This Agreement of \_\_\_\_\_ is executed at Lahore, on \_\_\_\_\_.

### BETWEEN

The Islamabad Wildlife Management Board through the Chairperson, Islamabad Wildlife Management Board which expression shall, unless the context requires otherwise, includes its successors-in-office, representatives and assignees (hereinafter referred to as the "Dept.") of the FIRST PART;

### **AND**

M/s \_\_\_\_\_ registered under Sales Tax No. \_\_\_\_\_ and National Income Tax No. \_\_\_\_\_ Phone No(s) \_\_\_\_\_ and Fax No \_\_\_\_\_ which expression shall, unless the context requires otherwise, includes its successors-in-interest, executors, administrators, representatives and assignees (hereinafter referred to as the "Firm") of the SECOND PART.

WHEREAS, the Islamabad Wildlife Management Board is competent and responsible for concluding the agreement for the procurement of recruitment services and hiring the recruitment agency for selection of best human resource for the Islamabad Wildlife Management Board.

WHEREAS, the IWMB invited bids from the firms on \_\_\_\_\_ for the agreement of the delivery of recruitment services for Islamabad Wildlife Management Board.

AND WHEREAS, bid of the Firm has been accepted.

NOW, THEREFORE, THE PARTIES HAVE ENTERED INTO AN AGREEMENT AGAINST TENDER NO. \_\_\_\_\_ ON THE TERMS AND CONDITIONS STATED HEREIN BELOW:

This Agreement shall be subject to the following:

#### Description and Rate

Offered Services (Stage Wise)	Stage Wise Breakdown of Fee charged to a Candidate	Required Mode of Payment	Any additional Information
		Bank Draft / Pay Order / Deposit in Bank Through Branch	

- Terms and conditions as mentioned in the bidding documents.
- All Annexure given in the bidding documents.

(Mr. _____) On behalf of Firm	(Mr. _____) On behalf of Dept.
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Witnesses: \_\_\_\_\_

**Annexure-I**

Sr. No.	Technical Evaluation Criteria	Marks	Reference
1.	<b>Experience:</b> Number of years, since inception of business operations as registered testing agency with the relevant Government agency	<b>10 Marks</b>	
	a. More than 5 years	10	Placed at page no. of bid ( relevant copy of certificate for incorporation testing agency must be attached)
	b. Up to 5years	5	
2.	<b>Clientele &amp; Coverage &amp; Performance</b>	<b>30 Marks</b>	
	<b>i). Past Performance:</b> Details of Similar Work/ Assignments already completed without complains, delay, misbehavior/leakage of paper. (Copy of award letter/proof must be attached)	20 Marks	Details are placed page no. of bid  Address of office related to point (must be attached) Details are placed page no. of bid
	a. More than 30 Assignments	20	
	b. 15 to 29 Assignments	10	
	<b>ii). Presence of service across different Districts:</b> (Proof must be attached)	10 Marks	
	a. Offices in capital and four provinces	10	
	b. Offices in capital and two provinces	7	
	c. Office in capital only	5	
3.	<b>Bank statement/ audited report for 03 years</b>	<b>10 Marks</b>	
	a. Bank balance greater than 04 Million in last 03 years	10	Details are placed page no. of bid
	b. Bank balance up to 04 Million in last 03 years	7	
4.	<b>Management/team (Key Experts)</b>	<b>10 Marks</b>	
	a. 5 Ph.Ds. and above	10	Details are placed page no. of bid
	b. 3-4 Ph.Ds.	8	
	c. 1-2 Ph.Ds.	5	
5.	<b>Capacity (Personnel/Equipment)</b>	<b>40 Marks</b>	
	1. Over 500 Employees/Personnel including invigilation staff on Board	10 Marks	Details are placed page no. of bid
	a. 300 to 500 employees/personnel including invigilation staff on Board	10 Marks	
	b. 100 to 299 employees/personnel including invigilation staff on Board	5 Marks	
	2. Minimum 20 member team of Evaluators, Content Department (Paper Setter) headed by Convener having	10 Marks	

	highest qualification		
	<b>a.</b> Having Ph.D. Degree	10 Marks	
	<b>b.</b> Having Master Degree	5 Marks	
	<b>3.</b> Minimum 20 member scrutiny team headed by convener having highest qualification	5 Marks	
	<b>a.</b> Having Ph.D. Degree	5 Marks	
	<b>b.</b> Having Master Degree	3 Marks	
	<b>4.</b> Capability of the firm to process written examination based on Optical Mark Recognition (OMR) system.	10 Marks	
	<b>a.</b> Yes	10 Marks	
	<b>b.</b> No	0 Marks	
	<b>5.</b> Air Conditioners (ACs) facility in Examination Halls	5 Marks	
	<b>a.</b> Yes	5 Marks	
	<b>b.</b> No	0 Marks	

Name of bidder: \_\_\_\_\_

Sign and stamps bidder: \_\_\_\_\_



**Format for Financial Proposal:**

<b>Sr. No.</b>	<b>Fee to be charged from a candidates fee* (Rs.) (Including all applicable taxes/ service charges) for all cadres/ posts</b>

\*This shall be 50% of the total fee/cost of conducting test per candidate.

Name of bidder\_\_\_\_\_

Sign and stamp of bidder\_\_\_\_\_

NOTE: It is reiterated here that in compliance of Establishment Division, 50% of the fee payable to testing agency will be paid by Government of Pakistan (in this case ) to save the unemployed citizens from financial burden. The agency shall collect remaining 50% of the fee from the candidates and shall have no obligation in this regard.

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**Schedule of Purchase and Submission of  
Bidding Documents**

Last Date of Purchase of Tender	
Last Date of Submission of Tender	
Time & Date of Opening of Tender	
Description	<b>Hiring of Testing Agency</b>
Delivery Period	<b>As per Contract / MOU</b>
Earnest Money	
Venue of Opening Tender	