



بینک موہتسب پاکستان

5<sup>th</sup> Floor, Shaheen Complex, M. R. Kiyani Road, Karachi.  
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## TENDER DOCUMENT

Applications are invited from Tax registered (Sales Tax, Income Tax), reputable, financially sound and experienced firms for conducting written tests/ computer tests of applicants to be recruited in the Karachi Secretariat as well as Regional Offices of Banking Mohtasib Pakistan against various posts equivalent to BPS 16-18.

### INSTRUCTIONS FOR THE BIDDERS

1. Single Stage – Two Envelopes Procedure will be adopted. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelope shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion.
2. Technical Proposal to be submitted by the bidder should include the following documents:
  - a. Full Profile of the Company
  - b. Organizational Structure/ Quality Management System
  - c. Details of Similar Work/ Assignments already completed with other Agencies with satisfactory completion report (at-least 5 reference)
  - d. Management Team (Professional Qualification)
  - e. Capacity to conduct test at other cities
  - f. Detail of offices in all over the country
  - g. Financial Stability Certificate
  - h. Audited Financial Statements for at least last three years
  - i. Registration Certificate
    - i. SECP Certificate
    - ii. ISO Certificate
    - iii. NTN Certificate and GST Registration
    - iv. Vender Number of AGPR (if any)
    - v. Never Blacklisted Certificate
3. Interested firms may submit their bids personally or through mail / courier in a sealed envelope on or before 30<sup>th</sup> October, 2017 up to 11:00 a.m. and the same would be opened at our Karachi Secretariat on the same day at 11:30 a.m. in the presence of the authorized representatives of the bidders who wish to attend.
4. The Financial Proposal shall be inclusive of all taxes.

5. Financial proposal must be accompanied with a Pay Order of Rs. 5,000/- as bid security in the name of DDO, Banking Mohtasib Pakistan, failing which bid shall not be considered.
6. The bid validity period shall be 90 days from the date of opening of the Tender.
7. The Banking Mohtasib Pakistan reserves the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
8. Incomplete proposals shall be rejected.
9. Bids received through fax/ Telex/ email and after due date/ time will not be considered.
10. Income Tax & GST will be deducted as per rules.
11. An affidavit (on stamp paper) duly attested by Oath Commissioner to the effect that the firms is not black-listed by any Ministry/Division/ Department/ Organization of the Government(s) must be attached with the bids.



Assistant Director (Coordination)

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**RS. 50/- STAMP PAPER**

**CERTIFICATE**

The bid documents have been filled in accordance with terms and conditions specified in bidding documents and there is no ambiguity regarding, evaluation criteria, award of work etc. I hereby undertake that the firm is not black listed by any Government what so ever.

**Contractor Signature:**

Authorized Person: \_\_\_\_\_

CNIC #: \_\_\_\_\_

**Company Name and Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NTN #: \_\_\_\_\_

Sales Tax Registration: \_\_\_\_\_

Stamp: \_\_\_\_\_