



بینک موحتسب پاکستان

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TENDER DOCUMENT

Banking Mohtasib Pakistan (BMP) as procuring agency invites the tender to procure the services of an experienced recruitment/ testing agency for designing and conducting written/ screening test and skill test at different test centres throughout the country for recruitment of eligible human resource against various post equivalent to BPS 5 – 19 for contract appointment.

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. NTN Certificate and GST Registration
 - iii. Vender Number of AGPR (if any)
 - iv. Never Blacklisted Certificate
3. Interested firms may submit their bids personally or through mail / courier in a sealed envelope on or before 23rd November, 2018 up to 2:30 p.m. and the same would be opened at our Karachi Secretariat on the same day at 04:00 p.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 services of the testing agency would be hired for a period of two years commencing from the date when agreement with successful bidder would be executed.
8. The Banking Mohtasib Pakistan reserves the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
9. Incomplete proposals shall be rejected.
10. Bids received through fax/ Telex/ email and after due date/ time will not be considered.
11. An affidavit (on stamp paper) duly attested by Oath Commissioner to the effect that the firm has not been black-listed by any Ministry/Division/ Department/ Organization of the Government(s) must be attached with the bids.



Assistant Director (Coordination)

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.

Authorized Person's Signature:

Authorized Person (Name): _____

CNIC #: _____

Company Name and Address:

NTN #: _____

Sales Tax Registration: _____

Stamp: _____