

ADVERTISEMENT


NATIONAL HOUSING AUTHORITY HIRING OF TESTING AGENCY

TENDER NOTICE

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF TESTING AGENCY

The National Housing Authority (NHA), Ministry of Housing and Works, intends to hire experience and well reputed Testing & Recruitment Agencies registered with FBR and SECP through Single stage – two envelope procedure sealed bids (Technical and Financial) as per rule 36(b) of PPRA Rules 2004 for conducting the screening tests. Tender Notice and bidding documents containing detailed terms and conditions, evaluation criteria, bid security etc are available on PPRA website www.ppra.org.pk or may be obtained from the office of the undersigned on cash payment of Rs.200/-.

2. The sealed bids complete in all respects as prescribed and required under this Tender Document, must be delivered into office of the Deputy Director (Admn) National Housing Authority 1st Floor, Shaheed-e-Millat Secretariat Blue Area, Islamabad not later than 11:00 a.m on 1st April, 2019 and will be opened on the same day at 12:00 p.m. Bids submitted after deadline or incomplete shall not be considered/entertained.


(Sajjad Ahmed Bokhari)
Deputy Director (Admn)
Tele: 051-9204413

-: 04 :-

8. Taxes:

The minimum technical score required to qualifying is 75 (Seventy Five).

9. Evaluation Criteria:

Testing agency shall quote their minimum lump sum processing fee per application (all inclusive).

10. Proprietary Rights:

The proprietary will rest with MOI. 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 of 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 Bid Security/performance guarantee of Rs.50,000/- and a case will be initiated for blacklisting as well.

11. Taxes:

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes are required to be built in the quoted rates and not be mentioned separately.

12. Disqualification of suppliers and contractors:

National Housing Authority, Ministry of Housing and Works in consonance with Rule 18 of PPRA rules shall disqualify a supplier or contractor if its finds at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete..

13. Blacklisting of supplier and contractors:

The National Housing Authority (Ministry of Housing and Works) shall permanently or temporary bar, from participating in procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be including in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority; provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard according to rule 19 of PPRA Rules.

14. Address/ Location:

Deputy Director (Admn) National Housing Authority, Ministry of Housing and Works, 1st Floor, Shaheed-e-Millat Secretariat, Islamabad. Telephone No. 051-9204413

Government of Pakistan

Tender for Hiring the Services of Testing Agency

Sealed tenders are invited from the registered testing agency having their offices at Rawalpindi/ Islamabad and for conducting written/typing test for recruitment against the following posts:-

S. No.	Name of Post	BPS	No. of Vacancy	Domicile	Place of Posting	Required Educational qualification
1	Assistant	15	02	01-Sindh (R) 01-KPK	Islamabad	2 nd Class /Grade-C Bachler Degree 06 weeks basic IT training age limit 18-25 years.
2.	Stenotypist	14	01	01-KPK	Islamabad	2 nd Class /Grade-C Intermediate Shorthand speed 80 wpm Typing speed 40 wpm Age: limit 18-25 years
3	UDC	11	01	01-Punjab	Islamabad	2 nd Class /Grade-C Intermediate-03 weeks basic IT training Age limit: 18-25 years.

The selected testing agency is required to call applications for the above mentioned posts as per laid down procedure prescribed by the government and after scrutinizing the applications, will conduct written/typing test etc.

Terms and conditions.

- i) 50% of the fee payable to testing agencies will be paid by National Housing Authority out of its own budget on successful completion of the recruitment process.
- ii) The testing agency should be a registered agency, if established in the private sector.
- iii) The testing agency should have experience in the relevant field.
- iv) The testing agency should have established infrastructure for the purpose.
- v) The testing agency should have not been blacklisted by the government offices.
- vi) The testing agency have GST and NTN number are eligible for bidding. The agencies will provide copies of the certificates of these numbers alongwith their bids.
- vii) Each bidding agency will provide an undertaking that it is not involved in any case of litigation etc.
- viii) Rates quoted, if any must include all taxes and ancillary charges etc.
- ix) Tenders for written test CBT/typing test should be clearly written on the envelopes containing the bid.
- x) Submission of any false statement/documents including concealment of any information will lead to disqualification of bidder.
- xi) Sealed bids must reach the office of the undersigned by (Monday) March, 2019 at 11:00 a.m .Bids shall be opened on the same day at the Committee Room in the presence of the representatives of the bidders (who may choose to be present).
- xii) National Housing Authority (Ministry of Housing and Works) reserves the right to accept or reject any or all the tenders.

Sajjad Ahmed Bokhari
Deputy Director (Admn)
051-9204413