

EXPRESSION OF INTEREST FOR HIRING OF RECRUITMENT FIRM EOI NO. PEF/PROC/HR/2025-26

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership. PEF intends to hire services of an experienced testing firm for Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduction, Marking and Result Preparation of Recruitment Test. Hence, PEF invites bids from recruitment firms for the hiring on the following positions:-

Sr. No.	Nomenclature of Post
1	Deputy Director
2	Deputy Director (Finance)
3	Deputy Director (Audit)
4	Deputy Director (IT) (Software Development)
5	Deputy Director IT (Android Application Developer)
6	Deputy Director (Media/Creative Leads)
7	Assistant Director
8	Assistant Director (Finance)
9	Assistant Director (IT) (Network Support Engineer)
10	Assistant Director (IT) (Software Development)
11	Assistant Director (Human Resource)
12	Assistant Director (Law)
13	Assistant Director (Procurement)
14	Assistant Director (Graphic Designer)
15	Subject Specialist - (English)
16	Subject Specialist - (Math)
17	Subject Specialist - (Physics)
18	Subject Specialist - (Computer Science)
19	Officer
20	Officer (Finance)
21	Officer (Audit)
22	Officer (Digital Marketing)
23	Officer (HR)
24	Officer (Mechanical)
25	Officer (Civil)
26	Officer (Electrical)
27	Executive Assistant
28	Executive Assistant (Photographer)
29	Office Assistant
30	Driver

ELIGIBILITY CRITERIA

Eligible Bidder is a Bidder who:

1. Is registered with Tax Authorities (NTN, STRN, PNTN) as per relevant laws in Pakistan, (Whichever is applicable).
2. Provides audited financial statements/ copies of work orders/ contracts/ MOUs signed last five years depicting sound financial strength: (minimum Rs.50 million turnover in a financial year).
3. Has relevant experience of at least five (05) years of conducting recruitment tests supported by documentary proof i.e. copies of work orders/ contracts/ MOUs, etc. of the same. Moreover, the bidder must have conducted at least five recruitment tests for at least 1,000 candidates at a time supported by documentary proof like copies of work orders/ contracts/ MOUs, etc.
4. Has the capability to conduct the test simultaneously in 10 divisions of Punjab on same day.
5. Does not apply in the capacity of joint venture;
6. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan in last 02 years.
7. Has submitted earnest money amounting to Rs. 200,000/- in form of a Pay Order/CDR/Demand Draft in favor of Punjab Education Foundation.

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Technical evaluation of the firms shall be based on information provided in Technical Proposals and verification by PEF. Financials proposals of only technically qualified bidders shall be opened.

TERMS AND CONDITIONS

1. The bid shall be a single stage two envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
2. The proposals must reach the office of the under signed on or before August 18, 2025 till 03:00 pm and must be accompanied by earnest money in form of CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan.
3. Technical Proposals containing documentary evidences of eligibility criteria will be opened on the same day at 03:30 p.m. in presence of Bidders or their authorized representatives who wish to witness the tender opening.
4. After the Technical evaluation, Financial Proposals of only technically qualified bidders shall be opened on a date and time to be announced subsequently. Financial proposal must include the schedule according to the format given below:-

Fee Schedule Format

Activities	Fee Charged from A Candidate including Applicable Taxes (In Pkr)
Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduction, Marking and Result Preparation of Recruitment Test.	
Fee Charged from A Candidate including Applicable Taxes in Words:	

IMPORTANT NOTES

1. The detailed TORs can be obtained from the office address mentioned below or download from Punjab Education Foundation website (www.pef.edu.pk).
2. Incomplete proposals shall be rejected. Late bid will not be accepted.
3. PEF reserves the right to reject all the proposals, submitted in response to this EOI notice prior to acceptance.

IPL-3755





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Director (HRM)
Punjab Education Foundation
52-L, Gulberg-III, Lahore, Ph # 042-99232791-98



TERMS OF REFERENCE

INTRODUCTION

Punjab Education Foundation 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 different positions.

(A) PUBLISHING OF ADVERTISEMENT:

- (i) Draft advertisement shall be prepared by PEF and shall be forwarded to firm for designing & incorporating the procedure of "How to apply" in the draft advertisement.
- (ii) Upon receiving draft advertisement from firm, final draft advertisement approval will be taken from Competent Authority-PEF. After approval, advertisement shall be forwarded to firm for publishing.
- (iii) Firm shall abide all expenses related to advertisement i.e. designing, printing fee in national dailies etc.
- (iv) Advertisement will be published in at least two national leading newspapers (One English & One Urdu).
- (v) Advertisement will be published only in following mentioned newspapers:
 - a. For English (Dawn or The News International or The Nation)
 - b. For Urdu (Daily Jang or Daily Express or Daily Nawa-i-Waqt).
- (vi) Advertisement will be published in national leading newspapers of Lahore on same day.

(B) RECEIVING OF APPLICATIONS & SHORTLISTING:

- (i) Firm shall receive applications directly from candidates along with credentials i.e. Matric to the latest degree along with mark sheets, domicile, CNIC, and experience certificates in accordance with criteria given by PEF in advertisement.
- (ii) Fee will be deposited into PEF account and candidate will furnish the original challan with hard copy of application forms.
- (iii) Firm shall receive the original challans of test fee along with the applications from the candidates.
- (iv) Payment schedule to the firm shall be as per following:

Sr. #	No. of Payment	Payment Timelines	Payment Percentage
1	First	After receipt of all applications	50%
2	Second	After sharing merit list	25%
3	Third	Two months after sharing of final merit list with PEF	25%

- (v) Firm shall be solely responsible to conduct short-listing of applications as per advertised eligibility criteria.
- (vi) Before conduct of test, firm shall share the designation wise detail of shortlisted applicants with PEF. For field related positions firm shall provide the district wise detail of shortlisted applicants. PEF reserves the right to check the shortlisted and not shortlisted applications on random basis.

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- (vii) Firm shall be responsible for setting up of a Grievance Cell to handle / dispose-off complaints of the candidates (if any). Only the grievances received within six months from the date of publication of advertisement will be considered.
- (viii) Firm shall issue roll number slips of all posts to all shortlisted candidates at least one week prior to the test date.

(C) TEST CONDUCTION:

- (i) Firm shall conduct the paper based recruitment tests as per content weightage provided by PEF including both subjective and objective questions e.g. essay question setting and marking.
- (ii) Firm shall develop question papers according to paper division provided by PEF.
- (iii) Firm will confirm PEF that all concerned candidates have been informed well in time before the conduct of test through sharing call log/ SMS log/ copy of dispatched letters with PEF at least one week before the conduct of test.
- (iv) Firm shall be responsible to share the venues/ clusters of candidate details with PEF one week before test conduction with PEF.
- (v) Testing firm will conduct test of the candidates at the respective divisional testing centers as indicated by the candidates.
- (vi) Firm shall arrange test centers in all divisions of Punjab and invigilation staff for the conduction of test will be deployed accordingly. PEF has the right to supervise the test centers if required to ensure conduciveness of test centers and transparency of test process.
- (vii) Firm shall arrange/conduct test separately against each post. At once firm shall conduct test of only one post so that candidates applying for more than one posts can appear in respective test. Further, result must be prepared division, and post wise as per requirements of PEF. For field related posts firm will provide the district wise result of test.
- (viii) During the conduct of test, supervisors and invigilators must wear the ID cards issued by the testing firm having photograph and CNIC number.
- (ix) During test conduct, scanning and copying of test papers by supervisors/invigilators/candidates is strictly prohibited. Further, candidates will not be allowed to bring mobile phones in testing centers.
- (x) Firm shall conduct the test within 30 days after last date of application submission as per published advertisement of PEF for recruitment.

(D) RESULT ANNOUNCEMENT:

- (i) After conduct of test, firm shall upload the result on its website within 15 working days of test conduct.
- (ii) After conduct of test, firm shall submit the designation, division and district wise summaries of testees with PEF within 03 working days. Moreover, PEF can demand the copies of attendance sheets.
- (iii) Firm will collect the solved papers from test centers at its own cost of transportation and on completion of marking assignment, PEF shall reserve the right to ask the firm for provision of solved paper for verification which firm will deliver to PEF office at its own cost.



(E) DATA MANAGEMENT:

- (i) Firm shall be responsible to ensure the secrecy, transparency and confidentiality of applicant's data and test conducted.
- (ii) Firm shall be responsible for keeping record of applicant's data, tests conducted, answer sheets of candidates and announced results till one year from date of conduct of test.
- (iii) Firm shall be responsible for provision of specific data related to applicant/test as per requirement of PEF till one year from date of conduct of test at its own cost.
- (iv) The firms shall be responsible for provision of:
 - a) Application forms along with credentials as desired by PEF of any candidate for interview along with bank deposit slips etc. submitted by applicants in hard form.
 - b) Test result of each post separately duly signed and stamped by the firm. Firm will provide the result in soft form as well.
 - c) Soft data of all candidates (applied, shortlisted and tested) in excel format containing all information personal, qualification, experience, domicile, CNIC, etc.
 - d) Any other information/data required by PEF.

(F) ELIGIBILITY CRITERIA:

Eligible Bidder is a bidder who:

- (i) Is registered with Tax Authorities (NTN, STRN, PNTN) as per relevant laws in Pakistan. (Whichever is applicable).
- (ii) Provides audited financial statements/ copies of work orders/ contracts/ MOUs signed last five years depicting sound financial strength: (minimum Rs.50 million turnover in a financial year);
- (iii) Has relevant experience of at least five (05) years of conducting recruitment tests supported by documentary proof i.e. copies of work orders/ contracts/ MOUs, etc. of the same. Moreover, the bidder must have conducted at least five recruitment tests for at least 1,000 candidates at a time supported by documentary proof like copies of work orders/ contracts/ MOUs, etc.
- (iv) Has the capability to conduct the test simultaneously in 09 divisions of Punjab on same day.
- (v) Does not apply in the capacity of joint venture;
- (vi) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan in last 02 years.
- (vii) Has submitted earnest money amounting to Rs. 200,000/- in form of a Pay Order/CDR/Demand Draft in favor of Punjab Education Foundation.

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Technical evaluation of the firms shall be based on information provided in Technical Proposals and verification by PEF. Financials proposals of only technically qualified bidders shall be opened.

(G) IMPORTANT NOTICES:

- (i) The fee schedule must be attached with financial proposal. Bid will be rejected if the bidder discloses price in the Technical Proposal.
- (ii) The entire fee shall be charged from the candidates/applicants/participants applying for the Jobs.
- (iii) No amount will be charged from the candidates other than fee quoted in the fee schedule.

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as per minutes

Fee Schedule Format

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Fee Charged from A Candidate including Applicable Taxes in Words:	

- (iv) Quoted fee must include all applicable Taxes. If not specifically mentioned in the proposal, it will be presumed that the prices are inclusive of all applicable taxes.
- (v) The Firm with lowest quoted fee per student shall be declared successful and shall be called to sign the contract.

(H) CONTRACT DURATION:

A contract will be signed for a period of 01 year from the date of signing of Contract. Provided, any work awarded before the expiry of contract duration shall be completed even after the contract duration is expired. Contractual liabilities and obligations will remain binding on the contractor even after the expiry of duration of contract.

(I) PERFORMANCE GUARANTEE:

The successful contractor shall furnish Performance Guarantee as under:

- (i) Within three (03) working days of the receipt of the Acceptance Letter from the Procuring Agency;
- (ii) In the form of Bank Guarantee/ CDR/ PO/ DD issued by scheduled bank operating in Pakistan;
- (iii) Personal or business cheque shall not be entertained in any case.
- (iv) For a sum of Rupees one million (Rs.1,000,000/-);
- (v) Will be retained for a period of one (01) year from the date of its submission subject to Satisfactory Completion Certificate by HR department of PEF;
- (vi) In Pak Rupees;
- (vii) Punjab Education Foundation is not responsible to pay any interest or benefit on the amount submitted as performance guarantee against this bid that could accumulate in the same period by investing or depositing in any bank or any other such institution, organization or elsewhere;
- (viii) The Performance Guarantee may be forfeited:
- If the contractor commits a default under the contract;
 - If the contractor fails to fulfill any of the obligations under the contract;
 - If the contractor violates any of the considerable terms and conditions of the contract.
 - The contractor shall cause the validity period of the Performance Guarantee to be extended for such period(s) as the contract performance may be extended.
 - If the test information sharing/ copying / scanning/ paper leakage/ cheating/helping to students is done by the contractor, the firm will be blacklisted and no claim for payment will be accepted against the assignment by PEF. Performance security will also be confiscated.

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as per norms