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## REQUEST FOR PROPOSAL HIRING OF TESTING SERVICES

The Punjab Prisons Department intends to make recruitments for Project Post for which sealed bids (Technical and Financial Proposals) for conducting the initial screening tests, are invited from well reputed registered agencies on "Single stage two envelope procedure" basis as laid down in PPRA Rules, before 12:00 AM on **25-12-2022** The Technical bids will be opened at 12:00 AM.

### TERMS & CONDITIONS

1. One Sealed envelope containing two sealed envelopes having clearly marked as "Technical Proposals" and "Financial Proposals" are to be filled by each applied Testing Agency.
2. The Testing Agency / Firm should be registered with relevant Government Organizations of the Federal / Punjab Government (attested copy of valid registration to be placed for record).
3. The Testing Agency should have minimum 3 years experience of recruitments & tests in Public Sector Organizations.
4. Expertise and profile of the testing agency to conduct such type of recruitment tests should be attached.
5. An affidavit on stamp paper (original and latest) of Rs.100/- duly attested by Notary Public showing that company has never been blacklisted by any organization / Department in Pakistan.
6. The Testing Agency should have their own office at Islamabad / Lahore and complete postal telephone numbers and e-mail addresses with location shall also be attached with the bids for confirmation by the Competent Authority.
7. The Testing Agency should have NTN, income Tax Certificates, Sales Tax Numbers and Vendor Numbers and should be in Active Taxpayer List of FBR & Punjab Revenue Authority.
8. The successful bidders will have to arrange tests for the 220 post of Data Entry Operators & 01 Program Officer at Divisional level of Punjab Province and at maximum other centres initially agreed as per agreement within the stipulated period as per agreements, which will be signed with the successful bidder subject to the final approval of the Competent Authority.
9. Applications of Data Entry Operators & Program Officers which had already been received at Inspectorate General of Prisons Punjab, Lahore, no need for further advertisement as updated soft data sheet of these applicants is available in office.
10. Testing Service shall conduct typing test for Data Entry Operators and Proficiency / knowledge based test for the post of Program Officer is mandatory.
11. The bidding documents containing detail of terms and conditions, evaluation criteria bid security etc. for hiring services of testing agency and same also available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) & Punjab Prisons Department website [www.prisons.punjab.gov.pk](http://www.prisons.punjab.gov.pk), it can also be obtained (Free of Cost) from the Inspectorate General of Prisons, Punjab, Lahore on any official working day, during office hours.
12. The Competent Authority may reject any or all the bids at any time prior to the acceptance of the bid of proposal in terms of PPRA Rules. (IPL-12608)

**DIG (HEADQUARTERS)**  
**FOR INSPECTOR GENERAL OF PRISONS, PUNJAB, LAHORE**  
Jail Road, Near Tolinton Market, Shadman, Lahore  
Ph. No. 042-99200570, 99200498