



Sindh Education Foundation



Government of Sindh

Date: 30/12/2016

Ref: SEF/551/2016

To,
The Director (A&F)
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
Karachi.

SUBJECT: REQUEST TO UP LOAD PRE-QUALIFICATION DOCUMENT & ADVERTISEMENT OF HIRING OF FIRM RECRUITMENT HR FIRM ON SPPRA WEBSITE.

Dear Sir,

Please refer to the subject above. In this regard, you are requested to kindly upload the subject Advertisement & RFP Document on the official website of SPPRA.

Your cooperation in this regard is highly appreciated.

Thank you.

Acting Deputy Director Procurement,
Sindh Education Foundation,
Government of Sindh.

Cc. Ps to MD
Director Admin, IT Unit.

Encl: Soft copy of Advertisement & RFP Document &, (CD)
Copy of Selection Committee, Copy of Redressal .

02
02-07-17

Regional Offices:



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)**

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184
E-mail: procurement@sef.org.pk



Pre-qualification of Firms

Ref#: SEF/NP/16-17/19

Sindh Education Foundation (SEF), Government of Sindh (GoS) invites sealed proposals from the interested bidders for Shortlisting of Firms for Recruitment and Selection of Employees. The eligible bidders must meet the following eligibility criteria duly substantiated with documentary evidence:

- At least 05 years of experience in providing consulting services for recruitment and selection of employees with at least 03 similar assignments completed in the past 03 consecutive years
- A minimum financial turnover of Rs. 05 million per annum.
- Tax registration with FBR and SRB (documentary proof like Certificate of Registration)
- The firm must not be blacklisted (declaration on affidavit of Rs. 100/- stamp paper).
- Copy of Sales Tax return required for last three months duly acknowledged by SRB/ FBR
- Copy of withholding Tax return required for last financial year duly acknowledged by FBR

Further details and guidelines are available in the Prequalification documents. The interested firms can either obtain the Prequalification document(s) from **26th December 2016 to 11th January 2017** from **Procurement Department, SEF (Karachi) during office hours** on production of a pay order of Rs.1000/- (non-refundable) in favor of 'SINDH EDUCATION FOUNDATION' from the **Procurement Department, SEF (Karachi) during office hours OR** download it from SPPRA and SEF Websites, www.pprasindh.govt.pk and www.sef.org.pk respectively and submit the document along with the pay order of Rs.1000/- (non-refundable) in favor of 'SINDH EDUCATION FOUNDATION'.

Last date of submission of Prequalification document(s) is January 12th 2017 03:00 p.m. The proposal(s) shall be opened on the same date at 3:30 p.m., at SEF HEAD OFFICE, Karachi in the presence of bidders/ their representatives. The envelope should be marked to the Procurement Department, SEF.

The Procuring Agency may reject any proposal subject to provisions of SPP Rules 2010 and may cancel process at any time prior to acceptance as per Rule 25(i) of said SPP Rules.

**S/d
Acting Deputy Director
Procurement Department**



Sindh Education Foundation



Government of Sindh

Date: 01-09-2016

Ref: Procurement/02/16-17

NOTIFICATION

Notification No. SEF/Proc./2016-17/.....: In partial modification of SEF Notification # SEF/57/2015 dated August 11, 2015, the Consultant Selection Committee is reconstituted with the following composition in accordance with Rule 67 of SPP Rules 2010, amended 2013.

- Director Human Resource, SEF (Chairman)
- Deputy Director Monitoring and Evaluation Unit, SEF,(Secretary)
- Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

The committee's TORs are:

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- Finalization of recommendation based on evaluation as mentioned above;
- Perform any other function assign by competent authority;

Ms. NAHEED S. DURRANI
Managing Director,
Karachi, dated September 1st 2016

Copy to:

1. The Secretary Education & Literacy Department, Govt. of Sindh
2. The Secretary Finance Department, Govt. of Sindh
3. The Secretary Planning & Development, Govt. of Sindh

Committee members:

- Director Human Resource, SEF (Chairman)
- Deputy Director Monitoring and Evaluation Unit, SEF,(Secretary)
- Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

Shahnawaz Ali Khan
Acting Deputy Director, Procurement
Karachi, dated September 1st 2016

Head Office: House # 21-A, Block 7/8, Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi.
Ph:021-34169141-5, 021-34305753-4, 021-34301460-3 Fax: 021-34169182 E-mail: info@sef.org.pk, Website: www.sef.org.pk

Regional Offices:

Hyderabad Ph: 022-9240173-4 Larkana Ph:074-4058639
Sukkur Ph:071-5632292, 071-9310985 Dadu Ph:025-4710731 Mirpurkhas Ph:0233-9290385
Shaheed Benazirabad Ph:0244-382090-1



**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT**

Attention: Mr. Rafiqe Mustafa.

NOTIFICATION

NO:SO(C-IV)SGA&CD/3-7/10: The Government of Sindh is pleased to constitute a "Complaint Redressal Committee" under Rule 31 of SPP Rules 2010 (Amended 2013) Sindh Education Foundation, Government of Sindh, with the following composition and TORs;

1.	Managing Director, Sindh Education Foundation, Government of Sindh.	Chairperson
2.	Representative of Accountant General Sindh.	Member/Secretary
3.	Independent Representative of relevant field.	Member

Terms of Reference:

- To address / redress the complaint(s) / grievances of the aggrieved bidders in line with the relevant provisions of Rule 31 of SPP Rules 2010 (Amended 2013).

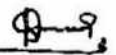
CHIEF SECRETARY SINDH

NO:SO(C-IV)SGA&CD/3-7/10:

Karachi, dated the 30th December, 2015.

Copy is forwarded for information & necessary action to:-

- ✓ Additional Chief Secretary (All), Government of Sindh, Karachi.
- ✓ Secretary to Governor Sindh.
- ✓ Secretary to Chief Minister Sindh.
- ✓ Secretary, Education & Literacy Department, Government of Sindh.
- ✓ Managing Director, Sindh Education Foundation, Government of Sindh.
- ✓ Accountant General Sindh, Karachi.
- ✓ Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- ✓ Deputy Secretary (Staff) to Chief Secretary.
- ✓ P.S. to Chief Secretary Sindh.
- ✓ P.S. to Secretary (I&C), SGA&CD.
- ✓ Master file.


 30/12/2015
 (SYED SAADAT ALI)
 SECTION OFFICER (C-IV)

**SINDH EDUCATION FOUNDATION GOVT. OF SINDH
ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
FINANCIAL YEAR 2016-17 (For Two Quarters)**

S #	Description of Procurement	Quantity (Where applicable)	Estimated unit cost (where applicable)	Funds allocated	Sources of Funds (ADP/Non ADP)	Proposed procurement method	Timing of Procurements				Remarks	
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
1	Electrical Items	All Offices	3.00	3.00	Govt. of Sindh	TENDER		Third week of Oct. 2016				
2	Procurement of Cameras DSLR	Head Office	1.00	1.00	Govt. of Sindh	TENDER		Third week of Oct. 2016				
3	Security Guards Services	All Offices	10.00	10.00	Govt. of Sindh	TENDER		First week of Nov. 2016				
4	Vehicle Trackers	All Offices	2.00	2.00	Govt. of Sindh	TENDER		Second week of Oct. 2016				
14	Printing Material of Booklet Assessment SAS	Assessment Activity	6.00	6.00	Govt. of Sindh	TENDER		Third week of Oct. 2016				
5	E-Marking of Students Assessment SAS	Assessment Activity	3.50	3.50	Govt. of Sindh	RFP		First week of Oct. 2016				
17	Renovation work Karachi Regional Office	Sub Office Karachi	25.00	25.00	Govt. of Sindh	TENDER		First week of Oct. 2016				
6	RFP of Teach for Change (Mentors)	All Offices	4.00	4.00	Govt. of Sindh	RFP		First week of Oct. 2016				
7	Hiring of firm for Institutional Documentary & Still Photography.	All Offices	2.50	2.50	Govt. of Sindh	TENDER		First week of Oct. 2016				
8	Hiring of Individual Consultants (Architect) for 90 days	All Offices	0.50	0.50	Govt. of Sindh	IC		First week of Oct. 2016				
9	Tablets and LED TV (ADP SCHEME NO. 247) for Two years	Schools	90.00	45.00	ADP # 247	TENDER		3rd week of Nov 2016				
10	Tablets (ADP SCHEME NO. 247) for Two years.	Schools	270.00	135.00	ADP # 247	TENDER		3rd week of Nov 2016				
11	Server, Computers, Laptops, Video Conferencing & Photocopier (ADP SCHEME NO. 247)	All Offices	8.00	8.00	ADP # 247	TENDER		3rd week of Nov 2016				
12	Cleaning/Washing Services	Head Office & Sub offices Karachi	1.50	1.50	Govt. of Sindh	TENDER		4th week of Nov 2016				
14	Printing Material of Booklet Assessment (World Bank Funding) PPRS	Assessment Activity	4.50	4.50	World Bank	TENDER		4th week of Nov 2016				
15	E-Marking of Students Assessment (World Bank, Funding) PPRS	Assessment Activity	3.50	3.50	World Bank	EOI		4th week of Nov 2016				
13	Hiring of firm for Providing Invigilator for Students Assessment of SSS School (World Bank Funding) PPRS	Assessment Activity	12.65	12.65	World Bank	EOI		4th week of Nov 2016				
16	Renovation work of Professional Development Seven (7) Centers (PDC)	Regional Offices	21.00	21.00	Govt. of Sindh	TENDER		4th week of Nov 2016				

**Procurement Department
Govt. Of Sindh**

Plan


SINDH EDUCATION FOUNDATION GOVT. OF SINDH
ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)

FINANCIAL YEAR 2016-17 [For Two Quarters]

S #	Description of Procurement	Quantity (Where applicable)	Estimated unit cost (where applicable)	Funds allocated	Sources of Funds (ADF/Non ADP)	Proposed procurement method	Timing of Procurements				Remarks	
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
17	Renovation work sub (neighbor) office Karachi	Sub Office Karachi	8.00	8.00	Govt. of Sindh	TENDER		First week of Dec. 2016				
18	RFP of Student Profiling	Schools	43.00	43.00	Govt. of Sindh	RFP		First week of Dec. 2016				
19	Tender for Stationery Material for LSU (World Bank Funding)	Training of Teachers	9.00	9.00	World Bank	NCB		First week of Dec. 2016				
20	Tender for Printing Material (Manuals) for LSU (World Bank Funding)	Training of Teachers	20.00	20.00	World Bank	NCB		First week of Dec. 2016				
21	Hiring of Recruitment Firm for HR Selection Process.	All Offices	1.00	1.00	Govt. of Sindh	NCB		First week of Dec. 2016				
22	Tender for Webhosting services	All Offices	1.00	1.00	Govt. of Sindh	NCB		2nd week of Nov 2016				
23	Tender for Water Tanker services	Head Office	2.00	2.00	Govt. of Sindh	NCB		3rd week of Nov 2016				
23	Tender for Hiring of firm for Event Management Services	All Offices	2.00	2.00	Govt. of Sindh	NCB		3rd week of Nov 2016				
24	Hiring of Individual Consultant for preparing of Annual Report of SEF year 2015-16	Head Office	1.00	1.00	Govt. of Sindh	NCB		3rd week of Nov 2016				

NOTE:

Procurement Plan approved by Competent Authority of SEF.


Procurement Officer
Sindh Education Foundation
Govt. Of Sindh

DAILY EXPRESS

روزنامہ ایکسپریس

پاکستان کے 11 شہروں سے بیک وقت شائع ہونے والا واحد اخبار

جلد 19، شمارہ 108 | بٹنتہ 24 ربيع الاول 1438ھ | 24 دسمبر 2016ء صفحات 16 قیمت 13 روپے

SC(MC)989/2016 SATURDAY, DECEMBER 24, 2016

سرسر سے ہیں، ان میں سے 10 بلائے ہوئے ہیں۔ عداوت اور کینہیں پلیرز بھی شامل ہیں، جنہیں شپ میں 50 اور 70 میٹر شنگ رینج کے مقابلے ہو رہے ہیں، اختتامی تقریب سر سپر تین بجے ہوگی جس میں کاسیاب پلیرز میں انعامات تقسیم کیے جائیں گے۔ جنہیں شپ میں ایک لاکھ روپے کی انعامی رقم ملے گی ہے۔

اسٹیشن کپ فٹبال: بارسلونا راؤنڈ 16 میں ایٹلیک بلاؤ کا سامنا کرنے گی

میلڈرڈ (اسے ایف پی) اسٹیشن فٹبال کپ کی دو فمی چیمپئن بارسلونا پری گوارڈ فائنل مرحلے میں ایٹلیک بلاؤ کا سامنا کرے گی، ایونٹ راؤنڈ 16 ڈراؤ کا اعلان شدہ ہو گیا ہے، بارسلونا جنوری کے پہلے نصف میں سانس جاسے گی جبکہ حریف ٹیم اس کے اگلے نصف میں شیڈول کنڈریگ میں ان کی مہمان بنے گی، بارسلونا نے ایٹلیک بلاؤ کو گذشتہ 8 میڑن میں تین بار ناک آؤٹ مرحلے میں زیر کیا۔ ڈراؤ کے

خواتین اکیڈمی بنانے اور ایران سے میچز کے لیے کوشاں ہیں، بیکری فیڈر

لاہور (اسپورٹس ڈیسک) پاکستان میں ویمنز کبڈی تیزی سے مقبولیت اختیار کر رہی ہے، دیگر کھیلوں کی کھلاڑی بھی اس میں دلچسپی کا اظہار کر رہی ہیں، پاکستان کبڈی فیڈریشن کے سیکریٹری ہمدرد نے کہا کہ خواتین کی اکیڈمی بنانے کے ساتھ میچز کیلئے بھی کوشاں ہیں۔ تفصیلات کے مطابق پاکستان کی کبڈی ویمنز کبڈی چیمپئن شپ کی فاتح، اڈا ایم جی کپتان خرمید سعید نے "انکپیرسٹریٹس" سے گفتگو کرتے ہوئے کہا کہ ویمنز ایونٹ کا انعقاد ایک بہت بڑی کامیابی ہے، پاکستان میں ویمنز کبڈی کی مقبولیت دن بدن بڑھ رہی ہے، اس کا اعزازہ فائنل کے بعد ہوا جب جوڈ اور آرچری سے وابستہ میری دوستوں نے

نیٹ بال ڈیویونٹ کو چنگ کورس

لاہور (اسپورٹس رپورٹر) نیٹ بال ڈیویونٹ اینڈ کوچنگ کورس شتم ہو گیا، دوسرا سیشن سرگودھا کے گورنمنٹ کبڈی میڈیو گریڈ ہائی اسکول میں ہوا۔ جناب نیٹ بال ایسوسی ایشن کے زیر اہتمام کوچنگ کورس میں جناب نیٹ بال ایسوسی ایشن کے سیکریٹری چوہدری محمد رضوان نے شرکا کو کھیل کے نئے اصولوں، پلاننگ کے بارے سے بکچر دینے کے ساتھ ویڈیوز اور مٹی پر ٹیکس کر کے آگاہی دی، کورس میں فرمان علی بیٹی، عابد اللہ بابر، شاہرون جان، ملک خالد ممتاز، منور حسن، آصف حیات سمیت کھلاڑیوں اور طلباء و طالبات کی بڑی تعداد نے شرکت کی۔ اختتام پر ڈائریکٹر اسپورٹس یونیورسٹی آف سرگودھا حاکم احمد خان ہرل نے شرکا میں سرٹیفکیٹس اور شیڈول تقسیم کیے۔

جام یوسف عالمی فٹبال ٹورنامنٹ

کراچی (اسپورٹس رپورٹر) آل سٹیڈ کرک ایچ جیم یوسف عالمی فٹبال ٹورنامنٹ میں سویڈن لاشاری کلب نے مونک کلب جمہوری کو 8-0 سے ہرا کر فائنل میں جگہ بنا لی، جام یوسف عالمی فٹبال اسٹیڈیو صاحب میں زمین لاشاری اور گولڈر 2، جبکہ لاشاری ٹیم، عمر، انور رضوانے ایک ایک گول کیا، دوسرے سٹی فائنل میں میٹل شائین نے نظیر براؤز کو 1-0 سے شکست دیدی، فاتح ٹیم کی جانب سے میسر اور نور مرگل نے 1.1 مرتبہ گیند کو جال میں بٹھایا، آوارڈ شیڈول فائنل کے مہمان خصوصی وزیر مملکت برائے سٹیڈیو قدرتی وسائل چائرمین عالمی فٹبال ٹورنامنٹ۔

SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH

(HEAD OFFICE)
SEF (Plot No. 21-A, Block No. 7 & 8, Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi, Pakistan.
Phone: 021-34169182 & 184 | Email: procurement@sef.org.pk

Pre-Qualification of Firms

Ref #: SEF/NP/16-17/19

Sindh Education Foundation (SEF), Government of Sindh (GoS) invites sealed proposals from interested bidders for Shortlisting of Firms for Recruitment and Selection of Employees. The eligible bidders must meet the following eligibility criteria duly substantiated with documentary evidence:

- At least 05 years of experience in providing consulting services for recruitment and selection of employees with at least 03 similar assignments completed in the past 03 consecutive years.
- A minimum financial turnover of Rs. 05 million per annum.
- Tax registration with FBR and SRB (documentary proof like Certificate of Registration).
- The firm must not be blacklisted (declaration on affidavit of Rs. 100/- stamp paper).
- Copy of Sales Tax return required for last three months duly acknowledged by SRB/FBR.
- Copy of Withholding Tax Return required for last financial year duly acknowledged by FBR.

Further details and guidelines are available in the Pre-Qualification documents. The interested firms can either obtain the Pre-Qualification document(s) from 26th December 2016 to 11th January 2017 from Procurement Department, SEF (Karachi) during office hours on production of a Pay Order of Rs. 1000/- (non-refundable) in favor of "SINDH EDUCATION FOUNDATION" from the Procurement Department, SEF (Karachi) during office hours OR download it from SPPRA and SEF websites, www.pprasindh.govt.pk and www.sef.org.pk respectively and submit the document along with a Pay Order of Rs. 1000/- (non-refundable) in favor of "SINDH EDUCATION FOUNDATION".

Last date of submission of Pre-Qualification document(s) is January 12th, 2017 by 03:00 p.m. The proposal(s) shall be opened on the same date at 3:30 p.m., at SEF Head Office, Karachi in the presence of bidders / their representatives. The envelope should be marked to the Procurement Department, SEF.

The Procuring Agency may reject any proposal subject to provisions of SPP Rules 2010 and may cancel process at any time prior to acceptance as per Rule 25(1) of said SPP Rules.

Acting Deputy Director,
Procurement Department

SPPRA PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

Sindh Education Foundation

PRE-QUALIFICATION

For

National Competitive Bidding

Pakistan

Hiring of firm for HR Recruitment.

Tender Ref No. SEF/NP/2016-17/19

NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF SERVICES

(Hiring of firm for Recruitment and Selection of Employees)

- *Sindh Education Foundation* regularly receives funds from *Government of Sindh* for its operations including recruitment and selection of new employees for which a firm is being outsourced as cited below with Scope, Estimated Cost and other details given as under:-

(i) **Scope:** (*Hiring of firm for Recruitment and Selection of Employees*).

The potential firm / service provider shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepare list of short listed candidates as per criteria given for each post.
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each post
- **Administer test:** i) identifying / arranging test center(s), ii allotting Roll Nos. & Test center(s) to the candidates, iii notifying the schedule of test, test centers and instructions to the candidates
- **Transport** Test material to the examination center(s) under strict security & confidentiality.
- Checking test papers and developing, finalizing and announcement of the results.
- Screening of the top scoring applicants for interviews through established criteria.
- Conduct interviews of successful candidates of the test at suitable venues across Sindh.
- Submit list of successful candidates for each post in order of merit along with waiting list of the successful candidates for each post in order of merit.

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The firm/contractor shall enclose the (one original and one copy) of the documents in a sealed envelope which shall:-

- (a) bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- (c) be clearly marked "Application for Pre-qualification for **"Hiring of Firm for Recruitment and Selection of Employees"**".

Clause 2 If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-mature opening of the document.

Clause 3 Document shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

Clause 4 Firm/Contractor must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the firm/contractor.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

Clause 6 Addendum: At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24): Documents shall be received by the agency at the address (**Head Office: House# 21-A, Block 7/8 Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi, Ph.# 021-34305753-4, 34305754 & Fax: 021-34169182**), not later than the (*12th January, 2017 at 3:00 pm and shall be opened on the same date at 3:30 p.m.*). The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

5.0 Section II: Evaluation/Qualification Criteria.

In this section two evaluation criteria are being given for the benefit of the procuring agency. One is based on marks/score and the other is based on pass/fail criteria. Procuring agency may adopt any one of these selection methods while prequalifying the contractors/firms.

1. Criteria based on Marks/Score.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate ; (ii) valid registration certificate from income tax authority (NTN) and (SRB); and (iii) is not black listed. *Detailed eligibility criteria are given below:*

Eligibility Criteria
At least 05 years of experience in providing consulting services for recruitment and selection of employees with at least 03 similar assignments completed in the past 03 consecutive years. Documentary evidence in form of final reports and certificates may be furnished for the last 03 assignments along with a mention of their financial worth.
A minimum financial turnover of Rs. 05 (five) million per annum – Evidence required in the form of Last 12 months' Bank Statement / Bank Certificate indicating Rs. 05 million turnover or above duly stamped from concerned Bank.
Declaration on affidavit of Rs. 100/- stamp paper that the firm has never been blacklisted (duly signed & stamped).
Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are a MUST requirement; <ul style="list-style-type: none"> • Copy of Sales Tax return required for last three months duly acknowledge by SRB/FBR • Copy of withholding Tax return required for last financial year duly acknowledge by FBR • Copy of sales tax Registration Certificate required • Copy of National Tax Registration Certificate required • Copy of the Tax Exemption Certificate (if any)

Firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

6.0 Section III. Application Forms;

A-I Application Submission Form (The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead)

Date: _____

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of-----

I the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original (together with -----copies) of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
- (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements;

2. The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

A-III

2. General Experience Record

(i) Details of Contracts of Similar Nature and Complexity completed over the last 05 years

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

(iii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax.					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs					
Date of Award:					
Date of Completion					

A-V

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

4(B) Curriculum Vitae (CV) for Proposed Experts

1. **Proposed Position:** _____
2. **Name of Expert:** _____
3. **Name of Firm:** _____

4. **Current Residential Address:** _____
Telephone No: _____ **Fax No:** _____
E-Mail Address: _____
5. **Date of Birth:** _____ **Citizenship:** _____
6. **Qualification:** _____
7. **Work Experience:** Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

B. Equipment Capabilities (leased/ rented by the contractor/firm) – N/A

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contact name and title with Telephone Fax & E Mail of the owner	Agreements Details of rental / lease / manufacture agreements specific to the project
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Section IV. Scope of Contract: *(Description of works and Period of completion)*

The potential firm / service provider shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepare list of short listed candidates as per criteria given for each post.
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each post
- **Administer test:** i) identifying / arranging test center(s), ii allotting Roll Nos. & Test center(s) to the candidates, iii notifying the schedule of test, test centers and instructions to the candidates
- **Transport** Test material to the examination center(s) under strict security & confidentiality.
- Checking test papers and developing, finalizing and announcement of the results.
- Screening of the top scoring applicants for interviews through established criteria.
- Conduct interviews of successful candidates of the test at suitable venues across Sindh.
- Submit list of successful candidates for each post in order of merit along with waiting list of the successful candidates for each post in order of merit.