

## REQUEST FOR BIDS

### PROCUREMENT OF NON-CONSULTANCY SERVICES (Provision of General/Non-Core Staff- HR Outsourcing)

Procurement Notice No. (PN.No.3/2025/HR/NSDRA)

1. National Seed Development Regulatory Authority (NSDRA) invites Bids from eligible Bidders registered on E-PADS for provision of Human Resource (**General Non-Core- staff**) for NSDRA Office situated at Islamabad.
2. Single stage one envelope bidding procedure will be used by adopting Least Cost Base Selection LCBS Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time).
3. All Bids must be accompanied by a Bid Security (amounting to Rs.50,000/-) in the shape of Bank Draft and pay order. The Bid security can also be submitted in original at the NSDRA Head Office.
4. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on E-Pak Acquisition & Disposal System (EPADS) at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
5. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through EPADS on or before 11:00 am, December 24, 2025. E-bids will be opened on the same day at 11:30 am. Manual submission of Bids shall not be entertained.
6. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website (mention website) and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).
7. Tender documents are available on both the NSDRA and PPRA websites and may be downloaded by interested bidders.

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