

ASSOCIATED PRESS OF PAKISTAN CORPORATION (APPC)

OFFICE OF THE MANAGER (ADMINISTRATION)

Islamabad, Pakistan

TENDER DOCUMENT

No.F.17-A/PUR-Tendering/2025-Admin

Hiring of Third-Party Human Resource Provider Firm

1. INVITATION TO BID

The Associated Press of Pakistan (APP), Islamabad, invites sealed bids from reputable, registered, and experienced Human Resource (HR) Service Provider Firms for the provision of outsourced manpower services.

The selected firm shall provide qualified and competent personnel for the following positions:

- Office Boy
- Auto Mechanic
- Security Guard
- Sanitary Worker
- AC Technician
- Gardener

Firms meeting the eligibility criteria are encouraged to participate in this competitive bidding process in accordance with the Public Procurement Regulatory Authority (PPRA) Rules of the Government of Pakistan.

2. BACKGROUND

Associated Press of Pakistan (APP) is the premier national news agency of Pakistan operating under the Ministry of Information & Broadcasting. APP requires support staff through a professional HR outsourcing firm to ensure smooth administrative and operational functioning.

3. SCOPE OF WORK

The selected HR firm shall:

1. Recruit, verify, and deploy suitable candidates for the required positions.
2. Ensure that deployed staff meet qualification, experience, and fitness standards.
3. Manage payroll processing including salaries, taxes, EOBI, social security, and other statutory deductions.
4. Ensure compliance with applicable labor laws of Pakistan.
5. Provide replacement of any staff within 07 working days upon request.
6. Maintain attendance and leave records.
7. Ensure that security guards are trained and physically fit.
8. Ensure auto mechanics possess relevant technical certification/experience.

4. ELIGIBILITY CRITERIA

Interested firms must fulfill the following criteria:

- * Registered with SECP.
- * Valid NTN and Sales Tax Registration.
- * Minimum 03 years of relevant experience in HR outsourcing.
- * Proven track record with Government/Semi-Government/Autonomous bodies.
- * Submission of audited financial statements for the last two years.
- * Affidavit confirming non-blacklisting by any Government entity.

Incomplete applications shall not be entertained.

5. REQUIRED STAFF (ESTIMATED)

Sr. No	Position	Estimated Number
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1	Office Boy	As Required	
2	Auto Mechanic	As Required	
3	Security Guard	As Required	
4	Sanitary Worker	As Required	

(APPC reserves the right to increase or decrease the number of required staff.)

6. CONTRACT PERIOD

The contract shall initially be for a period of one (01) year, extendable for further period(s) subject to satisfactory performance and approval of competent authority.

7. PAYMENT TERMS

- * Payment shall be made on a monthly basis upon submission of invoice.
- * The firm shall clearly mention service charges/administrative fee separately.
- * All applicable taxes shall be deducted as per Government rules.

8. BID SECURITY

Bid Security equivalent to Rs. 100,000/- of the total quoted annual value in the form of Pay Order/Demand Draft in favor of Associated Press of Pakistan must be attached with the bid.

9. PERFORMANCE GUARANTEE

The successful bidder shall furnish a Performance Guarantee equal to 5% of the total contract value within 10 days of issuance of Letter of Acceptance.

10. EVALUATION CRITERIA

Bids shall be evaluated under the Single Stage – Two Envelope Procedure:

- * Technical Proposal
- * Financial Proposal

Technical evaluation shall be based on:

- * Company profile and experience
- * Financial strength
- * Client portfolio
- * Compliance with eligibility criteria

Financial proposals of technically qualified firms only shall be opened.

11. SUBMISSION OF BIDS

Sealed bids clearly marked as:

“Tender for Hiring of HR Service Provider Firm”

Must reach the undersigned on or before [25-03-2026] at [03:00 pm].

Late submissions shall not be entertained.

12. RIGHTS RESERVED

The competent authority of Associated Press of Pakistan reserves the right to:

- * Accept or reject any or all bids as per PPRA Rules.
- * Cancel the tender process at any stage.
- * Increase or decrease the scope of work.

13. CONTACT INFORMATION

Manager (Administration)

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