

**Government of Pakistan
Pakistan Mint**

Tender Enquiry No:	Proc.18(Others Services)/T-40 /2025-2026
Subject of Procurement:	Hiring of Services Testing Agency for Conduct of Screening / Skills Test
Deadline for Bid submission	Date: 03-06-2026 at 10:00 Hours
Schedule for opening of Bids	Date:03-06-2026 Time: 10:30 Hours
Method of procurement	Single Stage One Envelope

1. Bidding shall be conducted in line with the Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time. Provisions of National Standard Bidding Documents (NSBDs) available on PPRA website shall be deemed to have been read and adhered to by the bidders. In the event of any ambiguity or conflict between the documents listed below, the order of precedence shall be the order in which the documents are listed below: -

- (a) Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time.
- (b) This whole tender document from page 1 till end.
- (c) Provisions of Contract / Services and other terms and condition as mentioned in bidding documents.
- (d) Instruction to bidders (ITB); Section-II of NSBD.
- (e) Special Conditions of Contract (if applicable); Section VIII of NSBDs
- (f) General Conditions of the Contract: Section VII of NSBDs;

BID DATA SHEET (BDS)

BDS Clause No.	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	Name of Procuring Agency: Pakistan Mint Completion Performance Period: <u>for the vacancies to be advertised upto 30th June, 2027</u>
2	2.1	Financial year for the operations of the Procuring Agency <u>2025-26 and 2026-27</u>
B. Bidding Documents		
3.	7.2	The number of documents to be completed and uploaded on PPRA's E-pad System.
4.	8.1	The address for clarification of Bidding Documents is: Procurement Officer, Pakistan Mint, Lahore (042-99250040)
	8.5	Pre-bid meeting will not be held. However, such request from bidder can be entertained on merit.
C. Preparation of Bids		
5.	10.1	The Language of all correspondences and documents related to the Bid is: English & Urdu.
6.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: <i>As specified in Schedule of requirements.</i>
7.	12.3 (c)	Other procurement specific documentation requirements are: <i>As specified in Schedule of requirements.</i>

8.	15.9	The price shall be fixed.
9.	16.1(a)	Price shall be quoted in <i>Pakistani Rupees</i> .
10.	17.1	The Bid Validity Upto 30 th June, 2027
11.	18.1	The amount of Bid Security shall be Rs.20,000/- The currency of the Bid Security shall be: PKR
12.	18.3	The Bid Security shall be in the form of CDR / Bankers Cheque/Bank Guarantee from scheduled Bank in favour of Director General, Pakistan Mint, Lahore having validity Upto 30 th June, 2027 from date of opening of tender. Offers without Bid Security or short money would be rejected. The original Bid Security shall be submitted in Procurement Department before the closing time of bid.
D. Submission of Bids		
13.	23.1	The deadline for Bid submission is as mentioned at Page No. 1 of Tender
E. Opening and Evaluation of Bids		
14.	35	Evaluation Techniques: Least Cost Based Selection (LCBS) After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.
15.	33.5 (b)	Completion of services must be completed within the period mentioned in the tender or Contract.
16.	34.1	Preference to domestic or National Testing Agencies or contractors shall be in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.
F. Award of Contract		
18.	43.1	The Performance Security (or guarantee) shall be Rs 100,000/- . In case any bidder fails, his Bid security can be forfeited and 2 nd lowest can be considered. If the Testing Agency fails to perform the Job, the Performance Security/Guarantee can be forfeited.
19.	43.2	The Performance Security (or guarantee) shall be in the form of CDR/Banker Cheque / Bank Guarantee.
G. Review of Procurement Decisions		
20.	49.1	The address of the Procuring Agency: Pakistan Mint, GT Road, Lahore.

SPECIAL CONDITION OF CONTRACT (SCC) AND OTHER TERMS AND CONDITIONS

1. The tenderer should be indicated National Tax and G.S.T. (active tax payer).
2. The payment will only be made after the presentation of the sale tax invoice along with the bill.
3. For firms related to contract Services should be registered with PRA before payment otherwise payment will be made as per PRA Rules.
4. Bidder/Tenderer should attach copy of his/her CNIC.
5. Tenderer should be registered firms who are on active taxpayer list (ATL) of FBR. If the Tenderer is not on active taxpayer list (ATL) the payment will not be made till his appearance on ATL of FBR.
6. All pages of Tender Documents must be signed and attested by bidder.
7. CDR/ Banker Cheque / Performance Bank Guarantee can be detained by the Pakistan Mint for one year.

8. The prospective bidder shall submit Sealed Bid Security for tender in the form of a CDR /Banker Cheque / Bank Guarantee from any scheduled bank of Pakistan, made out in favour of the Director General Pakistan Mint Lahore, before the bid closing time, failing which the bid(s) shall be considered non-responsive' and rejected.
9. One Set of Filled hard copy of the same bidding documents shall be submitted to Pakistan Mint before closing of the Bid time.
10. The prospective bidder shall submit Sealed Bid Security for tender in the form of a CDR /Banker Cheque / Bank Guarantee from any scheduled bank of Pakistan, made out in favour of the Director General Pakistan Mint Lahore, before the bid closing time, failing which the bid(s) shall be considered 'non-responsive' and rejected.
11. No interest will be paid on any delay in payment (GCC Clause 19.3).
12. The Director General, Pakistan Mint reserves the right in the Public Interest:-
 - a. To accept or reject the part or whole of the tender without assigning any reason.
 - b. To waive off any of the condition /Specification in the tender/Purchase Order.
 - c. To withdraw any or all items, amend or change the quantity of stores included in this Tender while placing the order.
 - d. Tender can be rejected any or all the bids prior to acceptance of the bids as per PPRA Rules.

A) ELIGIBILITY CRITERIA FOR SELECTION OF TESTING AGENCY

- i) Testing Agency must be registered with the Securities & Exchange Commission of Pakistan if established in private sector (Copy of Registration certificate required)
- ii) Testing Agency must have NTN Certificate issued by FBR. Copy of such certificate and proof of Active Tax Payer List from website of Provincial Revenue Authority must be provided.
- iii) Must have Offices in Islamabad, Lahore, Karachi, Quetta, Peshawar. Their addresses, telephone numbers, Fax Numbers and email addresses may be attached with the bid.
- iv) Must have capacity and trained staff to conduct & administer all types of tests simultaneously in Federal Capital, provincial capitals, GB, ex-FATA in fair and transparent manner (An affidavit on stamp paper required)
- v) Financial Stability Certificate of minimum worth of Rs. 10 million duly verified by Bank.
- vi) An affidavit on stamp paper (original and latest) duly attested by the Notary Public showing that Testing Agency has never been blacklisted by any government organization.
- vii) Must have **at least 10 years'** experience of taking recruitment tests in public sector organizations (**Proof required**). Detail of such five Government Departments alongwith their contact Nos., addresses, emails (if available) may be provided so that the same may be got verified by Pakistan Mint, if required.
- viii) Must have state of the art website, which contains all the information about Testing Agency. Detail required.

B) TERMS AND CONDITIONS OF CONTRACT

1. Advertisement of vacancies, Receipt of Applications, Data Entry

Pakistan Mint shall advertise vacancies in the newspapers/ relevant forums and obtain as well as compile detail/list of candidates as per manner and procedure deemed appropriate to it as per rules. Pakistan Mint may carry out initial shortlisting of candidates on the basis of initial scrutiny of applications

2. Sharing of candidates' data/lists with Testing Agency

Pakistan Mint shall share list/ detail of applicants against each post to the testing agency for conduct of screening/ skill test.

3. Test fee

- i. Test fee (as per approved rate) shall be charged from candidates by the testing agency
- ii. In case recruitment process is cancelled by Pakistan Mint before conduct of Screening Test, testing agency may charge not more than 20% of fee being its processing charges and it shall refund the remaining fees to the candidates.

4. Written Screening Test:

- i. Pakistan Mint shall provide the Syllabus/Outline of Screening/Skill Test for each post mentioning their weightages.
- ii. Testing Agency shall develop guidelines for candidates which shall include a sample model paper for written MCQs type test for various posts and place on it on its website.
- iii. Testing Agency shall carry out designing of question papers & answer sheets and printing thereof, and shall maintain fool-proof secrecy/confidentiality in all respects.
- iv. Test date shall be decided by Testing Agency in consultation with Pakistan Mint which should be within 10 days of sharing of lists/details of candidates.
- v. Testing Agency shall send Roll Number Slips to the all candidates **through sms and as well as registered mail or courier**, intimating them the test date, venue, timing and instructions etc.
- vi. It shall be ensured that separate test is conducted for each post
- vii. Testing Agency shall ensure that the tests centers are established in easily accessible locations of federal capital, provincial capitals and GB/ EX-FATA as per addresses of candidates or test cities if opted by candidates.
- viii. Testing Agency shall ensure verification of Photo and CNIC of candidates at the entry point of examination hall for written test.
- ix. Transportation of test material to/from test centres in a safe and secure manner shall be responsibility of Testing Agency
- x. Testing Agency shall depute trained invigilation staff at the test Centres.
- xi. Testing Agency shall facilitate the monitoring teams of Pakistan Mint at the test centres, if deputed. Pakistan Mint shall intimate the names and

designation of monitoring officials deputed for prescribed centers to Testing Agency in advance.

5. Preparation & Announcement of Result:

- i. Testing Agency shall prepare the result of MCQ based test **within 02 Weeks of test.**
- ii. Testing Agency, after preparation of the results, shall provide the merit lists to Pakistan Mint in descending order of obtained marks. Independent lists shall be prepared for each quota (if there is any).
- iii. The printed result shall include the necessary fields like Merit No., Name of candidate, Father's name, CNIC, Domicile, total marks, obtained marks, address and Mobile numbers etc.
- iv. Soft copy of the result shall also be forwarded to Pakistan Mint.
- v. Testing Agency shall also announce the result on its website with the "obtained marks". However, candidates will be granted access to their own result only.
- vi. If any request for rechecking of papers or verification of result is made by Pakistan Mint, Testing Agency shall entertain the same free of cost.
- vii. Testing Agency shall maintain record of screening test and it shall be shared with Pakistan Mint on need basis.



6. Secrecy, Confidentiality and Transparency:

- i. Testing Agency shall be responsible for secrecy and confidentiality of the whole process, including the candidates' data.
- ii. Testing Agency shall carry out the whole recruitment process in a transparent and fair manner.

7. Period of contract

- i. The contract shall be valid for the vacancies to be advertised by Pakistan Mint in F.Y. 2025-26 and 2026-27.

SCHEDULE OF REQUIREMENT; TECHNICAL SPECIFICATION / PRICE SCHEDULE FORM

Item No.	Dept.	Description	Total Fee Per Candidate to be charged fully from candidates
1.	Admin Note	Hiring of Services Testing Agency for Conduct of Screening / Skills Test	


To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal
In submitting our Financial Proposal we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

SEAL AND SIGNATURE OF TENDERER

Name of Firm: _____
 Address: _____
 Bank A/C No. _____
 NTN No: _____
 GST No.: _____
 Authorized Person name: _____
 Phone No.: _____
 Email address: _____


 Procurement Officer,
 Pakistan Mint, Lahore.