

Government of Pakistan
Daanish Schools Authority
Ministry of Federal Education & Professional Training

PRE-QUALIFICATION DOCUMENT (PQD)

FOR
HUMAN RESOURCE RECRUITMENT SERVICE PROVIDERS
(Including Testing & Examination Services)

Event	Date & Time
Pre-Bid Meeting	June 18, 2026 11:00 AM
EOI Submission Deadline	June 29, 2026 02:00 PM
Opening of EOIs	June 29, 2026 02:30 PM
Bid Security (Original)	Rs. 500,000/- (CDR / Pay Order / Bank Draft)



Issued by:

(Shah Jehan)

Deputy Secretary – Daanish Schools

Daanish Schools Authority

Ministry of Federal Education & Professional Training

Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad

Tel: 051-9103915

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IMPORTANT DISCLAIMER

— PREVIOUS PRE-QUALIFICATION ANNULLED Firms that were pre-qualified under the previous pre-qualification process conducted by Daanish Schools Authority for Human Resource Recruitment Service Providers are hereby informed that the said pre-qualification process has been annulled in its entirety. All interested firms, including those previously pre-qualified, are required to apply afresh under this Pre-Qualification Document. Previous pre-qualification shall confer no advantage, exemption, right, or priority in the current process. Failure to apply under this PQD shall disqualify a firm from participating in any subsequent recruitment assignments issued by the Authority

1. Background & Introduction

Daanish Schools Authority (DSA), operating under the administrative control of the Ministry of Federal Education and Professional Training, Government of Pakistan, is responsible for the establishment, management, and operational oversight of Daanish Schools across the country. The Authority provides quality education to students from underprivileged and marginalized segments of society.

To ensure transparency, merit, and professionalism in the recruitment of personnel for DSA Secretariat and Daanish Schools located across Pakistan, the Authority intends to engage professional Human Resource Recruitment Service Providers. Given the scale and diversity of recruitment needs — including testing and written examination services for various cadres — the Authority requires firms with demonstrated capability in end-to-end recruitment management, including the design and conduct of recruitment tests and examinations.

Through this Pre-Qualification Document (PQD), Daanish Schools Authority invites Expressions of Interest (EOIs) from well-reputed, experienced, and technically equipped firms to provide Human Resource Recruitment and Testing Services. Firms that meet the prescribed eligibility and evaluation criteria shall be shortlisted and subsequently invited to participate in competitive procurement processes for specific recruitment assignments.

2. Definitions & Interpretations

Unless the context requires otherwise, the following terms shall have the meanings assigned to them:

Term	Definition
Authority / DSA	Daanish Schools Authority, Ministry of Federal Education & Professional Training, Government of Pakistan.
EOI	Expression of Interest / Application submitted by a firm in response to this Pre-Qualification Document.
PQD	Pre-Qualification Document — this document in its entirety, including all annexures.
Firm / Applicant	Any legally registered entity submitting an EOI under this PQD.
Assignment	A specific recruitment engagement awarded by the Authority to a pre-qualified firm through an RFP or RFQ, covering one or more positions or cadres as specified by the Authority.
Cases	Individual recruitment instances (positions) for which the full or partial recruitment cycle has been completed. Each position filled counts as one case; a separate advertisement together with its own completion certificate for the same nature of position shall be considered a separate case.
Position	An individual seat or vacancy within a Post, for which one candidate is recruited and placed under a specific recruitment exercise. The number of Positions filled is the count of individual candidates placed, regardless of the number of Posts or Cases under which they were recruited.
Post	A job title, designation, or cadre forming part of an organization's approved establishment (e.g., "Lecturer", "Accounts Officer", "Office Assistant"), under which one or more Positions (vacancies/seats) may be advertised and filled in a single or multiple recruitment cycles.
Recruitment Cycle	The complete process from advertisement publication through final recommendations to the Authority, including testing, shortlisting, and interview facilitation.
Testing Agency	A firm or division thereof that independently designs, administers, evaluates, and reports standardized written tests or examinations for candidate assessment.

EPADS	e-Pak Acquisition and Disposal System — the Government of Pakistan's official e-procurement portal at www.eprocure.gov.pk .
PPRA	Public Procurement Regulatory Authority, Government of Pakistan.
PPR 2004	Public Procurement Rules, 2004 (as amended from time to time).
RFP / RFQ	Request for Proposal / Request for Quotation — the document(s) issued to pre-qualified firms inviting competitive bids for specific recruitment assignments.
Bid Security	A financial instrument submitted by an applicant as a guarantee of the seriousness of its EOI, as specified in Section 6.
Blacklisted	Declared ineligible, debarred, or blacklisted by any Government Department, Public Sector Organization, Autonomous Body, or Regulatory Authority in Pakistan, at any time up to and including the date of submission of the EOI.
Framework Agreement	An agreement between the Authority and pre-qualified firm(s) setting out the terms and conditions under which individual assignments shall be placed during the validity period.

3. Objective of Pre-Qualification

The objective of this pre-qualification process is to establish a panel of qualified Human Resource Recruitment Service Providers — with particular emphasis on firms capable of conducting standardized recruitment tests and written examinations — who may be engaged by the Authority, through competitive procurement procedures, for specific recruitment assignments.

Pre-qualified firms shall be invited through Request for Proposals / Quotations (RFPs / RFQs) for recruitment assignments relating to hiring of staff at various levels for Daanish Schools Authority Secretariat and Daanish Schools across Pakistan. Assignments may include:

- Design, administration, and evaluation of written recruitment tests and examinations.
- Advertisement management and application processing.
- Scrutiny, shortlisting, and interview facilitation.
- Complete end-to-end recruitment cycle management.
- Recruitment of senior management, professional, academic, administrative, technical, and support staff.

4. General Information & Instructions

- This pre-qualification shall be conducted in accordance with Public Procurement Rules, 2004 (Rule 14).
- The PQD is available on EPADS (www.eprocure.gov.pk), PPRA website (www.ppra.org.pk), and the official website of the Ministry of Federal Education & Professional Training.
- A Pre-Bid Meeting shall be held on **June 18, 2026 at 11:00 AM** in the Office of the Deputy Secretary – Daanish Schools, Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad. Attendance is strongly encouraged. Queries raised during this meeting shall be responded to in writing and shall be uploaded on EPADS. Minutes of the Pre-Bid Meeting shall become part of this PQD and the bidding process.
- The pre-qualification shall be conducted on an open framework agreement basis. Upon pre-qualification, assignments shall be issued through RFP / RFQ manually to pre-qualified firms, or through such other mechanism as may be permissible under the provisions of EPADS at the relevant time.

- All EOI submissions must be made electronically through EPADS only. Physical or hard copy submissions shall not be accepted.
- The Authority reserves the right to verify any information provided in the EOI at any stage of the process, including through direct contact with referenced client organizations.
- Submission of an EOI does not guarantee pre-qualification or award of any assignment.
- Any attempt by an applicant to influence the evaluation process shall result in immediate disqualification.
- All affidavits and stamp paper documents submitted under this PQD shall be issued in the name of the authorised representative of the firm, and shall be duly attested by a Notary Public / Oath Commissioner.

4.1 Joint Venture (JV) Provisions

- Joint ventures of a maximum of two (2) firms are permitted to participate. Applications from JVs of more than two partners shall not be entertained.
- Both JV partners shall individually meet all mandatory eligibility criteria specified in Section 7. An application where either partner fails any mandatory criterion shall be rejected.
- For scoring under the evaluation criteria (Section 9), the lead partner must individually meet at least sixty percent (60%) of the marks threshold for each criterion, and the partner firm must individually meet at least Twenty Five percent (25%) of the marks threshold for each criterion. Combined scores of both partners shall be counted.
- A legally binding Joint Venture Agreement, duly executed on stamp paper and signed by authorised representatives of all partners, must be submitted along with the EOI.
- All JV partners shall be jointly and severally liable for the performance of obligations under any subsequent assignment or contract awarded to the JV.

5. Scope of Services

The pre-qualified Human Resource Recruitment Service Provider shall be responsible for providing comprehensive recruitment management and testing services as directed by the Authority for each specific assignment. The scope of services shall include, but shall not be limited to, the following:

5.1 Recruitment Planning

- Assist the Authority in developing recruitment plans, timelines, and staffing requisitions based on requirements communicated by DSA.
- Advise on appropriate recruitment methodologies for different cadres and levels of positions.

5.2 Advertisement & Application Management

- Prepare and publish recruitment advertisements in national newspapers, online job portals, and other appropriate media platforms in consultation with the Authority.
- Establish and manage a secure online application management portal enabling candidates to apply electronically.
- Receive, record, and manage all applications; maintain a comprehensive, searchable electronic database of applicants.

5.3 Testing & Examination Services

The service provider shall be capable of independently designing, administering, and evaluating recruitment tests and examinations, including:

- Design of standardized written tests calibrated to the requirements of each position / cadre in consultation with the Authority.
- Establishment of secure examination centres with adequate seating capacity across Pakistan as required by the Authority.
- Procurement and secure printing of question papers with strict confidentiality protocols.
- Supervision, invigilation, and conduct of examinations on scheduled dates.
- Optical Mark Recognition (OMR) or digital marking of test responses.
- Generation of merit lists based on test results, with detailed scoring sheets.
- Maintaining a digital archive of all test records, question banks, and answer sheets.

5.4 Scrutiny & Shortlisting

- Scrutinize applications against prescribed eligibility criteria (qualifications, experience, age limits) provided by the Authority.
- Prepare lists of eligible and ineligible candidates with documented reasons for rejection of ineligible applications.
- Prepare shortlists of candidates recommended for written tests, interviews, or other evaluation stages as directed.

5.5 Interview Facilitation

- Coordinate scheduling of interviews and communicate with shortlisted candidates.
- Provide logistical support for interview boards as directed by the Authority.

5.6 Reporting & Documentation

- Maintain complete documentation of the entire recruitment process, including candidate database, test records, evaluation records, and recruitment reports.
- Provide analytical recruitment summaries including applicant statistics, test results, shortlisting outcomes, and final recommendations.
- Ensure confidentiality and integrity of all recruitment-related information and documentation.
- Comply with all instructions and guidelines issued by the Authority during the recruitment process.

6. Bid Security

Bid Security Particulars	Details
Amount	Rs. 500,000/- (Rupees Five Hundred Thousand Only)
Form	Bank Draft / Call Deposit Receipt (CDR) —kn in favour of DDO, Daanish Schools Authority.
Validity	The Bid Security shall remain valid for a minimum of 120 days from the EOI submission deadline (i.e., June 29, 2026).
Submission Deadline	The original instrument must be physically submitted before June 29, 2026 at 02:00 PM. EOI submitted on EPADS without the physical original Bid Security shall be rejected.

Submission Address	Office of Deputy Secretary – Daanish Schools, Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad.
Consequence of Non-Submission	Applications not accompanied by a valid original Bid Security instrument, submitted before the deadline, shall be summarily rejected and shall not be evaluated under any circumstances.
Return of Bid Security	Bid Security of unsuccessful applicants shall be returned within 30 days of completion and notification of the pre-qualification process. Bid Security of pre-qualified firms shall be returned upon submission of a valid Performance Guarantee at the time of contract award for each assignment.
Forfeiture	The Bid Security shall be forfeited if: (a) the applicant withdraws its EOI after the submission deadline; (b) the applicant furnishes false, misleading, or fabricated information in the EOI; or (c) the pre-qualified firm fails to honour its obligations under this PQD or a subsequently awarded contract.

7. Eligibility Criteria (Mandatory)

Interested firms must meet ALL of the following mandatory minimum eligibility requirements. In the case of a Joint Venture, both partners shall individually meet each mandatory criterion. Failure to meet any single requirement shall render the application non-responsive, and it shall not be evaluated further.

Supporting evidence is mandatory for each criterion as listed below. Self-declarations without documentary evidence shall not be accepted.

S.No	Eligibility Requirement	Supporting Evidence Required
1	Legal Registration: The firm must be legally registered with the Securities and Exchange Commission of Pakistan (SECP), Registrar of Firms, or any other relevant regulatory authority.	Certificate of Incorporation / Registration from SECP or relevant authority.
2	Tax Compliance: The firm must possess a valid National Tax Number (NTN) and Sales Tax Registration Number (STRN), and must appear on the Active Taxpayers List (ATL) of the Federal Board of Revenue at the time of submission. Online ATL verification shall be accepted.	NTN Certificate, STRN Certificate, and ATL printout or online verification screenshot (within 30 days of submission date).
3	Minimum Experience: The firm must have a minimum of seven (7) years of documented experience in Human Resource Recruitment Services or HR Consultancy, with at least three (3) of those years involving testing / examination services.	Certificate(s) of Experience, Company Registration date, and / or Work Orders / Completion Certificates evidencing testing services.
4	Recruitment Volume: The firm must have successfully completed at least one hundred (100) recruitment cases — covering the full recruitment cycle — during the last eight (8) years.	Annex-C completed with supporting Work Orders / Completion Certificates for each referenced case or batch.
5	Testing Capacity & Large-Scale Recruitment Experience — MANDATORY: (a) Testing Capacity: During the last eight (8) years, the firm must have independently designed, administered, and evaluated standardized written recruitment tests or examinations for at least three (3) separate organizations, demonstrating capability in: candidate / application data processing; printing and secure handling of question papers and question banks; assessment and result-processing procedures; and examination management systems for recruitment purposes. (b) Large-Scale Public Sector	(a) Work Orders / Completion Certificates specifically referencing conduct of written tests / examinations for at least 3 organizations (Annex-D). Sample question papers (redacted) may be requested by the Authority during evaluation. (b) Work Orders / Completion Certificates / client confirmations evidencing public sector assignment(s) with candidate / application volume of 400,000 or more and Positions filled of 5,000 or more (Annex-K).

	Recruitment Experience: During the last eight (8) years and up to the date of bid submission, the firm must have conducted recruitment / testing assignment(s) in the public sector involving a cumulative candidate / application volume of not less than 0.4 million (400,000), and covering not less than 5,000 Positions filled.	
6	Technical Infrastructure: The firm must possess adequate technical and administrative infrastructure for recruitment management and testing services, including: (a) an HRIS or Applicant Tracking System; (b) an Online Application Portal; and (c) examination management capability including OMR or digital marking.	Annex-E completed with documentary evidence (screenshots, system documentation, or certification).
7	Professional Staff: The firm must have a minimum of fifteen (15) dedicated full-time professional staff engaged in HR recruitment and testing services.	Annex-F completed with CNIC copies, employment contracts / appointment letters, and salary slips for each staff member claimed.
8	Financial Soundness: (a) The firm must have an Average Annual Turnover of at least Rs. 20 million over the last three financial years, supported by audited financial statements. (b) The firm must maintain a minimum bank balance of Rs. 20 million in its operating account as of the bid submission / closing date. Failure to provide the required evidence may result in disqualification.	(a) Audited financial statements for the last three years, certified by a Chartered Accountant registered with ICAP (Annex-G). (b) Original bank certificate / bank statement issued by the firm's bank confirming a minimum balance of Rs. 20 million as of the bid submission date (Annex-G).
9	Non-Blacklisting: The firm, or any of its shareholders / members, must not have ever been blacklisted, debarred, or declared ineligible by any Government Department, Public Sector Organization, Autonomous Body, or Regulatory Authority in Pakistan, as of the date of submission.	Affidavit on stamp paper as per Annex-H, duly attested by a Notary Public / Oath Commissioner.
10	Accuracy Declaration: An affidavit declaring that all information provided in the EOI is true, correct, and verifiable.	Affidavit on stamp paper as per Annex-I, duly attested by a Notary Public / Oath Commissioner.
11	Bid Security: Original Bid Security of Rs. 500,000/- as specified in Section 6, physically submitted before the deadline.	Original CDR / Bank Draft physically submitted as per Section 6, with Annex-J submitted electronically.
12	JV Agreement (applicable in case of Joint Venture only): A legally binding JV Agreement executed on stamp paper and signed by authorised representatives of all partners.	Signed and stamped JV Agreement with clear identification of lead partner and partner firm, and respective roles and responsibilities.

8. Submission Requirements

Interested firms shall submit the following documents electronically through EPADS. Each document must be clearly indexed, paginated, and cross-referenced. The page number column below must be completed by the applicant before submission. All reports and supporting evidence must be attached directly to the application. Shared drive links shall not be accepted.

S.No	Annex	Document / Requirement	Mandatory / Optional	Pg. No.
1	Annex-A	Covering Letter (Sample format at Annex-A)	Mandatory	
2	Annex-B	Company Profile & Application Form	Mandatory	
3	Annex-C	Evidence of Recruitment Cases (last 8 years) with Work Orders / Completion Certificates	Mandatory	

4	Annex-D	Experience of Similar Assignments including Testing Services (last 8 years)	Mandatory	
5	Annex-E	Technical Infrastructure & Testing / Examination Capacity Details with evidence	Mandatory	
6	Annex-F	Professional Staff Details with CNIC copies, employment letters, and salary slips	Mandatory	
7	Annex-G	Audited Financial Statements (last 3 years) and Bank Operating Certificate / Statement	Mandatory	
8	Annex-H	Affidavit — Non-Blacklisting (on stamp paper, duly attested by Notary / Oath Commissioner)	Mandatory	
9	Annex-I	Affidavit — Correctness of Information (on stamp paper, duly attested by Notary / Oath Commissioner)	Mandatory	
10	Annex-J	Bid Security Submission Form + scanned copy of original CDR / Bank Draft	Mandatory	
11	Annex-K	Successful Completion of Public Sector Recruitment & Placement Assignments, with evidence	Mandatory	
12	—	Joint Venture Agreement — on stamp paper, signed by authorised representatives of all partners (if applicable)	Conditional — JV only	
13	—	ISO or International Certification relevant to HR / Testing Services (if any)	Optional (Scored)	

9. Evaluation Criteria

Applications meeting all mandatory eligibility requirements shall be evaluated on the following technical criteria. A minimum qualifying score of seventy percent (70 out of 100 marks) is required for pre-qualification.

The score obtained at the pre-qualification stage shall not be carried forward to the RFP / RFQ stage. Each subsequent assignment shall be competitively evaluated on its own merits.

Completion Certificates / Work Orders are mandatory evidence for scoring under all criteria. Self-declarations without supporting evidence shall not be scored.

S.No	Evaluation Criterion	Scoring Breakdown	Max Marks	Ref.
1	Years of Experience in HR Recruitment Services (beyond mandatory 7 years) Evidence: Certificate of Registration / Work Orders	7 Years' Experience = 6 Marks 1 mark per additional year Experience	10	B
2	Recruitment Cases Completed (Full Recruitment Cycle) — Last 8 Years Evidence: Work Orders / Completion Certificates (Minimum 100 cases mandatory)	100 – 150 cases = 10 marks 151 – 200 cases = 15 marks Above 200 cases = 20 marks	20	C
3	Successful Completion of Public Sector Recruitment & Placement Assignments (Cumulative Positions recruited and placed in the public sector, up to date of bid)	5,000 – 6,000 Positions = 15 marks Above 6,000 Positions = 20 marks	20	K

	submission) Evidence: Annex-K with Work Orders / Contracts / Completion Certificates / Client References (Minimum 5,000 Positions mandatory — see Eligibility Criterion 5(b))			
4	Testing & Examination Services — Last 8 Years (Organizations for which standardized written tests / examinations were independently designed, administered, and evaluated) Evidence: Work Orders / Completion Certificates specifically referencing conduct of written tests or examinations. (Minimum 3 organizations mandatory — see Eligibility Criterion 5(a))	1 – 3 organizations = 3 marks 4 – 6 organizations = 6 marks 7 – 8 organizations = 8 marks 9 and above = 10 marks	10	D
5	Technical Infrastructure & Testing Capacity Evidence: System screenshots, user manuals, examination centre details, certifications (as per Annex-E)	Online Application Portal + ATS: 5 marks HRIS / Recruitment Management System: 5 marks OMR / Digital Marking System: 5 marks Dedicated Examination Centres (own / contracted): 5 marks ISO or International Certification: 5 marks	25	E
6	Professional Staff Engaged in HR Recruitment & Testing Services Evidence: Annex-F with CNIC copies, employment letters, and salary slips (Minimum 15 full-time staff mandatory)	15 – 18 staff: 7 marks 19 – 21 staff: 8 marks 22 and above: 10 marks	10	F
7	Average Annual Turnover — Last Three Financial Years Evidence: Audited Financial Statements certified by ICAP-registered Chartered Accountant	Rs. 20 – 25 million: 3 marks Above Rs. 25 million up to Rs. 30 million: 4 marks Above Rs. 30 million: 5 marks	5	G
GRAND TOTAL			100	

Minimum Qualifying Score: 70 out of 100 marks (70%). Firms scoring below 70 marks shall not be pre-qualified.

The evaluation criteria set out in this section are applicable for pre-qualification purposes only. The mandatory eligibility criteria specified in Section 7 shall remain applicable at all stages. However, the Authority reserves the right to modify or replace the technical evaluation criteria at the RFP / RFQ stage depending upon the nature and requirements of the specific assignment.

10. Post Pre-Qualification Mechanism

- Firms meeting both the mandatory eligibility requirements and the minimum qualifying score of 70% shall be declared pre-qualified by the competent authority. The enlistment of pre-qualified firms shall be formally notified by the Authority on EPADS and its official website.
- Pre-qualified firms may be required to sign a Framework Agreement setting out the general terms and conditions under which individual recruitment assignments shall be issued during the validity period. The terms of such Framework Agreement shall be communicated to pre-qualified firms at the appropriate time.

- Pre-qualification shall remain valid for a period of one (1) year from the date of approval by the competent authority, subject to satisfactory performance and continued fulfilment of eligibility conditions.
- During the validity period, the Authority may invite proposals from pre-qualified firms for specific recruitment / testing assignments through RFP / RFQ or other procurement methods permitted under PPR 2004. The RFP / RFQ process shall be conducted manually until a framework agreement arrangement is made available on EPADS.
- During the RFP / RFQ stage, firms may be required to make presentations on their proposed methodologies and work plans for the specific assignment, if so required by the Authority. Requirements shall be communicated at the RFP / RFQ stage.
- Assignments shall be awarded through competitive selection among pre-qualified firms. Pre-qualification does not guarantee award of any assignment.
- The Authority reserves the right to revoke pre-qualification of any firm found to have submitted false information, been blacklisted subsequent to pre-qualification, or failed to perform satisfactorily on an awarded assignment.
- Pre-qualification does not constitute any contractual commitment on the part of the Authority.

11. Contractual Obligations

Upon award of a specific recruitment / testing assignment, the pre-qualified firm shall be bound by the following obligations, which shall be explicitly incorporated in the contract agreement:

11.1 Performance & Delivery

- The service provider shall complete each recruitment assignment within the timelines stipulated in the respective RFP / RFQ and contract agreement.
- The service provider shall designate a dedicated Assignment Manager as the single point of contact for DSA for each assignment.
- The service provider shall submit progress reports at intervals specified in the contract.
- Any anticipated delay shall be communicated in writing to the Authority at least seven (7) working days before the affected deadline, with documented justification and a proposed revised schedule.

11.2 Testing Standards & Confidentiality

- The service provider shall ensure that all recruitment tests and examinations are conducted with the highest standards of integrity, impartiality, and security.
- Question papers, candidate data, test results, and all related documentation shall be treated as strictly confidential. Unauthorized disclosure shall constitute a material breach of contract.
- The service provider shall have documented protocols for secure printing, transportation, and storage of all examination material.
- The service provider shall maintain a full audit trail of all examination-related activities, accessible to the Authority upon request.

11.3 Data Protection & Ownership

- All data collected during the recruitment process — including candidate applications, test responses, shortlisting records, and reports — shall be the exclusive property of Daanish Schools Authority.

- The service provider shall not retain, copy, share, or use any DSA data beyond the scope of the assignment without explicit written authorization from the Authority.
- Upon completion of an assignment, the service provider shall transfer all data and documentation to DSA and certify in writing the destruction of any copies retained.

11.4 Performance Guarantee

- Upon award of each contract, the service provider shall submit a Performance Guarantee equivalent to ten percent (10%) of the contract value in the form of a bank guarantee from a scheduled bank, valid for the duration of the contract plus 90 days.
- The Performance Guarantee may be encashed by the Authority in the event of material breach of contract or unsatisfactory performance.

11.5 Penalties for Non-Performance

- In case of failure to deliver services within the stipulated timelines without valid justification accepted by the Authority, a penalty of 0.5% of the contract value per week of delay (up to a maximum of 10%) may be imposed.
- Serious breaches — including examination paper leakage, data breach, or submission of fraudulent recruitment data — shall entitle the Authority to immediately terminate the contract, forfeit the Performance Guarantee, and initiate blacklisting proceedings.

11.6 Sub-Contracting

- Sub-contracting of core testing and examination services is not permitted without prior written approval of the Authority.
- Administrative or logistical sub-contracting (e.g., examination centre facilitation) may be permitted with prior written approval, subject to the sub-contractor meeting minimum standards specified by the Authority.
- The service provider shall remain fully responsible for the acts and omissions of any sub-contractor.

11.7 Conflict of Interest

- The service provider shall not engage or employ any individual who has a direct or indirect financial or personal interest in the outcome of any recruitment process managed under a DSA assignment.
- The service provider shall promptly disclose any actual or potential conflict of interest to the Authority in writing. Failure to disclose shall constitute a material breach of contract.

11.8 Governing Law & Dispute Resolution

- The contract shall be governed by and construed in accordance with the laws of Pakistan.
- Any dispute arising from the contract shall first be resolved through mutual negotiation. If unresolved within 30 days, the dispute shall be referred to arbitration under the Arbitration Act, 1940, with a single arbitrator appointed by mutual consent, or failing that, by the relevant court of law.
- The courts of Islamabad shall have exclusive jurisdiction over matters arising from the contract.

12. Confidentiality

Information relating to the evaluation of applications, recommendations, and award decisions shall not be disclosed to applicants or any other persons not officially concerned with the process until the evaluation process has been formally concluded and results communicated through EPADS.

Applicants shall treat all information contained in this PQD, including evaluation criteria and scoring methodology, as confidential and shall not disclose the same to third parties without the written consent of the Authority.

13. Rights of the Procuring Agency

- Daanish Schools Authority reserves the right to accept or reject any or all Expressions of Interest in accordance with Rule 33 of the Public Procurement Rules, 2004, without assigning any reason thereof.
- The Authority reserves the right to verify any information submitted by applicants through independent means, including direct contact with client organizations referenced in the EOI.
- The Authority reserves the right to amend, suspend, or cancel this pre-qualification process at any stage without incurring any liability to any applicant.
- Submission of an EOI does not constitute a contractual right for the applicant to be engaged by the Authority.

14. Submission Instructions

Item	Details
Submission Mode	Electronically through EPADS (www.eprocure.gov.pk) ONLY. Physical or hard copy submissions shall not be accepted or entertained.
EOI Submission Deadline	June 29, 2026 at 02:00 PM (Pakistan Standard Time).
Opening of EOIs	June 29, 2026 at 02:30 PM — through EPADS. Representatives of applicants may attend at the address below.
Bid Security Submission	Original Bid Security must be physically submitted to the address below before June 29, 2026 at 02:00 PM. Submission on EPADS alone is insufficient and shall not be accepted as meeting this requirement.
Pre-Bid Meeting	June 18, 2026 at 11:00 AM — Office of the Deputy Secretary – Daanish Schools, Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad.
Stamp Paper Requirement	All affidavits and stamp paper documents must be issued in the name of the authorised representative of the firm and duly attested by a Notary Public / Oath Commissioner. Stamp papers not meeting this requirement shall be rejected.
Late Submissions	Shall not be accepted or entertained under any circumstances.
Extension of Deadline	No extensions shall ordinarily be granted. Any extension, if allowed, shall be at the sole discretion of the Authority and communicated formally through EPADS.
Language	All documents shall be submitted in English or Urdu. Where submitted in Urdu, a certified English translation shall be annexed.
Document Format & Attachments	PDF (searchable) preferred. All documents must be legible and properly indexed with page numbers. All reports and supporting evidence must be directly attached to the application. Shared Drive links or external URL references shall not be accepted or considered.

15. Contact Information

For further information and clarifications regarding this Pre-Qualification Document, interested firms may contact:

(Shah Jehan)

Deputy Secretary – Daanish Schools

Daanish Schools Authority

Ministry of Federal Education & Professional Training

Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad

Tel: 051-9103915

ANNEX – A

Covering Letter (Sample Format)

(Firms must submit a covering letter on their official letterhead, signed and stamped by an authorised representative. The following format shall be followed:)

[Date]

The Deputy Secretary – Daanish Schools
Daanish Schools Authority
Ministry of Federal Education & Professional Training
Room # 227, 2nd Floor, Block-'D', Pak Secretariat
Islamabad.

Subject: Expression of Interest for Pre-Qualification as Human Resource Recruitment Service Provider

Sir / Madam,

We, M/s _____ [Name of Firm], a firm duly registered under [applicable law] with Registration No. _____, hereby submit our Expression of Interest (EOI) in response to the Pre-Qualification Document (PQD) issued by Daanish Schools Authority for pre-qualification of Human Resource Recruitment Service Providers.

We confirm that:

1. We have read and understood all the terms, conditions, eligibility requirements, and evaluation criteria set out in the PQD.
2. We meet all the mandatory eligibility requirements specified in Section 7 of the PQD.
3. All information, documents, and declarations provided in this EOI are true, correct, and verifiable.
4. We have not been blacklisted, debarred, or declared ineligible by any Government Department, Public Sector Organization, or Regulatory Authority in Pakistan.
5. We acknowledge that we were [previously pre-qualified / NOT previously pre-qualified — circle as applicable] under the previous pre-qualification process of DSA, which has been annulled, and we are applying afresh under this PQD.
6. We enclose herewith all required documents as per the checklist in Section 8 of the PQD, along with the original Bid Security of Rs. 500,000/- submitted separately to your office.

Yours sincerely,

Signature: _____

Name: _____

Designation: _____

CNIC No.: _____

Name of Firm: _____

Date: _____

Official Stamp of Firm: _____

(This covering letter must be signed and stamped by the authorised representative in whose name the stamp paper documents have been issued. A letter from the firm authorising the representative to act for and on behalf of the firm must be attached.)

ANNEX – B**Company Profile & Application Form**

S.No	Particulars	Details Provided by the Firm (with Page No. Reference)
1	Name of Firm / Company	
2	Legal Status (SECP Company / Partnership / Sole Proprietorship / JV)	
3	SECP / Registration Number	
4	Date of Registration / Incorporation	
5	Registered Address	
6	Principal Office Address (if different)	
7	Telephone Number(s)	
8	Fax Number (if any)	
9	Email Address	
10	Website URL	
11	Name of Chief Executive / Managing Director	
12	National Tax Number (NTN)	
13	Sales Tax Registration Number (STRN)	
14	Active Taxpayer Status — ATL (Yes / No)	
15	Total Full-Time Professional Staff	
16	Total Years of Experience in HR Recruitment Services	
17	Years of Experience in Testing / Examination Services	
18	Average Annual Turnover — Last Three Financial Years (PKR)	
19	Name of Contact Person for this EOI	
20	Designation of Contact Person	
21	Mobile Number of Contact Person	
22	Email Address of Contact Person	
23	Names and Shareholding / Profit Share of Partners / Directors (if applicable)	
24	In case of JV: Name of Lead Partner and Partner Firm	

ANNEX – C

Evidence of Recruitment Cases (Full Recruitment Cycle) — Last Eight Years

Minimum mandatory threshold: 100 recruitment cases covering the full recruitment cycle, completed during the last eight (8) years. Completion Certificates / Work Orders are mandatory supporting evidence for each row.

S.No	Client Organization	Sector	Position Title / Cadre	Level	No. of Positions Filled	Year	Scope of Services Provided	Evidence Attached (Yes/No)
1		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
2		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
3		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
4		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
5		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
6		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
7		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No
8		Govt / Public / Private / Education		Senior / Middle / Support / Academic			Advertisement / Testing / Shortlisting / Full Cycle	Yes / No

(Add additional rows as required. Total positions filled must equal or exceed the threshold stated in Annex-B.)

ANNEX – D**Experience of Similar Assignments including Testing Services — Last Eight Years**

Specifically identify assignments where standardized written tests / examinations were independently designed, administered, and evaluated by your firm during the last eight (8) years. Completion Certificates referencing test conduct are mandatory. The minimum requirement is three (3) such organizations — see Eligibility Criterion 5(a).

S.No	Assignment Title / Client Organization	Nature of Client	Year	Testing / Examination Included? (Yes/No)	Brief Description of Services Provided	Evidence Attached (Yes/No)
1		Govt / Public / Private / Education		Yes / No		Yes / No
2		Govt / Public / Private / Education		Yes / No		Yes / No
3		Govt / Public / Private / Education		Yes / No		Yes / No
4		Govt / Public / Private / Education		Yes / No		Yes / No
5		Govt / Public / Private / Education		Yes / No		Yes / No
6		Govt / Public / Private / Education		Yes / No		Yes / No
7		Govt / Public / Private / Education		Yes / No		Yes / No

ANNEX – E**Technical Infrastructure & Testing / Examination Capacity**

Documentary evidence must be attached for each item claimed. Screenshots, system documentation, certifications, and examination centre details are acceptable. Marks shall be awarded only for items supported by evidence.

S.No	Infrastructure / System / Capacity	Description & Details	Available (Yes/No)	Evidence Attached (Yes/No)
1	HR Recruitment Management System (HRIS)		Yes / No	Yes / No
2	Online Application Management Portal (web-based, candidate-facing)		Yes / No	Yes / No
3	Applicant Tracking System (ATS)		Yes / No	Yes / No
4	Candidate Database Management System		Yes / No	Yes / No
5	Standardized Test / Examination Design Capability (in-house)		Yes / No	Yes / No
6	OMR (Optical Mark Recognition) Marking System or Digital Evaluation Platform		Yes / No	Yes / No
7	Secure Question Paper Printing Facility (own or contracted with documented SLA)		Yes / No	Yes / No
8	Examination Centre Network — specify cities and seating capacity		Yes / No	Yes / No
9	Invigilation & Supervision Staff Capacity		Yes / No	Yes / No
10	Recruitment Data Security, Backup & Recovery System		Yes / No	Yes / No
11	Candidate Communication System (Email / SMS / Portal)		Yes / No	Yes / No
12	Reporting & Recruitment Analytics / Dashboard Tools		Yes / No	Yes / No
13	ISO or International Certification (specify name and issuing body)		Yes / No	Yes / No
14	Any other relevant infrastructure		Yes / No	Yes / No

ANNEX – F

Details of Professional Staff (HR Recruitment & Testing Services)

Only full-time dedicated professional staff shall be counted toward the mandatory minimum. CNIC copies, employment contracts / appointment letters, and salary slips are mandatory evidence. Part-time or contract staff shall be listed separately and shall not count toward the mandatory minimum of 15 staff.

S.No	Name	Designation	Qualification	Total Experience (Yrs)	HR / Recruitment Experience (Yrs)	Testing / Exam Experience (Yrs)	Employment Status
1							Full-Time / Part-Time / Contract
2							Full-Time / Part-Time / Contract
3							Full-Time / Part-Time / Contract
4							Full-Time / Part-Time / Contract
5							Full-Time / Part-Time / Contract
6							Full-Time / Part-Time / Contract
7							Full-Time / Part-Time / Contract
8							Full-Time / Part-Time / Contract
9							Full-Time / Part-Time / Contract
10							Full-Time / Part-Time / Contract
11							Full-Time / Part-Time / Contract
12							Full-Time / Part-Time / Contract

(Add rows as required. Total full-time staff count shall match the figure stated in Annex-B.)

ANNEX – G**Financial Information — Last Three Financial Years**

Financial Year	Annual Turnover (PKR)	Audited Statements Attached (Yes/No)
Year 1 — (specify: ____ - ____)		Yes / No
Year 2 — (specify: ____ - ____)		Yes / No
Year 3 — (specify: ____ - ____)		Yes / No
Average Annual Turnover		

Audited financial statements certified by a practising Chartered Accountant / Chartered Accountancy firm registered with ICAP shall be attached. Unaudited or self-prepared accounts shall not be accepted under any circumstances.

The firm must furnish an original bank certificate or bank statement, issued by its bank, confirming a minimum balance of Rs. 20 million as of the bid submission / closing date. In case of a Joint Venture, both partners shall each furnish their own bank operating certificate.

Particulars	Details to be Filled by Firm
Name of Bank & Branch	
Account Title	
Account Number / IBAN	
Balance as of Bid Submission / Closing Date (PKR)	
Bank Certificate / Statement Attached (Yes/No)	Yes / No
(In case of JV) Partner Firm Name & Bank Details	

ANNEX – H

Affidavit Regarding Non-Blacklisting

(This affidavit shall be submitted on Rs. 100/- stamp paper issued in the name of the authorised representative of the firm, duly attested by a Notary Public / Oath Commissioner)

I, _____ S/o / D/o / W/o _____,
holding CNIC No. _____, in my capacity as
_____ (Designation) of M/s _____
(Name of Firm), registered at _____ (Registered Address), do hereby
solemnly affirm and declare on oath as follows:

7. That M/s _____, and none of its shareholders / members, has ever been blacklisted, debarred, suspended, or declared ineligible by any Government Department, Public Sector Organization, Autonomous Body, Regulatory Authority, or Development Partner / Donor Agency in Pakistan or internationally, as of the date of this affidavit.
8. That no criminal proceedings relating to corrupt practices, fraud, or financial misconduct are pending or have been concluded against the firm or its directors / partners in any court of law in Pakistan.
9. That the firm is not under any sanctions imposed by any regulatory authority that would prevent it from performing the services described in this PQD.
10. That if at any time after submission of this EOI it comes to the notice of the firm that any of the above declarations is or becomes untrue, the firm shall immediately notify Daanish Schools Authority in writing.

I make this solemn affirmation conscientiously believing the same to be true and correct to the best of my knowledge and belief, and I am fully aware that any false declaration shall render the firm liable to immediate disqualification, forfeiture of Bid Security, and legal action under applicable law.

Signature: _____

Name: _____

Designation: _____

CNIC No.: _____

Date: _____

Official Stamp of Firm: _____

(Attested by Notary Public / Oath Commissioner — Seal & Signature)

ANNEX – I

Affidavit Regarding Accuracy of Information

(This affidavit shall be submitted on Rs. 100/- stamp paper issued in the name of the authorised representative of the firm, duly attested by a Notary Public / Oath Commissioner)

I, _____ S/o / D/o / W/o _____,
holding CNIC No. _____, in my capacity as
_____ (Designation) of M/s _____
(Name of Firm), do hereby solemnly affirm and declare on oath as follows:

11. That all information, data, documents, and declarations provided in the Expression of Interest submitted to Daanish Schools Authority for Pre-Qualification of Human Resource Recruitment Service Providers are true, correct, complete, and verifiable to the best of my knowledge and belief.
12. That no material information has been withheld or misrepresented in this application.
13. That the firm acknowledges and consents to the right of Daanish Schools Authority to verify any information submitted, including direct contact with client organizations referenced in this EOI.
14. That the firm understands that any misrepresentation or submission of false or fabricated information shall result in immediate disqualification, forfeiture of the Bid Security, and may result in blacklisting of the firm by DSA and reporting to PPRA.

Signature: _____

Name: _____

Designation: _____

CNIC No.: _____

Date: _____

Official Stamp of Firm: _____

(Attested by Notary Public / Oath Commissioner — Seal & Signature)

ANNEX – J**Bid Security Submission Form**

This form must be completed and submitted electronically through EPADS, accompanied by a scanned copy of the original Bid Security instrument. The original physical instrument must be delivered to the office of the Deputy Secretary – Daanish Schools (address below) before the EOI submission deadline.

Particulars	Details to be filled by Firm
Name of Firm	
Amount of Bid Security	Rs. 500,000/- (Rupees Five Hundred Thousand Only)
Instrument Type	Bank Draft / CDR (circle as applicable)
Instrument / Reference Number	
Issuing Bank & Branch Name	
Date of Issue	
Validity Date (minimum 120 days from June 29, 2026)	
Drawn in Favour of	DDO, Daanish Schools Authority
Physical Submission Address	Deputy Secretary – Daanish Schools, Room # 227, 2nd Floor, Block-'D', Pak Secretariat, Islamabad
Date of Physical Submission to Office	
Name & Designation of Authorised Signatory	
CNIC No. of Authorised Signatory	

DECLARATION:

I / We confirm that the original Bid Security instrument described above has been / will be physically submitted to the Office of the Deputy Secretary – Daanish Schools, Daanish Schools Authority, before the EOI submission deadline of June 29, 2026 at 02:00 PM.

I / We further acknowledge that failure to submit the original Bid Security before the deadline shall result in summary rejection of the EOI without evaluation, and that the Bid Security may be forfeited if: (a) we withdraw this EOI after the submission deadline; (b) we have furnished false or misleading information; or (c) we fail to honour our obligations under this PQD or any subsequently awarded contract.

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp of Firm: _____

ANNEX – K

Successful Completion of Public Sector Recruitment & Placement Assignments

Provide details of public sector recruitment and placement assignments completed by the firm, up to the date of bid submission, for the purpose of Eligibility Criterion 5(b) (minimum 5,000 Positions and 400,000 candidates/applications, mandatory) and Evaluation Criterion 3 (scored). Attach documentary evidence — Work Orders, Contracts, Completion Certificates, or Client References — for each assignment listed. Only assignments supported by evidence shall be considered.

Sr. No.	Department / Organization	Position / Designation (Post)	No. of Positions Recruited & Placed	Candidates / Applications Processed	Recruitment Period (From – To)	Evidence Attached (WO / Contract / CC)
1						Yes / No
2						Yes / No
3						Yes / No
4						Yes / No
5						Yes / No
6						Yes / No
7						Yes / No
8						Yes / No
9						Yes / No
10						Yes / No
11						Yes / No
12						Yes / No
CUMULATIVE TOTAL →						

(Add additional rows as required. The cumulative totals must equal or exceed the mandatory thresholds of 5,000 Positions and 400,000 candidates / applications stated in Eligibility Criterion 5(b).)

— End of Pre-Qualification Document —