

**CANNABIS CONTROL AND REGULATORY AUTHORITY(CCRA)
ISLAMABAD**



**TENDER NOTICE NO. 002/CCRA/2026
(OPENFRAMEWORK AGREEMENT)**

**TENDER DOCUMENTS
FOR PRE-QUALIFICATION OF SERVICE PROVIDERS FOR RECRUITMENT
SERVICES**

**CCRA HEADQUARTERS
25-A, SECTOR H-9/1, ISLAMABAD**



**GOVERNMENT OF PAKISTAN
CANNABIS CONTROL & REGULATORY AUTHORITY
(CCRA)**



NOTICE OF EXPRESSION OF INTEREST

Tender Notice No.002/CCRA/2026-27

Pre-qualification via Open Framework Agreement:

1. Human Resource Service Provider

Cannabis Control & Regulatory Authority (CCRA), Government of Pakistan, invites sealed applications to the undersigned office before the closing date and time from firms for recruitment services and Janitorial services via an open framework agreement for a period of 03 years to the undersigned office before the closing date and time as per the schedule below:

<i>Application Submission Deadline</i>	<i>Application Opening</i>
Friday 7 th August 2026 2:00 PM	Friday 7 th August 2026 2:30 PM

Expression of Interest documents containing scope of work, eligibility and evaluation criteria and other related terms and conditions are available for download from the PPRA website and CCRA website.

The applications with related documents shall be dropped in the tender box in the office of the undersigned in sealed envelopes with clear title and name of firm by the stated deadline.

The opening of applications shall be done in the presence of the Bid Opening Committee and representatives of firms (as present) as per the schedule above in the conference room on Cannabis Control & Regulatory Authority (CCRA) 25-A, Sector H-9/1, Islamabad, and online as per the meeting details mentioned in the EOI documents must reach the undersigned at the address given below.

Asif Haroon
Director/Chief of Staff
(Ops/Lic/Vigilance)
Cannabis Control & Regulatory Authority (CCRA)
25-A, Sector H-9/1, Islamabad
Contact No. 051-9204632



**CANNABIS CONTROL & REGULATORY
AUTHORITY (CCRA)**

***Pre-qualification of HR Firms for Requirement Services Via Open Framework
Agreement (CCRA/Procurement/2026/7)***

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1. Objective

To seek applications from firms for recruitment services and selection through a prequalification process to select the top 3 firms (as per eligibility requirements and evaluation criteria) and sign open framework agreements with these firms for assignments based on an as-and-when-required basis when recruitment of employees shall be required by CCRA.

2. Scope of Services

The selected firms shall provide comprehensive recruitment and hiring services to CCRA for filling vacant positions on an as-and-when-required basis, in accordance with applicable laws, service rules, and CCRA's internal policies. The scope of work shall include, but not be limited to, the following,

- a. Conducting job analysis and coordinating with CCRA's hiring managers to finalize job descriptions, qualifications, experience requirements, and competency criteria for each vacant position.
- b. Preparation of recruitment advertisements for placement in 02 national daily newspapers, in accordance with press information department policies/rules and any other applicable guidelines.
- c. Receipt, management, and maintenance of applications/CVs and development of a comprehensive and structured applicant database for all advertised positions, along with summary sheets, and sharing the same with CCRA.
- d. Screening and shortlisting of applications strictly in accordance with the prescribed eligibility criteria, including qualifications, age, experience, skills and other competencies.
- e. Conducting preliminary interviews, assessments and testing (where required) and submission of detailed evaluation reports and results to CCRA for further processing.
- f. Coordination and facilitation of interviews conducted by CCRA, including preparation of interview questions and evaluation sheets aligned with job requirements and scheduling of interviews with shortlisted candidates and CCRA's interview panels.
- g. Submission of consolidated and complete lists of shortlisted candidates, in compliance with the advertised criteria, for final interviews.
- h. Conducting thorough background, reference, and verification checks of selected candidates, as required by CCRA.
- i. Assisting CCRA in offering negotiations with selected candidates, where required.
- j. Supporting CCRA's onboarding process for newly hired candidates to ensure a smooth transition into their assigned roles.



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- k. Analyzing recruitment data and providing reports, insights and recommendations to CCRA for continuous improvement of recruitment processes.
- l. Ensuring compliance with all applicable federal recruitment policies, rules and regulations relevant to CCRA.

Any other services related to recruitment and hiring, as may be required by CCRA from time to time, shall be deemed an integral part of this scope of work.

3. Charges and Payment

- a. For screening/CBT Test, payment will be directly charged from the applicant

4. Qualification Criteria

- a. Evaluation shall be carried out in two steps, which are Section-A Eligibility Criteria and Section - B Evaluation Criteria
- b. Each requirement of Section-A is mandatory, and applications must meet all requirements to be considered as qualified; applications failing to meet any of the requirements shall be deemed as *disqualified*.
- c. Applications qualified in Section-A shall be considered for Section – B and must obtain at least 70 marks to be considered as qualified; otherwise, the application shall be deemed as disqualified.

SECTION A – ELIGIBILITY CRITERIA

S No	Description	Yes	No
1	The firm must not be in the Active Blacklisted Firms during evaluation of application by CCRA <i>Attach an undertaking on legally valid and attested Stamp Paper of worth Rs. 100 declaring that the firm is Not Blacklisted/Debarred by any Provincial or Federal Government Department, Autonomous Body or Private Organization in Pakistan.</i>		
2	The firm must be an Active Taxpayer with the respective authority during evaluation of application by CCRA <i>Attach NTN/Tax Registration certificate with Reg No.</i>		
3	The firm must accept all information mentioned in this document by the owner/director/authorized person to sign on		



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	behalf <i>Attach all pages signed and stamped with application with Power of Attorney on legally valid and attested Stamp Paper of worth Rs. 100, executed by the authorized representative of the bidder, authorizing the signatory to sign and submit the proposal on behalf of the firm.</i>		
4	The firm must have an office in Karachi or Lahore or Islamabad/Rawalpindi <i>Attach copies of ownership documents/tenancy agreement/last paid utility bill clearly mentioning company name/any other documentary evidence issued by an authority in Pakistan with address</i>		
5	The firm must possess experience of at least 10 years on the date of opening of all applications by CCRA. <i>Attach letter of incorporation/registration certificate/any documentary evidence showing date of registration of the firm</i>		

SECTION – B EVALUATION CRITERIA

S No	Description	Maximum Marks	Obtained Marks
1	Experience a. Equal to or Above 12 Years 15 Marks b. Equal to or Above 10 Years but Less than 12 Years 07 Marks c. Equal to or Above 10 Years but Less than 10 Years 0 Marks <i>Attach copy of letter of incorporation/registration certificate/ any documentary evidence showing date of registration of the firm</i>	15	



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2	Similar Services Experience a. Equal to or above 12 Years 15 Marks b. Equal to or above 10 Years but Less than 07 Marks	15													
	12 Years c. Less than 10 Years 0 Marks Attach appointment letters/work orders/contracts														
3	Number of management cadre positions filled (senior, middle and lower management) in the last 5 years <table border="1"><tr><td>a.</td><td>Equal to or Above 150 Assignments</td><td>15 Marks</td></tr><tr><td>b.</td><td>Equal to or Above 100 Assignments</td><td>10 Marks</td></tr><tr><td>c.</td><td>Equal to or Above 50 Assignments</td><td>05 Marks</td></tr><tr><td>c.</td><td>Less than 50 Assignments</td><td>00 Marks</td></tr></table> Attach appointment letters and/or documentary proof	a.	Equal to or Above 150 Assignments	15 Marks	b.	Equal to or Above 100 Assignments	10 Marks	c.	Equal to or Above 50 Assignments	05 Marks	c.	Less than 50 Assignments	00 Marks	15	
a.	Equal to or Above 150 Assignments	15 Marks													
b.	Equal to or Above 100 Assignments	10 Marks													
c.	Equal to or Above 50 Assignments	05 Marks													
c.	Less than 50 Assignments	00 Marks													
4	Type of clients for recruitment services of similar nature a. Both Public and Private Sector 15 Marks b. Public Sector 10 Marks c. Private Sector 05 Marks Attach appointment letters/work orders/contracts	15													
5	Firm’s Financial Strength. Firm to have average annual revenue during the last three (03) years a. Equal to or Above 25 million 20 Marks a. Equal to or Above 20 million 15 Marks b. Equal to or Above 10 million 10 Marks c. Less than 5 million 0 Marks Attach audited financial statements/tax returns/bank account statement for the last three years (2025, 2024 and 2023)	20													



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6	Team Experience a. Managerial I. Equal to or above 12 Years 20Marks II. Equal to or above 10 Years but Less than 12 Years 10 Marks III. Less than 10 years 0 Marks b. Technical I. Equal to or above 12 Years II. Equal to or above 10 Years but Less than 12 Years III. Less than 10 years <i>Attach relevant experience letters/ CVs of each Resume employee</i>	20	
	TOTAL	100	



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5. Qualification and Award of Contract

- a. All applications shall be evaluated strictly in accordance with the Qualification Criteria
- b. Top qualified firms based on highest scores based on Evaluation Criteria shall be considered for appointment via open framework agreements.
- c. The assignments for recruitment services of employees shall be CCRA on an '**as and when required**' basis. CCRA, at its own discretion, may engage a firm from among the selected firms through issuance of a letter of appointment for the required recruitment. The recruitment undertaken for each resource required for an individual post or multiple posts shall be deemed as a separate service hereunder.
- d. The overall tenure of the appointment of the firms shall be three (03) years via Open Framework Agreements, commencing from the date of execution of the agreement.
- e. Bid Declaration form (attached) must be filled and submitted along with the documents.

6. Schedule

Application Submission Deadline	Application Opening
Friday 7 th August 2026 2.00 PM	Friday 7 th August 2026 2.30 PM

7. Application Submission Requirements

Hard Copy

- a. The application, with all documents attached, shall be submitted in a single sealed envelope with the title of the task and name of firm and shall be dropped in the tender box outside the room of the Manager, Procurement at the address mentioned below.

Soft Copy

- b. The application, submitted in a hard copy sealed envelope, is required to be scanned and



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emailed [to dops@ccra.gov.pk](mailto:dops@ccra.gov.pk) in clear PDF format by the deadline.

Application Opening

- c. All applications received by the deadline shall be opened in the presence of the Bid Opening Committee and representatives of firms (as present) at the date and time mentioned above and shall be held in the conference room.
- d. Any applications submitted after the deadline shall not be considered.
- e. In case of a holiday announced by the Government of Pakistan or the office of CCRA is closed due to any unforeseen circumstances on the date of application opening, the application submission deadline and opening date and time shall automatically be shifted to the next working day.

8. Application Validity

- a. All applications and related information submitted must be valid for a period of 90 days from the date of opening of the applications to allow CCRA to evaluate and seek approval for appointments of qualifying firms.

9. Instructions/General Conditions

- a. Joint Venture (JV) is not allowed, so only a single firm must submit one application.
- b. The selected firms shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other firm
- c. Amendments or alterations/cutting etc., in the proposals must be attested by the signatory and are allowed before the proposal submission date and time.



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- d. The language of the proposal shall be in English, and proposals submitted in any other language shall not be considered.
- e. The applicant shall be selected after an open, competitive and transparent pre-qualification process in view of Rule 20 of Public Procurement Rules, 2004 of Pakistan.
- f. CCRA reserves the right to reject all applications at any time as per PPRA Rules.

Director/COS (Ops/Lic/Vigilance)

Cannabis Control and Regulatory Authority (CCRA)

25-A, Sector H-9/1, Islamabad

Contact No. 051-9204632



CANNABIS CONTROL & REGULATORY AUTHORITY (CCRA)

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Application Submission Form (Annexure A)

Date:

To,

Asif Haroon,
Director/COS (Ops/Lic/Vigilance),
Cannabis Control & Regulatory Authority (CCRA),
25-A, Sector H-9/1,
Islamabad.

Dear Sir,

1. I/we, the undersigned, being duly authorized to represent and act on behalf of

(hereinafter "the Applicant") have reviewed and fully understood all the sections/clauses of the application documents provided by CCRA.

2. CCRA and its authorized representatives may contact the following officers for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, and Financial Inquiries, when needed:

-

S No	Name and Designation	Contact Details (Phone and email address)
1.		
2.		

Name
Designation & Signature:
Of the Applicant with company stamp



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BID SECURITY DECLARATION FORM

To:

**Cannabis Control & Regulatory Authority (CCRA),
25-A, Sector H-9/1,
Islamabad Contact No. 051-9204632**

We, the undersigned, declare that:

We understand that, in accordance with the Public Procurement Rules, 2004, a Bid Security Declaration is required in lieu of a bid security, and that failure to comply with the conditions of this declaration shall result in our disqualification and may lead to further action as per applicable rules.

We hereby undertake that: If we withdraw our bid during the period of bid validity specified in the bidding documents, or

If we, having been notified of the acceptance of our bid by the Procuring Agency during the period of
bid validity:

- fail or refuse to sign the contract, if required; or

we shall be declared ineligible and debarred from participating in any procurement process of the Procuring Agency for a period of time as may be determined in accordance with the applicable rules.

We further confirm that this declaration is made in good faith and is binding upon us.

Name of the Bidder: _____

Authorized Signatory: _____

Designation: _____

CNIC No.: _____

Signature: _____

Date: _____

Official Seal: _____