

No. F-4(15)/83-Admn  
Government of Pakistan  
Ministry of Water Resources  
Office of Chief Engineering Adviser/  
Chairman, Federal Flood Commission  
Plot No. 06, Ataturk Avenue, G-5/1, Islamabad



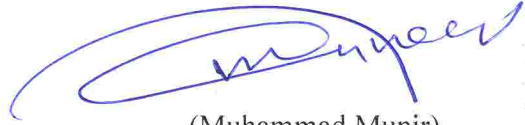
**TENDER NOTICE**

Office of Chief Engineering Adviser/Chairman, Federal Flood Commission, Ministry of Water Resources invites sealed bids for hiring services of a Testing Agency having their offices at Islamabad/Rawalpindi and all provincial Headquarters for conducting written and skills test relating to recruitment for 02 posts of Assistants (BS-15) and 01 Post of Stenotypist (BS-14).

2. Interested Testing Agencies registered with sales tax/income tax departments may send their sealed bids, complete in all respect, to the undersigned on or before 10<sup>th</sup> December, 2019 (Tuesday) at 11:00 am in the office of Deputy Director (Admin & Accounts). The bids will be opened on the same date at 11:30 am in the presence of bidders or their representatives who desired to be present.

3. Terms & conditions may be downloaded from the Office of Chief Engineering Adviser/Chairman, Federal Flood Commission's website i.e. [www.ffc.gov.pk](http://www.ffc.gov.pk) and PPRA's Website. The same may also be obtained from office of the undersigned on any working day during office hours. Bids must be accompanied with a Bank Draft/Pay Order of Rs. 50,000/- (Rupees fifty thousand only) in favour of DDO, Chief Engineering Adviser/Chairman Federal Flood Commission, as Bid Security.

4. Chief Engineering Adviser/Chairman Federal Flood Commission reserves the right to reject all bids or proposals at any time, prior to acceptance.



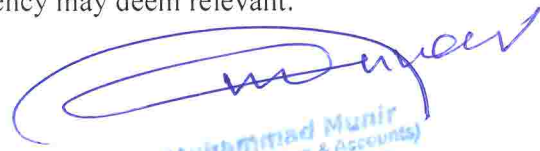
(Muhammad Munir)  
Deputy Director (Admin & Accounts)  
Ph. # 051-9244607

**TERMS AND CONDITIONS FOR HIRING THE SERVICES OF TESTING AGENCY  
FOR RECRUITMENT**

1. Procurement Regulatory Authority (PPRA) rules shall strictly be adhered.
2. "Single Stage – two envelope procedure" under Rule-36(b) of the Public Procurement Rules, 2004 shall be adopted.
3. The Testing Agency / Firm should be registered with relevant government organization of the Federal Government (attested copy of valid registration to be retained for record).
4. The Testing Agency / Firm should have NTN/Sales Tax Number and should be on Active Taxpayer List of FBR (attested copies to be retained for record).
5. The Testing Agency / Firm should have managerial capacity including the following:-
  - Should have own infrastructure/building/office accommodation or rented building.
  - Should have sufficient manpower on its sanctioned strength.
  - Should have halls/space/buildings on the panel to meet the requirements for conducting screening tests.
6. Financial stability certificate of a minimum worth of Rs. 10 million duly verified by the Bank.
7. The Testing Agency / Firm should have relevant professionals/experts on its panel for preparation of paper/screening test.
8. The Agency/Firm shall have sound Technical capability including appropriate IT infrastructure / equipments / machines to handle the requirement of screening test.
9. An Affidavit on stamp paper (original and latest) of Rs. 100/- duly attested by Notary Public showing that company has never been blacklisted by any government organization.
10. Fifty percent (50%) of the negotiated fee to be charged from candidates shall be paid by the office of Chief Engineering Adviser/Chairman Federal Flood Commission (CEA/CFFC), Ministry of Water Resources.
11. The Testing Agency shall be bound to complete result of the entire process within 45 days from the date of agreement/authorization till announcement of result.
12. In case the recruitment process is cancelled by the Office of CEA/CFFC before conducting screening test, complete fee shall be reimbursed to candidates.
13. The Testing Agency shall maintain a record of screening test and shall be shared with the Office of CEA/CFFC.

  
**Muhammad Munir**  
Dy. Director (Admin & Accounts)  
Government of Pakistan  
Ministry of Water Resources  
Office of the Chief Engineering Adviser  
Chairman, Federal Flood Commission  
Islamabad

14. The Testing Agency / Firm should have a web based facility and shall be required to announce result of screening test within 48hrs giving the following details on its website:-
- Complete list giving names of the applicants and fee paid thereof by each applicant;
  - List of rejected applicants with reasons thereof;
  - Complete merit list giving score obtained by each applicant in order merit.
15. The Testing agency shall develop guidelines for candidates which shall include a sample model paper for written MCQs type test for various posts and be placed on its website.
16. The selected testing Agency shall be required to register candidates online and acknowledgment receipt of application may be issued accordingly.
17. The Testing Agency should have at least three years experience in the relevant field.
18. The Office of CEA/CFFC, Ministry of Water Resources has rights to increase/Decrease the pots in any manner.
19. Any other factor that a prequalifying agency may deem relevant.

  
Muhammad Munir  
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