



**No. 1(1)/2017-APS-JS-AI  
GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE & TEXTILE  
COMMERCE DIVISION**

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**TENDER NOTICE**

**FOR SELECTION OF HR CONSULTANCY FIRM / AGENCY / COMPANY IN ORDER  
TO CONDUCT INITIAL SCREENING AND WRITTEN TEST FOR RECRUITMENT  
AGAINST MARKET BASED PAY PACKAGE POSTS**

Sealed Tenders are required from well reputed HR Consultancy firm / Agency / Company which are registered with FBR, having NTN, Vendor No. with AGPR and their offices exist in Islamabad, Lahore, Karachi, Peshawar and Quetta, to conduct centralized initial screening and written test of the eligible applicants for vacant posts in the Commerce Division, Islamabad, in order to ensure transparency and merit based recruitment. Sealed tenders must reach the undersigned not later than 3<sup>rd</sup> January, 2018 till 02:00 P.M and, Tenders will be opened on the same day on 3<sup>rd</sup> January, 2018 at 03:00 P.M. in the Committee Room of the Commerce Division, Islamabad in the presence of authorized representatives of the participating firms.

**Note:**

Detailed Terms of References (TORs) are available at PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk) as well as on website of Ministry of Commerce, [www.commerce.gov.pk](http://www.commerce.gov.pk)

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Commerce Division, Islamabad intends to fill following vacant posts on market based pay package:

Sr. No.	Name of post	No. of Posts	Qualification and Experience
1.	Consultant	10	<p>i) Master's Degree or equivalent from local/international HEC recognized University in Public Policy, Economics, Commerce, Public Administration, Finance, MBA (Management /Marketing, Econometrics or related subjects.</p> <p>ii) A minimum 10 years of professional experience as consultant/ researcher etc.</p> <p>iii) Candidates holding PhD/M. Phil degree will be preferred.</p> <p>iv) Applicant must have completed some quality research work and published research papers.</p>
2.	Trade Economist	03	<p>i) Master's Degree or equivalent from local/international HEC recognized University in Public Policy, Economics, Commerce, Public Administration, Finance, MBA (Management /Marketing, Computer Sciences, Econometrics or related subjects.</p> <p>ii) A minimum 07 years of professional experience as consultant/ researcher etc.</p> <p>iii) Candidates holding PhD/M. Phil degree will be preferred.</p> <p>iv) Applicant must have completed some quality research work and published research papers.</p>
3.	Legal Advisor	03	<p>i) Bar-at-law/LLM or equivalent from local/international HEC recognized University with specialty in International Trade/ Investment/ Corporate/ Commercial law or related fields.</p> <p>ii) A minimum 05 years of professional experience as Legal advisor or consultant.</p>
4.	Research Associate-I	04	<p>i) Master's Degree/ sixteen years of education or equivalent from local/international HEC recognized University in project Management, Public Policy, MBA (Management/ Marketing), Economics, Commerce, Public Administration, Finance</p> <p>ii) A minimum 05 years of professional experience as Researcher / consultant with experience of research work.</p>
5.	Research Associate-II	03	<p>i) Master's Degree /sixteen years of education from local/international HEC recognized University in project Management, Public Administration, MBA (Management /Marketing), Economics, Public Policy, Commerce, Finance etc.</p> <p>ii) A minimum 03 years of professional experience as a research associate or Researcher</p>
6.	Researcher	02	<p>i) Master's Degree/sixteen years of education or equivalent from local/international HEC recognized University in project Management, Public Policy, Economics, Commerce, MBA (Management /Marketing/ Finance), or related fields.</p> <p>ii) A minimum 02 years of professional experience as a research associate or Researcher</p>

**Terms of Reference (TORs) between Commerce Division & the selected HR Consultancy firm/ Agency/Company:**

1. Tender Bids must be accompanied with a Bank Draft amounting to Rs. 100,000/- as advance in favour of Drawing & Disbursing Officer (DDO), Ministry of Commerce, Islamabad, otherwise tenders shall not be given any consideration. In case of non-acceptance/ rejection of Tender, advance will be returned. DDO, Ministry of Commerce, Islamabad, shall retain the advance deposit of the successful HR Consultancy firm/Agency/Company till completion of the recruitment process.
2. Successful HR Consultancy firm / Agency shall short list the applicants as per the qualification and experience criteria described by the Commerce Division in the advertisement.
3. The Consultancy firm/ Agency / Company will complete the short listing process within stipulated time period as agreed to between Commerce Division and the Consultancy firm/ Agency/ Company.
4. Rate for test shall be valid till completion of recruitment process.
5. In case of breach of contract/ agreement, the advance money will be forfeited.
6. In case of breach of contract/ agreement, the Testing Agency/ Firm shall be blacklisted as per government rules.
7. Commerce Division may reject all tenders or proposal at any time prior to the acceptance of a bid or proposal. This Division shall upon request communicate to any Consultancy firm/ Agency/ Company who has submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
8. The selected HR Consultancy firm/Agency/ Company will design application form, place it on its website and invite applications immediately on advertisement of vacancies by the Commerce Division.
9. The Consultancy firm shall invite applications, shortlist them and will complete the data entry of applications on the prescribed format provided by the Commerce Division. The firm will submit the complete lists to the Division within 07(Seven) days of the closing date of submission of applications.
10. The firm will conduct a written test of short listed candidates according to the test standards communicated by the Administration wing of Commerce Division and will submit the list of all candidates who qualified the test to the division.
11. The HR Consultancy firm/Agency/Company shall intimate all eligible candidates the information with respect to roll number slips, test fee deposit procedures, venues for the test etc. This information shall be communicated to the candidates by registered post, text message on mobile number, and on the Agency's website. The HR Consultancy firm/Agency/Company shall have state of the art website and shall make timely updates about any information/ announcement regarding the Test/ Exam etc.
12. Test/ Exam Fee will be deposited in the bank account of the Consultancy firm/Agency/Company directly. The Test/ Exam Fee, quoted in the Bid, shall be valid till completion of the recruitment process. Any change in the Test/ Exam Fee shall be decided by mutual understanding of authorities of Ministry of Commerce, and the Testing Agency/ Firm/ Company. In case of disagreement, the original Test/ Exam Fee of the Bid shall be final.
13. The agreement would be signed between Admn-Wing of the Commerce Division, and the HR Consultancy firm / Agency / Company.

14. Both parties reserve the right to terminate the agreement through a prior Notice of minimum 01 month.

**Term/Duration of the Contract:**

- This short listing of applications will be a one-time activity. However, it can be extended by mutual understanding for related next assignment if any post is advertised by the Commerce Division, Islamabad.

**Propriety Rights:**

- All propriety rights will rest with the Ministry of Commerce, Islamabad.

**Location:**

- Commerce Division, A-Block, Pak Secretariat, Islamabad.

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**Qualifications/ Mandatory Requirements for the HR Consultancy Firm/Agency/Company**

- Name of HR Consultancy firm/Agency/Company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address.
- The HR Consultancy firm/Agency/Company must have set-ups in major cities of Pakistan i.e. Islamabad, Lahore, Karachi, Peshawar and Quetta.
- The details of the HR Consultancy firm/Agency/Company's profile, professional and technical skills shall be attached.
- The HR Consultancy firm/Agency/Company must be registered with FBR, have a valid NTN, Vendor Number with AGPR or should be registered with the Securities and Exchange Commission of Pakistan (SECP), if established in the private sector.
- The HR Consultancy firm/Agency/Company shall have minimum of 05 years experience to conduct such tests/ exams at a large scale, and must have provided such services to competitive and renowned public sector Ministries/ Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (Please attach list of a minimum of 10 clients along with number of applicants).
- The HR Consultancy firm /Agency/Company shall have established infrastructure/ capacities, including, but not limited to, manual/ computerized examination system, online facility for applying/ roll no. slip/ result, for the purpose.
- The HR Consultancy / firm/ Company should have strong education experience in test development; administration and analysis (Please attach the summary of SOPs in this regard).
- The HR Consultancy firm/Agency/Company must attach an affidavit with a good track record certifying that it was never black-listed by any organization at any stage.
- The HR Consultancy firm/Agency/Company may provide details about how it maintains transparency in marking/checking of answer sheets and preparation of results and also provide details of various kinds of Tests.
- Financial soundness certificate and Bank statement for the last 12 months and last two years audit report should be attached with the bid.
- Tenders must be delivered to the designated address by the deadline as mentioned in the published Tender Notice.
- All Bids will be opened one hour after closing time for submission of Tenders, in the presence of representatives of all participating firms.

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