

National Testing Service - Pakistan



Pre-Qualification Document

for provision of TEST CENTERS

December 20, 2016

1-E, Street # 46, Sector I-8/2, Islamabad

Tel: 051-9239397, Fax. 051-9258480

_____, 2016

Dear Sir / Madam,

National Testing Service – Pakistan invites you to pre-qualify for 'provision of Test Centers'.

The Pre-Qualification Document containing detailed Pre-requisites can be obtained from the address given below on any working day during office hours **(9am - 4pm)** and are also available on the websites (www.nts.org.pk) and (www.ppra.org.pk).

Applications completed in all respect must be received at National Testing Service Pakistan (NTS, 1-E, Street # 46, Sector I-8/2, Islamabad) office on or before **20 Dec, 2016.**

Applications received after the due date shall not be entertained.

Yours Truly,

National Testing Service
Islamabad.

INVITATION TO PRE-QUALIFICATION

GENERAL

Subject of the Pre-qualification

- i. The DD Procurement, National Testing Service - Pakistan herein after called the “**client**” wishes to receive applications for pre-qualification for provision of Test Center.
- ii. The successful applicants (pre-qualified) will be eligible to submit the tenders/ bids for provision of test center.

Sealing and Marking of application

The applications completed in all respect shall be enclosed in an envelope, properly sealed which shall:

- a) be directed to the **Secretary – Test Center Selection Committee**, at the address notified in the Pre-qualification Document.
- b) along the top left hand corner above the address as aforesaid bear the wording “**Pre-Qualification for Provision of Test Centers**”

Date of application

Applications will be received by the client at the address stipulated in the Pre-qualification Document and in the notice for Pre-qualification up to the time and date notified or up to such late time and date as may be subsequently notified by the client.

List of Clients

Applicants to provide list of clients to whom they had/ are providing services and name of departments they are listed and provide registration certificates, if any.

Award of Contract

The client will notify the successful applicants (pre-qualified) in writing that application has been accepted.

TECHNICAL

Test Centers

PRE-REQUISITES:

1. Test Centers must have clearly defined ownership, either public or private.
2. Test Centers must be located in Well-known/ famous or prominent places of relevant cities/ towns for easy accessibility of candidate.

Test Centers must have following Facilities on its premises:

1. Seating capacity per room/ hall with appropriate space (Minimum 300 Candidates)
 2. Appropriate and maintained furniture
 3. Spacing gap of 3 Foot with parallel and front table
 4. If the Centers have Rooms, Rooms Size must be sufficient to at least accommodate 30 or Multiple of 30 candidates in that specific room. For minimum numbers i.e. 30, of candidate to be accommodated in the Room, the room dimension must be at least 270 square foot.
 5. Up to Mark Hygiene ensuring cleanness of the premises (whitewash etc.) with appropriate air passing system – windows etc.
 6. Availability of electricity (Preferably having facility of Backup Generator) with appropriate & well established Lighting system and fans arrangements.
 7. Air Conditioning and Heating System (Optional)
 8. Telecommunication arrangements and facilities
 9. Drinking Water for maximum candidate number
 10. Administrative and security arrangements
 11. Washrooms/toilets facility and quality
 12. Parking arrangements and facility
 13. Waiting Area for guardians of candidates.
 14. The environment of the Test Center must be Noise and Disturbance free.
- *As soon as Test Centers site selection is finalized, a legal agreement paper indicating duties and responsibilities of both parties i.e. NTS and facility provider shall be signed, preferably on yearly basis contract.*
 - *The owners of the premises shall abide all the clauses and parameters of the agreement on periodical basis.*
 - *The clauses may include, not limited to, that the owners/ administrators of the premises shall maintain the agreed standards throughout the period of the contract.*