

National Testing Service - Pakistan



Pre-Qualification Document

for organizations/ institutes/ companies/ service providers to
conduct Trade/skill Test against different posts

August 22, 2017

NTS, Plot # 96, Street # 4, Sector H-8/1, Islamabad

Tel: 051- 9101322

Email: procurement@nts.org.pk

SIGNATURE/Stamp of Bidder: _____

Dated _____

INVITATION TO PRE-QUALIFICATION

Subject of the Pre-qualification:

- i. National Testing Service – Pakistan (NTS) intends to invite applications for Pre-Qualification (for a period of two years) from reputed organizations/ institutes/ companies/ service providers, registered with the Income tax & Sales tax departments, which can conduct Trade/ Skill Test against the following posts in all major cities of Pakistan including Islamabad/Rawalpindi, Lahore, Karachi, Quetta and Peshawar:

Name of Posts:

- **Technical (3 years DEA in Electronics)**
 - **Dark Room Assistant**
 - **Vehicle Mechanic**
 - **Masalchi**
 - **Bahishti**
 - **Chef**
 - **Cook**
- ii. The successful applicants (pre-qualified) will be eligible to submit the tenders/ bids.

Application Procedure:

The sealed applications must reach National Testing Service - Pakistan (NTS, Plot # 96, Street # 4, Sector H-8/1, Islamabad) office on Friday, September 8, 2017 till 04:00 pm.

Please provide information/detail in sealed applications as under:

Sr.#	Information/ Detail	Please attach
1	Name of the organization/institute/company/ Service provider and Contact Person name/phone/email/fax etc.	Annexure A
2	Proof of Registration (with GST & NTN No.)	Annexure B
3	Number of years in business (Proof of Establishment, Registration/ incorporation)	Annexure C
4	List of major active clients with Name, Address, Verifiable email and Contact	Annexure D
5	Experience of Similar Projects with regard to conduct trade/ skill tests conducted against the mentioned posts	Annexure E
6	Summarized Proof of Financial Soundness (Balance Sheet/ Audited Accounts etc.)	Annexure F
7	Affidavit that company has never been blacklisted (on Stamp Paper of Rs. 50/-)	Annexure G

SIGNATURE/Stamp of Bidder: _____

Dated _____

Prequalification document can also be downloaded from our website (www.nts.org.pk) in “**News Feed Corner**”. The applications must contain the above mentioned information (attach annexures) in hard form as prescribed above.

The sealed envelope (official printed) must contain the application completed in all respect along with the hard copy of the Prequalification Document (with organization/ institute/ company/ service provider stamp on each page) should be delivered through courier service on following address: along the top left hand corner above the address as aforesaid bear the wording “**Pre-Qualification for organizations/ institutes/ companies/ service providers to conduct Trade/skill Test against different posts**”.

Coordinator (Marketing)
National Testing Service - Pakistan
NTS, Plot # 96, Street # 4, Sector H-8/1, Islamabad
Ph: 051- 9101322
Email: procurement@nts.org.pk (for queries)

Application Deadline:

Friday, September 8, 2017 till 04:00 pm

Evaluation Criteria:

The applicants will be prequalified/ shortlisted as per the following criteria:

Sr.#	Description/ Detail	Scale Points	Total Points
1	Name of the organization/institute/company/ Service provider and Contact Person name/phone/email/fax etc.	Excellent = 10 Good = 06 Fair = 04	10
2	Proof of Registration (with GST & NTN No.)	Excellent = 10 Good = 06 Fair = 04	10
3	Number of years in business (Proof of Establishment, Registration/ incorporation)	Excellent = 10 Good = 06 Fair = 05	10
4	List of major active clients with Name, Address, Verifiable email and Contact	Excellent = 20 Good = 15 Fair = 10	20
5	Experience of Similar Projects with regard to conduct trade/ skill tests conducted against the mentioned posts	Excellent = 20 Good = 15 Fair = 10	20
6	Summarized Proof of Financial Soundness (Balance Sheet/ Audited Accounts etc.)	Excellent = 20 Good = 15 Fair = 10	20
7	Affidavit that company has never been blacklisted (on Stamp Paper of Rs. 50/-)	Excellent = 10 Good = 06 Fair = 04	10
Total			100

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Successful Applicant

The applicant(s) obtaining **minimum 45 marks will be prequalified/ shortlisted.** The client will notify the successful applicants (pre-qualified) in writing. Govt. Taxes will be applicable on all services.

Clarification & Questions

Only written queries would be entertained which should be directed to: procurement@nts.org.pk

SIGNATURE/Stamp of Bidder: _____

Dated _____