



Invitation of Proposals

FOR

***PRE-QUALIFICATION OF TESTING SERVICE PROVIDER
(FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)***

NOTE:

1. Sign & Stamp on all pages dully filled by bidder.
2. In case of any contradiction in TORs and prequalification document, the **TOR will be considered as the primary document** and it will be prevailed.

Purchase Department, Pakistan Security Printing Corporation (Pvt.) Ltd
Jinnah Avenue, Malir Halt, Karachi-Pakistan,
Phone: (92-21)-99248511-15, Facsimile :(92-21)-99248534
email: *aliza.zaidi@pspc.gov.pk*, website: www.pspc.gov.pk





Pakistan Security Printing Corporation (Pvt.) Ltd

Proposals for Pre-Qualification

Invitation No. Tender # LP/T-4165/26/ABZ

Date: June 22, 2026

1. This Invitation to e-Bids follows the pre-qualification Advertisement (PA) No. Tender # LP/T-4165/26/ABZ for the **PRE-QUALIFICATION OF TESTING SERVICE PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)**
2. The Pakistan Security Printing Corporation (Pvt.) Ltd (PSPC) has reserved the funds for the procurement planned during the financial year 2025-26. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the procurement.
3. PSPC now invites bids from eligible head-hunting service providers for the **PRE-QUALIFICATION OF TESTING SERVICE PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)**
4. The service provider must meet the following eligibility criteria:
 - I. This invitation for Bids is open to all reputed testing service providers.
 - II. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body and international or a public sector organization.
 - III. They must be registered with tax authorities and are active tax payers.
 - IV. The bidder must meet all the terms and conditions given in Technical Specifications and BOQ of this Tender Document.
 - V. The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.
 - VI. The bidder must submit an undertaking to comply with all applicable HSE laws, regulations and industry standards; and with all HSE requirements of PSPC, using the prescribed format provided in the tender document.
 - VII. Where an experience certificate is required under any tender, the same must be issued strictly in the name of the bidder. Experience certificates issued in the name of any other individual, firm, affiliate, joint venture partner, or obtained through sub-letting, subcontracting, or any similar arrangement shall not be acceptable.
 - VIII. Compliance with the eligibility criteria defines in TORs of this document
5. This pre-qualification is being conducted on the basis of rule 16 of PPR regarding Pre-qualification process.
6. Pre-Qualification document, including the General Conditions of Contract, technical specifications, and other relevant details, are available free of cost on EPADS.
7. Electronic bids prepared in accordance with the instruction provided in tender document must be submitted by using EPADS (uploading method) on or before **July 16, 2026. 11:00 A.M.** Manual bids will not be accepted. The e-bids will open on same day at **11: 30 AM** using EPADS.

**Deputy General Manager
Purchase Department
Pakistan Security Printing Corporation (Pvt) Ltd
Jinnah Avenue Malir Halt, Karachi – 75100
Ph: 021-99248511 (Ext – 2201-19) / purchase.local@pspc.gov.pk
www.pspc.gov.pk**



BIDDER DETAIL

1.	BRIEF DESCRIPTION OF GOODS / JOBS & QUANTITY:	
2.	NAME OF BIDDER	
3.	ADDRESS	
4.	GST NO.	
5.	NTN NO.	
6.	NAME OF AUTHORIZED PERSON	
7.	DESIGNATION	
8.	TELEPHONE	
9.	FAX	
10.	CELL NO.	
11.	EMAIL ADDRESS	
12.	NAME & ADDRESS OF PRINCIPAL, IF ANY	
13.	PHONE NO. OF PRINCIPAL	

BID SUBMITTED BY

Company Seal _____

Signature _____

Name _____

Date _____

Designation _____



Checklist for Tender “Single Stage One Envelop”

To ensure compliance of following condition before submitting the tender documents at PSPC:

Sr. No.	Description	Yes/No	Initial of Bidder
1.	Complete pre-qualification documents have been read thoroughly and understood		
2.	Complete pre-qualification documents duly filled in and each page signed and stamp and submitted through EPADS (via uploading method)		
3.	Proposal will be valid for the whole period of contract		
4.	Delivery Schedule: The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.		
5.	Payment conditions/terms are agreed (Payment as per the invoice submitted during the pre-qualification period, verified by the user)		
6.	Signing of Contract (if any)		
7.	General Terms & Conditions		

BIDDER MUST RETURN ALL PAGES OF TENDER DOCUMENT DULY SIGNED & STAMPED ON EACH PAGE AT THE TIME OF SUBMISSION OF BID THROUGH EPADS (via uploading method).



ELIGIBLE COUNTRIES

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL). Information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>



TERMS OF REFERENCE



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

1. INTRODUCTION:

Pakistan Security Printing Corporation (Pvt.) Limited (PSPC), a wholly owned subsidiary of the State Bank of Pakistan, is the country's sole security printing organization responsible for the production of banknotes, passports, and other security documents.

PSPC intends to engage a professional and reputable Testing Service Provider (firm/agency/company) to design and conduct screening tests for candidates to be recruited, from time to time, against various management, non-management cadre positions.

2. OBJECTIVE:

The objective of this engagement is to appoint a reputable Testing Service Provider (firm/agency/company) capable of:

- i. Designing and conducting comprehensive, standardized, and merit-based screening tests for multiple positions in accordance with PSPC's requirements.
- ii. Ensuring fair, transparent, and secure test administration processes that uphold PSPC's strategic, operational, and ethical standards.
- iii. Supporting PSPC throughout the testing lifecycle, including test development, scheduling, invigilation, result processing, and reporting, to ensure timely, accurate, and high-quality assessment outcomes for recruitment against advertised positions, as well as any additional testing requirements as and when required.

3. SCOPE OF WORK:

The selected firm/agency/company will be responsible for the following activities:

- a) Based on the eligibility criteria of the advertised posts (to be provided by PSPC) Testing Service Provider shall design and share sample paper of the written test(s) with PSPC as per the syllabus and content weightages defined against each post by PSPC.
- b) PSPC shall review and approve the sample paper(s) provided by the Testing Service Provider, and the final test paper(s) shall be developed by the Testing Service Provider accordingly. The approved sample paper(s) shall also be uploaded on the website of the Testing Service Provider.
- c) The Testing Service Provider shall carry out designing of question papers with Urdu translation where applicable.
- d) The Testing Service Provider shall prepare error-free test papers/booklets through the respective team of subject experts against the recruitment drive and ensure strict confidentiality of its contents before, during and after the conduct of the examination. In case of leakage/disclosure of test or any other relevant information which may help the participating candidates during the test or before conducting the test, the Testing Service Provider shall re-arrange the test without charging any additional cost to the PSPC.
- e) PSPC will provide the requisite data of eligible candidates to the Testing Service Provider. Any change in the data will be communicated by PSPC in due course.
- f) The Testing Service Provider shall not make any changes in data without the written approval of PSPC at any stage.
- g) Exact test date for written test shall be decided, after finalization of the data of eligible candidates and after approval of the PSPC.



- h) The Testing Service Provider shall conduct recruitment tests in major metropolitan cities, including but not limited to Karachi, Lahore, Islamabad, Peshawar, and Quetta, irrespective of the number of candidates, as required by PSPC.
- i) In case any eligible candidate is located outside Pakistan, the Testing Service Provider shall, with prior approval of PSPC, arrange the conduct of the test through online/remote mode or any other mutually agreed mechanism, while ensuring confidentiality, transparency, and integrity of the examination process.
- j) After deciding the test date, the test venue shall be confirmed by Testing Service Provider for each decided city.
- k) After confirmation of the venues Testing Service Provider shall dispatch Roll Number Slip (RNS)/Admit Cards to the provisionally eligible candidates through courier intimating them, the date, time, venue and other related details and instructions well before the scheduled test date.
- l) The Testing Service Provider shall also intimate the candidates through text/WhatsApp messages on primary and alternate contact numbers, about the test and dispatch of RNS/Admit Cards. Further, RNS/Admit Card information shall also be available on the website of Testing Service Provider for download and print.
- m) Maintain a dedicated helpdesk/helpline for the resolution of queries raised by candidates promptly. Replies to complaints and queries related to the test shall be the sole responsibility of the Testing Service Provider, and they will keep a record of all these activities.
- n) Candidates shall be allowed to appear in the test upon verification of CNIC or any other approved identification method mutually agreed between PSPC and the Testing Service Provider.
- o) The Testing Service Provider shall ensure the availability of a sufficient number of experienced/trained invigilators/superintendents and other resources during the conduct of the examination at each test center and shall address candidate queries during recruitment drives.
- p) The Testing Service Provider shall ensure avoidance of conflict of interest throughout all stages of the testing process. Any potential conflict involving its employees, staff deputed for invigilation or their close relatives shall be disclosed to PSPC in advance. No such individual shall participate in the relevant process without prior written approval of PSPC. The Testing Service Provider shall be responsible for internal disciplinary action in case of non-disclosure.
- q) The Testing Service Provider shall ensure all necessary arrangements at each test center, including availability of drinking water, proper lighting, adequate seating arrangements and adequate ventilation.
- r) The Testing Service Provider will ensure supply and collection of test material to/from each test center in sealed box(es). The box(es) should preferably be made of hard plastic/alloy or metal.
- s) The Testing Service Provider shall share carbon copy of the answer sheet/OMR copy with candidates after each written test.
- t) The Testing Service Provider shall finalize test results within one week of test completion and submit them to PSPC in soft and hard form (if required).
- u) The Testing Service Provider shall upload and announce test results on its official website after obtaining approval from PSPC, along with passing criteria.



- v) Any genuine ambiguity or discrepancy identified in test papers or results shall be communicated by PSPC within fifteen (15) days of result announcement. The Testing Service Provider shall review and rectify such issues and issue a corrigendum within three (3) working days, if required.
- w) The Testing Service Provider will not claim any other fee from the candidates or from PSPC on account of any activity carried out, any process conducted, or task performed before / during / after the process of testing.
- x) The Testing Service Provider shall allow PSPC to conduct an audit of the test results in the premises of the Testing Service Provider, as and when desired. The audit team of PSPC will check the authenticity of the result compilation procedure, including software/system and manual checking adopted by the Testing Service Provider. The scope of the audit of the written test results shall be limited to the extent of a particular/respective recruitment drive, or may extend in some situations, with mutual consent.
- y) The Testing Service Provider shall retain a record of the entire process, i.e. test paper, answer sheets, etc., during the contract and for a period of five years after expiry/termination of the contract. Such record shall, however, be destroyed after the said period, after seeking consent from the PSPC.
- z) Any changes / adjustments in the pre-decided work plan for completion of the project shall be made with mutual consent of both PSPC and Testing Service Provider.
- aa) In case of any technical hurdle, or force majeure in the process of testing, the same shall be resolved with mutual consensus of both the parties.
- bb) PSPC shall be indemnified and kept harmless against all litigation, complaints, or claims arising from the conduct of tests. The Testing Service Provider shall be solely responsible for handling and defending such matters.

4. Supplementary / Additional Services:

- a) The Testing Service Provider may be requested to provide other ancillary services in line with the scope such as advertisement and application processing, including preliminary screening strictly based on eligibility criteria provided by PSPC, as and when required by PSPC.
- b) When required, place advertisement in country's leading newspapers for holding written tests for the positions as desired by PSPC. In such case, the design and mode of publication of the advertisement shall be subject to PSPC's approval and directives.
- c) The Testing Service Provider shall be required to register candidates online at their website prior to conducting written tests for selection against the vacant posts and shall ensure a secure and functional online application management system for this purpose. The system shall operate strictly on eligibility criteria and instructions provided and updated by PSPC from time to time.
- d) The Testing Service Provider shall ensure a mechanism that no application shall be considered after expiry of the last date of submission of applications. The system shall strictly enforce closing date and time without any exception.
- e) The Testing Service Provider shall ensure preliminary scrutiny of applications strictly in accordance with the eligibility criteria provided by PSPC. The Testing Service Provider shall not exercise any independent discretion in interpretation of eligibility criteria.
- f) All data of applicants shall be securely maintained by the Testing Service Provider with proper audit trail and traceability of records, and no alteration in data shall be made without prior written approval of PSPC. All applicant data shall remain the exclusive property of PSPC.
- g) The Testing Service Provider shall ensure that the online application system maintains complete record integrity, including submission logs and tracking details for each application.
- h) The Testing Service Provider shall ensure the acknowledgement of application submission/confirmation to each applicant through email/SMS/portal/any other medium, along with provision for download of application record.
- i) The Testing Service Provider shall ensure that the system is secured, and no backdated entry, manual override, or post-deadline inclusion of applications is allowed under any circumstances without prior written approval of PSPC.
- j) All supplementary / additional services shall be performed strictly as process facilitation activities under PSPC's sole supervision and approval. Final authority regarding eligibility determination, screening decisions, and recruitment outcomes shall rest exclusively and conclusively with PSPC.

5. CONFIDENTIALITY & CONFLICT OF INTEREST:

- a) The Testing Service Provider shall maintain strict confidentiality regarding all information, materials, test papers, answer sheets, candidate data, results, and any other sensitive information obtained during the assignment. A Non-Disclosure Agreement will also be signed.
- b) No information shall be disclosed to third parties without prior written consent of PSPC. Any breach will make the Testing Service Provider liable for all damages, losses, or claims arising therefrom.



6. Duration of Engagement:

- a) The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.
- b) Each assignment shall remain valid until completion of the relevant written test process.

7. FEE & PAYMENT STRUCTURE:

- i. The Testing Service Provider shall propose a transparent and all-inclusive per candidate fee structure for the test, including test fee, carbon copy fee, applicable taxes, and other related expenses, if any.
- ii. Payments shall be released after the outcome of each assignment and subject to verification through a job completion certificate issued by the HR department and review of the submitted invoice.
- iii. Separate and clearly defined rates shall be applicable for supplementary/additional services, as and when expressly required by PSPC in writing. Payment for supplementary/additional services shall be made only when such services are expressly requested by PSPC in writing and upon satisfactory completion of the same.

8. FIRM ELIGIBILITY / PRE-QUALIFICATION CRITERIA:

- i. The Testing Service Provider should have prior experience of at least 08 years to conduct such test at a larger scale and set-up in major cities of Pakistan.
- ii. Recent experience (within last 2 years) of conducting written test for the industrial sector would be mandatory.
- iii. The Testing Service Provider should have been providing testing services to renowned public sector organizations and multinational companies (attach list of clients).
- iv. Details of company profile, description of similar assignments, experience in similar conditions, and availability of appropriate skills amongst staff, etc., capacity, mechanism for test development, and its evaluation should also be attached.
- v. The Testing Service Provider should have established infrastructure for conducting paper-based general and/or specialized assessment tests across the country, along with an official website offering online facilities for generation of Roll Number Slips/Admit Cards, announcement of results, and other related services. The provider must also have the capability for evaluation of tests through an Optical Mark Recognition (OMR) system.
- vi. The Testing Service Provider should have a team of qualified professionals for designing and developing recruitment tests, administration and analysis.
- vii. The Testing Service Provide should have test centers in all major districts of Pakistan covering all provinces and the federal capital.
- viii. Registration with relevant authorities (SECP, Board of Revenue) and possession of valid NTN.
- ix. The Testing Service Provider must be active tax-payer and tax-compliant and shall provide evidence along with proposal for technical evaluation.
- x. The firm must submit a declaration confirming a good track record, stating that it is not blacklisted by any public or private institution and has not been proved guilty by courts in any litigation matter



related to the procedure, transparency and confidentiality, regarding the conduction of tests.
(Submission of undertaking on a Stamp Paper of Rs.100 duly signed and stamped).

xi. Submission of all documents as required in this TOR are mandatory. Partial submissions or failure to comply with eligibility criteria will result in disqualification, in line with PPRA Rules.

xii. The Testing Service Provider shall meet all the above-mentioned requirements, otherwise will be considered as disqualified for the bidding process.

9. SELECTION METHOD:

i. The pre-qualification and selection of Firms shall be conducted in accordance with the Public Procurement Rules, 2004 (PPRA Rules) and any subsequent amendments. PSPC reserves the right to reject any or all submissions without assigning any reason, as permitted under PPRA Rules.

ii. All pre-qualification submissions shall be evaluated transparently, and PSPC may request clarifications from any firm. Documentation will be maintained for audit purposes as per PPRA guidelines.

iii. Only firms pre-qualified under this TOR shall be invited to submit quotations on a per-candidate basis for providing testing services. This arrangement shall remain effective for the period of pre-qualification as specified in this TOR.

iv. PSPC reserves the right to accept or reject any or all proposals at any stage, without incurring any liability, in accordance with PPRA Rules.

v. In case the Firm fails to meet the agreed timelines for conducting written test, sharing final results or other services as mentioned above, PSPC may impose a penalty of 1% of the total contract value for every 15 days of delay, up to a maximum of 10% of the total contract value.

Implementation Schedule

The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.



Bidder's Eligibility / Qualification Criteria

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

ITB No: Tender # LP/T-4165/26/ABZ

Title: PRE-QUALIFICATION OF TESTING SERVICE PROVIDER
(FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)

Bidder: [Name of Applicant / Entity]

#	Eligibility / Qualification Criteria	Means of Verifications	Reference in Bid**	Bidder's Assessment (Y/N)
a.	This invitation for Bids is open to all reputed health insurance service providers.	Attach copy of valid NTN certificate.		
b.	Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local and international body or a public sector organization.	Undertaking on N.J stamp paper (Value of stamp paper should be as per required value as per stamp duty act)		
c.	They must be registered with tax authorities and are active tax payers.	Attach copy of valid SRB certificate and reference of Active Taxpayer list of FBR along with tax exemption (if any).		
d.	The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.	Provide Undertaking on NJI paper having value of Rs. 500/-		
e.	Firm eligibility / pre-qualification criteria defined in terms of reference	Provide documentary proof of previously awarded contracts, completion certificates, experience letters, etc., as per ToRs		

Seal & Signature of Bidder: _____

Date: _____



Form 3 – Affidavit for Bidder's Blacklisting Status

ITB No: Tender # LP/T-4165/26/ABZ
Title: PRE-QUALIFICATION OF TESTING SERVICE PROVIDER
(FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)
Bidder: _____

[Required on non-judicial stamp paper; value of Rs: 100/- stamp paper should be as per required value as per Stamp Duty Act]

To:

Deputy General Manager (Purchase)
Purchase Department
Pakistan Security Printing Corporation (Pvt.) Ltd
Jinnah Avenue, Malir Halt,
Karachi –Pakistan

Affidavit for Bidder's Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that I/We, [Name of Applicant / Entity], has/have not been Blacklisted/Sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization or Autonomous Body anywhere in Pakistan during last 05 (five) years.

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of contract.

Seal & Signature of Bidder: _____

Date: _____



Declaration for Ultimate Beneficial Owners Information

ITB No: Tender # LP/T-4165/26/ABZTitle: PRE-QUALIFICATION OF TESTING SERVICE PROVIDER
(FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)

Bidder: _____

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name:
2. Father's Name/Spouse's Name:
3. CNIC/NICOP/Passport no:
4. Nationality:
5. Residential address:
6. Email address:
7. Date on which shareholding, control or interest acquired in the business:
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement



9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
Total number of shares taken (in figures and words)							

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

Seal & Signature of Bidder:

Date:



Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____

Contract Value: _____

Contract Title _____

Date: _____

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]



PAKISTAN SECURITY PRINTING CORPORATION (PVT.) LIMITED

CODE OF CONDUCT**Objective**

This Code of Conduct aims to establish PSPC's business and employment practices on the highest standards of ethical behavior, integrity, accountability, courage and excellence.

It also aims to ensure that all concerned adhere to PSPC's defined core values, act with prudence, protect the interests of PSPC and maintain a positive work environment.

Scope

This Code of Conduct is applicable on all PSPC Employees, Contract Employees, Trainees, Apprentices, Deputationist, Outsourced Workforce, and other stakeholders.

General Behavior

The ethical principles of the Corporation prevail over the concerned individual's personal origins, beliefs, values, opinions, preferences, or habits at all times. All concerned, while they are in PSPC's service, shall strictly adhere to the following rules of General Behavior at all times which include, but are not limited to, the following responsibilities:

3.1. Comply with all applicable laws, including, but not limited to, those pertaining to general employment, anti-fraud, corruption, bribery, anti-discrimination, anti-harassment, health, safety and environmental protection.

3.2. Conduct themselves honestly and carry out their duties diligently and impartially to the best of their abilities, in compliance with the applicable rules, regulations, policies and procedures, as defined by PSPC from time to time.

3.3. Maintain highest standards of ethics and professionalism and devote their working activities to the service of PSPC.

3.4. Not guarantee or promise employment of any type to anyone for any length of time.

3.5. Assist and advise colleagues and show openness and transparency in all dealings with them.

3.6. Do not withhold information from concerned colleagues that may affect the conduct of business, particularly in order to gain a personal advantage. Providing false, inaccurate or exaggerated information, refusing to cooperate with colleagues or demonstrating any form of obstructive behavior is strictly not allowed.

3.7. Not indulge in any activity during off duty hours that directly or indirectly undermines the provisions of this Code, other PSPC rules, policies and procedures, or brings disrepute to PSPC.

3.8. Refrain from indulging in any illegal and unlawful activity including but not restricted to substance abuse and consumption of alcohol, drugs or any kind of intoxicant(s), as well as, any sort of gambling/betting activities, etc.

3.9. Officers of PSPC performing supervisory functions/roles on behalf of PSPC shall take every possible care to act within the delegated authority as provided by any law, rules or regulations



under which such officers may purport to act.

Fraud, Embezzlement & Misrepresentation

4.1. All concerned shall not commit, or assist any activity that involves making false statements, fraud, forgery, misappropriation, theft, embezzlement, bribery, misrepresentation, violation of PSPC rules and regulations, policies and procedures or any similar activity that harms, or may harm the interest and reputation of PSPC.

4.2. Be honest in conveying professional conclusions, opinions, research and findings for whatever purpose and shall not manipulate the system for personal gains.

4.3. Refrain from indulging in any illegal and unlawful activity.

4.4. Abstain from any false or intentionally misleading information and declarations, bogus documents, and submit false or misleading claims with wrong information.

Discrimination and Harassment

5.1. All concerned shall treat all internal and external stakeholders with respect, fairness and courtesy and avoid all such forms of behavior that create or may create an atmosphere of harassment, hostility, intimidation and discrimination of any kind, especially involving age, gender, health, ancestry, physical disability, race, religion, length of service, political beliefs, marital status or family structure.

5.2. Shall not propagate in any manner whatsoever sectarianism, ethnic / regional hatred / animosity and take part in sectarian, ethnic, linguistic or parochial activities, as well as partiality or favoritism on these bases, indulge in nepotism, victimization, willful abuse of power, and unwarranted negative criticism and gossip about other employees.

5.3. Avoid creating / sending / forwarding electronic or any other form of communication that contains statements or material, which is discriminatory, offensive, defamatory, illegal or constituting harassment.

5.4. Refrain from engaging in any form of inappropriate relationship with persons with whom they have a professional relationship.

Confidentiality

6.1. All concerned shall maintain strict confidentiality of PSPC and its constituents affairs and shall not communicate directly or indirectly to their colleague(s) or (ex) employee(s) belonging to other department(s) or profession or to the press or public, any document or information which has come into their possession in the course of their official duties, or has been prepared or collected by them in the course of their duties, whether from official sources or otherwise, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his / her duties.

This confidentiality must be maintained by the employee even after the cessation of their employment with PSPC.

6.2. All concerned shall not give any evidence, document, or any information before a public committee without the prior approval of the Competent Authority.

6.3. Interaction or communication directly or indirectly on behalf of PSPC with foreign governments, media, and missions in Pakistan without seeking clearance from the competent authority is not permissible.

Use of PSPC Assets and Resources



7.1. All concerned are required to use PSPC assets such as properties, office equipment, supplies etc. for PSPC's business purposes and not for gain or benefit of persons or entities other than PSPC, including self.

7.2. Material information such as information contained in any file, document, note, report, letter, fax, USB, email, instrument, etc. held by the concerned must be used solely for the purpose of PSPC business and returned to PSPC upon cessation of employment / contract agreement.

7.3. Official information, documents, reports, proposals, research papers, software, etc. developed using PSPC time and resources constitute PSPC's intellectual property. All concerned will neither have the right to claim these as their own, nor shall they use/exploit the same for personal gain or benefit of persons or entities other than PSPC during or beyond cessation of their employment with PSPC.

Political Affiliation

8.1. No employee of PSPC shall take part in or subscribe in aid of or assist in any way, any political activity / movement in Pakistan or relating to the affairs of Pakistan, or take part in, or in any way assist, any movement or activity, which is, or tends directly or indirectly to be, subversive to Government as by law established in Pakistan or detrimental to the ideology or integrity of Pakistan.

8.2. Employees shall not canvass or otherwise interfere with or use their influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere, provided that an employee who is qualified to vote at such election may exercise their right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

Attendance and Punctuality

9.1. All concerned shall not leave the office or absent himself / herself from duty, without prior permission of the Competent Authority.

9.2. Strictly adhere to defined break timings, as defined by PSPC from time to time.

Conflict of Interest

10.1. All concerned are required to recognize and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are properly managed or avoided. All disclosure should be made at the time the conflict arises, or when it is recognized that a conflict may be perceived, in writing to the supervisor. If the supervisor also has an interest in the matter, the disclosure shall be made to the next higher level of authority.

10.2. While an officer is serving in PSPC, their spouse, children and siblings will henceforth not be eligible for recruitment in PSPC, SBP and/or any of its other subsidiaries.

Gifts and Entertainment

11.1. Except as permitted, employees shall neither receive nor give any gift(s) or favor(s), in cash or any kind, from / to any organization, including those stakeholders (individual, entities or person created by law) who are in contact with PSPC.

11.2. The above instructions will not be applicable in case;

a. A gift received for value of up to Rs 10,000 provided aggregate value of gifts received /



given from / to during a fiscal year from same source does not exceed Rs 20,000;

b. Advertising materials including trade discounts that an individual or entity normally offers to its general customers;

11.3. The intended recipient will politely refuse the offer of gifts valuing above. However, where such refusal may impact the official relationships, the gift so received would be immediately, but not later than 72 hours, surrendered to HR.

Prohibitions

12.1. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, electronic Cig, snuff, or chewing tobacco) is not permitted within the office premises. Employees may smoke outside in open air, at the designated areas, without compromising on the working hours.

12.2. Use of any sort of drug including Pan, Gutka, Naswar, etc. within the office premises is not allowed.

Self-Disclosure of Criminal Conviction

All employees are required to self-disclose any criminal offence for which any investigating agency have taken cognizance and for which a conviction has been decided against such an employee by any court of law while being professionally engaged with PSPC irrespective of the nature of engagement.

Health & Safety

All employees must take measures to promote safe working practices, and follow the instructions given by the Health, Safety, and Environment Team from time to time.

Whistleblowing

All concerned are responsible to immediately report any alleged ethical misconduct or fraud. The employees may raise their concerns through a written report or email at whistleblower@pspc.gov.pk. For more information on the applicability of this policy, refer to Whistleblowing Policy.

Compliance with the rules of conduct

Role of line managers

16.1.1. Line managers shall take the necessary measures to encourage respect for the rules of conduct within the entities for which they are responsible.

16.1.2. Managers should ensure that employees placed under their authority are aware of this code.

16.1.3. Apart from the vigilance, line managers are expected to behave in an exemplary manner as regards respect for the principles and rules set out in this code.

16.2. Any information pertaining to violation of this Code must immediately be reported to Director Human Resources.

16.3. If Director Human Resources is found to be violating this Code, MD may be reported. In case of violation by MD, Chairman PSPC may be reported.



Reporting Confidentially

17.1. All stakeholders when reporting to Director HR shall be deemed to have made such report in strict confidence.

17.2. Human Resource Department shall not disclose the identity of concerned employee to other parties unless it is in the interest of the Corporation or it is required by law.

Consequences of Violating the Code

18.1. Any employee who violates the Code shall be subject to disciplinary action.

18.2. Failure to report deviations of the Code by all concerned may result in disciplinary action. Similarly, failure to report deviations of the Code by other stakeholders may result in the termination of their relationship with the Corporation.

Interpretation

This policy shall supersede all previous policies on the subject. In case of any ambiguity in understanding this Policy, the interpretation of the Managing Director will be treated as final. Any exception to the policy shall be approved by the Managing Director on the recommendation of Director HR and shall be reported to Board Human Resource Committee for ratification.



Undertaking for Compliance with Code of Conduct

Bidder Name: _____

Bidder Representative (If any): _____

Date: _____

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the Code of Conduct established by [Procuring Agency Name].

As a bidder participating in the procurement process, I undertake to:

1. Adhere to the highest standards of integrity and professionalism in all interactions with PSPC
2. Ensure that all communications and representations made during the bidding process are truthful and transparent.
3. Comply with all applicable laws, regulations, and policies outlined in the Code of Conduct.
4. Avoid any conflicts of interest and disclose any potential conflicts promptly.
5. Report any unethical behavior or violations of the Code of Conduct to the appropriate authorities within PSPC.

I understand that any breach of this undertaking or the Code of Conduct may result in disqualification from the bidding process and potential legal consequences.

Authorized Signature: _____

Date: _____



Rs. 500/- Stamp Paper Print

P.O.#: _____

NON-DISCLOSURE AGREEMENT (NDA)

This agreement is entered into as of day of..... Year

between

Pakistan Security Printing Corporation (Pvt.) Limited, Manufacturer of Banknotes and Prize Bonds registered under the laws of Pakistan, having its registered office at Jinnah Avenue Malir Halt, Karachi, through its authorized representative _____ (hereinafter referred to as '**PSPC**', which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns);

and

_____, having its registered office at through its authorized representative (hereinafter referred to as '.....' which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns).

(PSPC and _____ are hereinafter collectively referred to as the "Parties" and individually as a "Party").

'Agreement' means this Agreement and all written amendments and revisions made thereto from time to time.

"Effective Date" means the date of execution of this Agreement.

'State' means the territory of the Islamic Republic of Pakistan.

WHEREAS

The Parties to this Agreement wishes to enter into an Agreement concerning the disclosure of certain proprietary and confidential information, whereby it will be necessary for each party (the "**Disclosing Party**") to disclose to the other Party (the "**Receiving Party**"), as the case may, information of a confidential or proprietary nature for the purposes as defined in the Agreement (**Authorized Purpose**) (irrespective of the form of presentation or communication including, but not limited to data, notes, analyses, compilations, studies, physical objects, samples, financial information, technical information, cost information, techniques, , material, methods, processes, sources and any other information, however, described, which is or could be valuable in the type of business in which Disclosing Party is engaged) provided that any disclosure of information made in writing shall be marked confidential or with words of similar effect and that any disclosure made orally shall subsequently be reduced to writing by the Disclosing Party and marked confidential or with words of similar effect with a copy sent to the Receiving Party within 30 days of disclosure ("Information").



IT IS AGREED AS FOLLOWS:

1. This Agreement will apply to any disclosure of Information on the Effective Date. This Agreement may be terminated by any Party after giving a prior notice of 30 (Thirty) days' in writing; or immediately if the Disclosing Party has reason to believe that the Receiving Party is in breach of any of the obligations contained herein. Such termination shall not affect any obligation imposed by this Agreement with respect to Information received prior to such termination.
2. Receiving Party shall hold and protect the Confidential Information in the same manner as it protects its own confidential information and in any event such protection shall not be less than that which a reasonable person or business would take in protecting its own confidential information; and shall use the Confidential Information for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information and only disclose Information on a need-to-know basis to such of its employees, contractors, agents, representatives and consultants as is reasonably required, and are under similar obligations of confidentiality as contained in this Agreement, the use whereof shall be restricted for Authorized Purpose only.

Receiving Party shall not, without the prior written approval of the Disclosing Party, use publish, copy, or otherwise disclose the Confidential Information to others, or permit the use by others for any purpose other than the Authorized Purpose. Receiving Party shall, forthwith upon receipt of a written request from the Disclosing Party or on termination:

- (i) return all information supplied by the Disclosing Party as well as items and materials relating to or derived from the Information;
 - (ii) deliver to the Disclosing Party or at its request destroy immediately all items and materials made by the Receiving Party containing Information, that are not returned pursuant to paragraph (i) above;
 - (iii) not keep copies or duplicates of any items or materials referred to in paragraphs (i) or (ii) above; and
 - (iv) provide a certificate signed by a senior officer of the Receiving Party confirming that the provisions of this clause have been complied with.
3. This Agreement shall not apply to any Information which the Receiving Party: (a) can show is or becomes publicly available through no fault of the Receiving Party; (b) can show was in its possession prior to the date of disclosure; (c) may subsequently receive from any third party legally in possession of the Information and who was not restricted from disclosing it; (d) can show is independently acquired by the Receiving Party as a result of work carried out by an employee, consultant or contractor of the Receiving Party to whom no disclosure of Information has been made; or (e) is required to disclose pursuant to a court order or any law/rules/regulations provided that the Receiving Party shall have given prior written notice to the Disclosing Party.
 4. This Agreement shall not be deemed to confer or imply the grant or agreement to grant by the Disclosing Party to the Receiving Parties of any of its rights under copyright, patents, trademarks, design rights or other similar rights. All Information supplied hereunder is supplied on an "as is" basis and the Disclosing Party gives no representation or warranty as to its accuracy, completeness or fitness for any purpose other than the Authorized Purpose. The Disclosing Party shall not be liable for any loss or damage suffered by the Receiving Parties as a result of any Receiving Party's use of the Information.
 5. This Agreement does not create any agency or partnership relationship and each party shall act as an independent entity. This Agreement will not be assignable or transferable by the Parties. All additions or modifications to this Agreement must be made in writing



and signed by the Parties.

6. Notices shall be delivered personally, or by prepaid first class mail, or transmitted by facsimile to the Parties at such address or number as the parties shall specify from time to time.
7. The Receiving party may obtain consent of the Disclosing party for any waiver of rights, to share information received under this Agreement to a third party for the Authorized Purpose. Any waiver of any right under this Agreement is only effective if it is in writing and applies to the specific circumstance for which it has been given.
8. In the event of a breach, Disclosing Party shall be entitled, in addition to any other remedies and damages available at law or in equity, to an injunction to restrain the violation thereof by Receiving Party, or its employees, contractors, agents, representatives and consultants,
9. This Agreement shall be governed by and shall be construed in accordance with the laws of Pakistan. In case a dispute arises between the Parties with regard to the terms of or rights and obligations of the Parties under this Agreement, if not resolved amicably, shall be referred to the arbitrator to be mutually appointed by the Parties. The arbitration shall be carried out in accordance with the Arbitration Act, 1940 in English. The award shall be conclusive, and binding on the Parties and the Parties submit to the non-exclusive jurisdiction of the Pakistan's Courts.

In WITNESS WHEREOF, the parties have executed this Agreement and shall be effective as of the date first above written.

For and on behalf of
of
Pakistan Security Printing Corporation

For and on behalf

This Agreement has been executed in the presence of the following witnesses:

1. Full Name: _____
Address: _____
Signature: _____
CNIC No: _____

2. Full Name: _____
Address: _____
Signature: _____

CNIC No: _____

