



Ref: HR/3.1(A)/2026

March 5, 2026

Dear Sir,

**HIRING OF TESTING AGENCY FOR THREE YEARS FOR CONDUCT OF
COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE
TENDER ENQUIRY NO. HR/3.1(A)/2026/2, OPENING DATE: 26/03/2026**

Sui Northern Gas Pipelines Limited (SNGPL) intends to hire Testing Agency for three years to conduct computer based recruitment test(s) for executive cadre. The tender documents comprising of the following are attached herewith: -

i)	Bid Form	Annexure 'I'
ii)	General Terms & Conditions	Annexure 'II'
iii)	Terms of Reference (ToRs) / Deliverables	Annexure 'III'
iv)	Technical Proposal Evaluation Criteria	Annexure 'IV'
v)	Price Sheet	Annexure 'V'
vi)	Format of Authority Letter for attending public opening of bids (to be provided by the bidder's representatives to the bid opening Committee at the time of public opening of bids).	Annexure 'VI'
vii)	Format of Bid Bond	Annexure 'VII'
viii)	Format of Performance / Warranty Bond Guarantee	Annexure 'VIII'
ix)	Format of Integrity Pact	Annexure 'IX'
x)	Documents Check List/ Questionnaire	Annexure 'X'

The proposals / bids (Technical and Financial) against this tender enquiry are invited on the basis of **Single Stage Two Envelopes method** that should be initialed/signed and uploaded by the bidders to the:

**Electronic Government Procurement (eGP)
e-Pak Acquisition & Disposal System (EPADs);**

The **Technical and Financial Bids** duly completed in all respects in light of laid down instructions should be uploaded separately, **latest by March 26, 2026, till 1100 hours.**

The bids must be uploaded to the EPADs / www.eprocure.gov.pk with statement TENDER FOR HIRING OF TESTING AGENCY FOR THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE and TENDER ENQUIRY NO. HR/3.1(A)/2026/2. Bids received by Fax/e-mail will not be accepted. Hard copy of Technical and Financial proposals sealed in separate envelopes should also be delivered to the office of GM (HR), 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore before closing date/time.

Proposals duly completed in all respects should be **uploaded on EPADS / www.eprocure.gov.pk on or before 26.03.2026 by 1100 hours**, after which no bid will be accepted. The technical proposals will be opened on the same date at **1130 hours**. In case of holiday(s) falling on the date of bid opening, it will be opened at the same time on the next working day. It will be the responsibility of the bidders to upload the bids **on EPAD / www.eprocure.gov.pk before the closing day & time**. SNGPL does not take responsibility whatsoever for the receipt of the bids from any bidder. Bids/ Proposals received after the closing day & time will not be entertained. The bidder or its authorized agent with authorization letter may attend the bid opening.

Initially, **"TECHNICAL PROPOSAL"** shall be opened and evaluated in accordance with the terms & conditions (Annexure II & III) of the tender enquiry and evaluation criteria (Annexure-IV) without reference to the price and will reject any proposal, which does not conform to the specified requirements and/ or fail to meet evaluation criteria. During the technical evaluation no amendments in the technical proposal shall be permitted.

After evaluation of the Technical Proposal the company shall, within the validity period, publicly open the “**FINANCIAL PROPOSALS**” of the technically responsive/ accepted bidders only at a time, date and venue announced and communicated in advance to all technically responsive/ acceptable bidders. The “**FINANCIAL PROPOSALS**” of the bids found technically non-responsive shall not be opened.

A pre-bid meeting is being held on 18/03/2026 at 1100 hours at Chief Officer (HR) Office, 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore to explain the scope of work and to provide guidelines for filling the tender. The Bidders/Testing Agency(s) can attend this meeting to resolve any queries regarding this tender (if any).

Canvassing is strictly prohibited by any bidder at any stage of bid evaluation. Any infringement will lead to the disqualification of his bid.

Each bidder along with its bid must submit all the details and clarifications. The bid evaluation committee may seek clarification(s) from the bidders without changing the substance of the bid. If the Bid Evaluation Committee is not satisfied with the clarification(s), it can reject the bid.

Please note the followings:

1. General Terms and Conditions attached as **Annexure-II**, must be taken into consideration while preparing and submitting your proposal/quotation.
2. The provision of services must conform to the terms given in the tender documents specially Terms of Reference/Deliverables attached as **Annexure-III** and must be strictly adhered to.
3. Attach the documents as required vide **Annexure-IV & X**.
4. Your offer must remain valid / open for a period of 90 days from the closing date of the tender.
5. Proposals submitted should not have any overwriting.
6. If you have any doubts as to the meaning of any portion of the “Tender Documents”, the same may be clarified from the undersigned at least three days before closing date of tender enquiry. Queries received beyond prescribed time will not be entertained.
7. Only one authorized representative of bidder will be allowed to attend the public opening of bids, who will be required to submit an authority letter (as per specimen attached as **Annexure-VI**) in his/her favor issued by the respective bidders(s) for attending the public opening of bids, failing which he/she will not be allowed to attend the public opening.
8. **Documents mentioned at Annexure “VIII & IX” will be required to be submitted by successful bidder only.**
9. **Scanned copy of Bid Bond @ Rs.175,000/- must be uploaded at the EPADS along with the bid documents and the original instrument must be submitted to General Manager (HR), 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore on or before the closing date and time of online submission. The proposals submitted without Bid Bond will not be entertained/not opened.**
10. Any attempt to obstruct competition by any means including formation of cartels will lead to rejection of your bid.
11. If need be, please contact Mr. M. Naveed Akhtar, Dy. Chief Officer (HR) at 042-99201279, 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore during working hours.

Assuring you of our best cooperation.

Encl: As above

Yours sincerely,
SUI NORTHERN GAS PIPELINES LIMITED


(WAQAS M. QURESHI)
GENERAL MANAGER (HR)
for MANAGING DIRECTOR

15/3

Bid Form

Date: _____

NTN No. _____

To:
General Manager (HR),
Sui Northern Gas Pipelines Limited (SNGPL),
5th Floor, SNGPL (HO),
21-Kashmir Road,
Lahore.

Dear Sir,

Having examined the Request for Proposal (RFP)/ tender documents including Annexures, of tender enquiry No. HR/3.1(A)/2026/2 dated 05.03.2026, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake to enter into Contract with SNGPL for three years to conduct Computer Based Recruitment Test(s) for SNGPL, on as and when required basis, in conformity with the terms and conditions as mentioned in RFP/ tender documents for such sum as can be ascertained from our Price Sheet/ Financial Proposal.

We undertake, if our Bid is accepted, to carry out said assignment in accordance with the delivery schedule specified in the Bid Documents / Schedule of Requirements.

We also agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be extended at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with our written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Note: To be printed on letter head and/ or bear stamp & signature of authorized person.



INSTRUCTIONS/GENERAL TERMS & CONDITIONS FOR ENGAGEMENT OF TESTING AGENCY FOR THREE YEARS FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

A). To Be Followed for Submission of Technical / Financial Proposals:

1. The governing language of this tender is English.
2. The interested Testing Agencies may request clarification of any of the Document or its clause(s) in writing at least three days before closing date of tender enquiry. Queries received beyond prescribed time will not be entertained. The Company will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all interested Testing Agencies who have obtained Tender Documents.
3. At any time before opening of the tender/ proposal, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder/ Testing Agency, amend the bidding documents. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all interested parties/ Testing Agencies who have obtained tender documents. The Company may, at its discretion, extend the deadline for the submission of proposals.
4. In preparing the Proposal, interested parties are expected to examine the documents in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
5. Proposals should not have any over-writings. Corrections, if any, must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signatures. Proposals carrying over-writing are likely to be disregarded.
6. No bidder will be permitted to alter its bid/ proposal after it has been opened, but clarifications not altering the substance of the bid/ proposal may be solicited and/or accepted. No bidder/ Testing Agency will be asked or required to alter the substance of his bid/ proposal.
7. All deviations from or exceptions to, or qualifications of specifications shall be clearly stated separately in the proposals.
8. Canvassing by any bidder at any stage of the tender evaluation is strictly prohibited. Any infringement will lead to disqualification.
9. In case of any dispute with regard to this tender enquiry the decision of the Company's representative shall be final.
10. Bidders/ Testing Agencies will submit Technical & Financial Bids separately at EPADs and provide hard copies as well in sealed envelopes. Financial Bid should be firm and an irrevocable offer including all taxes in Pak Rupees duly signed and stamped.
11. Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of the specifications or where there is evidence of lack of competition or if requirements of the Company changes in the meantime.
12. The Company does not bind itself to accept the lowest priced bid or any particular bid or any part of a bid, nor will be responsible to pay the expenses or losses which may be incurred by any tenderer/ bidder in the preparation of his bid.
13. Complete documents as required in the tender documents, must be attached with the Technical/ Financial Proposal, failing which the bid may be rejected.
14. The offer must remain valid for a period of 90 days from closing date of the tender / date of opening of bids. Bids received with shorter validity may be considered non-responsive and may not be considered for evaluation and comparison.
15. The Company may, however, request for extension of validity of bids without any change in quoted price and other terms and conditions. The bidder(s) may refuse to extend validity of their bid beyond their quoted validity.
16. **Along with Technical Proposal, every bidder shall furnish as part of its bid, bid security (in original), in the amount of not less than Rs.175,000/- (calculated @ 2% of the average 50% cost of number of applicants shortlisted for test in last three recruitment exercises) excluding Sales Tax in the form of Bank Draft/Pay Order or a bond (Bid Bond) issued by a scheduled Bank of Pakistan on a non judicial stamp paper (as per specimen enclosed at Annexure-VII) valid for 30 days beyond the validity of bid/ quotation. Scanned**



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bid security shall be uploaded at EPADs along with the technical proposal and the original instrument shall be submitted on or before the closing date and time. In case of non-delivery of the original bid security issued in favor of Sui Northern Gas Pipelines Limited, the bid will not be considered for technical evaluation. This will serve as a guarantee of acceptance of purchase order/ contract in case its bid turns out to be the successful evaluated bid. Please note that:

- 16.1. Any Bid, which is not accompanied with the requisite bid security (in original), would be treated as without bid security and will not be read out at the time of tender opening and will be considered as non responsive. No Telex/ Tele fax advice regarding issuance of Bid Bond received from bidder/Bank will be considered sufficient in lieu of actual Bid Bond. Bids received along with bid security in the amount of less than amount mentioned above; excluding Sales Tax shall be treated as non-responsive.
 - 16.2. This bid bond will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fail to accept Letter of Award (LOA) placed on them within the validity of their bid or its extended validity in case his bid turns out to be the lowest evaluated bid. Bid Bond will be retained until Testing Agency furnishes the required Performance/Warranty Bond Guarantee. Company (SNGPL) reserve the right to retain the Bid Bond of the next lowest bidders, until SNGPL enters into an Agreement with successful bidder or until 120 days after bid opening date, whichever is later.
 - 16.3. The cost of the above bond shall be borne by the Bidders.
 - 16.4. The bid security may be forfeited:-
 - a) If any bidder withdraws its bid, during the period of bid validity specified by the bidder in his bid or extended period of validity of their bid/quotation.
 - b) In case of successful bidder, if the bidder fails:-
 - I) To sign the Contract or
 - II) To furnish Performance/ Warranty Bond Guarantee.
 17. One representative can be nominated by the bidder by issuing 'Authority Letter' as per format given at "**Annexure-VI**" to attend bid opening on given date and time.
- C). In case of Selection – Terms to Be Followed by Successful Testing Agency:**
18. An agreement for three years for conducting Computer Based Recruitment Test(s), as and when required, as per SNGPL's standard terms and conditions (including those that have been mentioned in tender documents) shall be executed with the Testing Agency which qualify the Technical Requirements and whose proposal is declared as successful proposal after evaluation of Financial Bids.
 19. The successful Testing Agency shall not sublet the Contract or any part thereof to any other party/ person and shall always be personally responsible for the work entrusted to it under this Contract.
 20. In case the contract is placed on the basis of this tender enquiry, SNGPL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Testing Agency, terminate the contract in whole or in part if:
 - a) The Testing Agency fails to provide the services within the time period(s) specified in the Contract, or any extension thereof granted by SNGPL.
 - b) The Testing Agency fails to perform any other obligation(s) under contract, or
 - c) The Testing Agency, in either of the above circumstance, does not rectify its failure within a period of 15 days, if so provided for, after receipt of the default notice from SNGPL.
 21. The Testing Agency shall have no claim against the Company's termination of this Contract or in respect of any work, which may be withdrawn, abandoned or postponed except for work actually completed under this Contract and will be liable to return any excess amount received in advance.
 22. In the event, SNGPL terminates the contract in whole or in part pursuant to para 20, SNGPL may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the bidder/ Testing Agency shall be liable to SNGPL for any excess cost for such contract to the extent not delivered / terminated.
 23. The Testing Agency's services are liable to be technically/ Physically inspected by SNGPL and if it fails to provide the services according to tender document/ agreement, SNGPL reserve the right to cancel the contract.
 24. In case of award of job, Testing Agency will be required to execute the contract strictly in accordance with the terms and conditions of the contract. In case any of the terms and conditions of the agreement is violated, SNGPL will have the right to cancel the Contract or part thereof as necessary.



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25. The successful bidder on whom contract will be placed shall furnish **Performance/ Warranty Bond Guarantee** (specimen enclosed at **Annexure - "VIII"**), within 10 days after the notification of award of the contract, in the shape of Pay Order/ Demand Draft/ Bank Guarantee issued by a scheduled Bank in Pakistan, to the Company (SNGPL) in the amount of **Rs. 855,000/- (calculated @ 10% of the average 50% cost of number of applicants shortlisted for test in last three recruitment exercises)** excluding Sales Tax. This amount will be adjusted by the Testing Agency to make it equal to 10% of net value of each assignment (excluding sales tax) once data of number of actual applicants shortlisted for test is available. The proceeds of the Performance Guarantee shall be payable to the Company (SNGPL) as late completion service charges and/ or as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the agreement.
26. Time shall be essence of the contract, if the timelines agreed are not adhered / followed by the Testing Agency and if extension in timeline before its expiry is not mutually agreed by both parties, the Client shall reserve the right to impose late completion service charges at the rate of 0.50% per working day of the total contract value (without GST/applicable sales tax) to a maximum of 10% of the total contract value (without GST/applicable sales tax). The period for calculation of Late completion of service will not include any delays caused by or on part of the Client. The payment of late completion charges shall not relieve the Testing Agency from performing and fulfilling its obligations under the Contract nor will the corresponding rights and entitlements of Client be affected or reduced in any manner.
- 26.1. Whenever Late Completion Charges become payable, the Client in its sole discretion shall quantify the same and serve a written notice upon the Testing Agency requiring immediate payment thereof. If the Testing Agency fails to remit payment within 07 days of receipt of such notice served, the Client will become entitled to recover the same forthwith by calling upon the Performance Guarantee. Any withdrawals by way of Late Completion Charges out of the Performance Guarantee will be made good by the Testing Agency within 10 days of such encashment by way of amendment to the Performance Guarantee.
27. The successful bidder/ Testing Agency shall ensure provision of the Services and carry out its obligations with all due diligence, efficiency and in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The successful bidder/ Testing Agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Company, and shall at all times support and safeguard the Company's legitimate interests in any dealings with third parties.
28. In case of placement of Contract, if the value of the Contract is Rs.10 Million or above, the successful Testing Agency will be required to sign Integrity Pact as per specimen attached as (**Annexure- "IX"**). Payment to the Testing Agency will be released only after signing the said integrity pact. This is a mandatory requirement under Public Procurement Rules, 2004.
29. In case of placement of Contract, if the value of the Contract is below Rs.10 Million, the successful bidder will be required to give a certificate on its letter head as under:
"Extra payment in the form of commission, over and above the contracted value has neither been paid nor shall be paid to any official of SNGPL/any authority in Pakistan".
30. The Testing Agency/ bidders should be a registered Firm/ Company and should be Tax Filers.
31. The successful Testing Agency on whom Contract will be placed, shall also provide following certificate:-
"In accordance with clause category No.5 (i,ii,iii) of Schedule of Punjab Finance Act 1977 amended in 1999-2000, the Contractors, Suppliers and services rendering persons/firms are required to deposit 'Professional Tax' and have to produce clearance certificate of 'Professional Tax' on annual basis."
32. The Testing Agency shall not at any time during the course of the contract or any time thereafter, without the Client's prior written consent or as otherwise required by law, use or disclose directly or indirectly client's confidential information to any person for any reason other than for the proper conduct of the Company's business whilst in the course of this contract. "**Confidentiality**" means any confidential, trade secret or other intellectual proprietary information disclosed by one party to the other under this Contract which is marked confidential or if disclosed orally, expressed to be confidential at the time of disclosure, and subsequently confirmed as confidential in writing to the other party, except any information that: (i) is public knowledge at the time of disclosure; (ii) was known by the receiving party before disclosure by the disclosing party, or becomes public knowledge or otherwise known to the receiving party after such disclosure, other than by breach of a confidentiality obligation; (iii) is independently developed by the receiving party by persons



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without access to confidential information of the disclosing party, or (iv) has been or is to be disclosed pursuant to an order or requirement of an administrative agency, other Government body, order of a judicial or quasi-judicial body or an obligation imposed by local law, local regulation, in which case the disclosing party shall notify the other party of any such disclosure or impending disclosure.

- 32.1. The information shared with the Testing Agency during course of this project will be confidential and limited for use of this assignment only and shall not be disclosed to any third party.
- 32.2. Testing Agency will ensure that copy Rights and Plagiarism laws are not violated during the course of this assignment.

Remedies for breach of Confidentiality:

The Testing Agency agrees and acknowledge that any disclosure, advertent or inadvertent, of any confidential information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to SNGPL which are not be adequately compensable in monetary terms. SNGPL may, in addition to all other remedies available to it by law or in equity, including but not limited to, suit for monetary damages, obtain such preliminary, temporary or permanent, mandatory or restraining injunctions, orders or decrees as may be necessary to protect SNGPL against, or on account of any breach, by the Testing Agency, its directors, employees, advisors or agents, jointly and severally, of the provisions contained herein. The Testing Agency will reimburse the reasonable legal fee and other costs incurred by SNGPL in enforcing the provisions of this Contract”.

33. Force Majeure:

- 33.1. Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provisions of the Contract for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in-so-far as the said affected party can clearly establish that its performance has been prevented or delayed by Force Majeure. A “Force Majeure” as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lockouts, fire, political disturbances, mobilization, wars, unprecedented flood, storms, hurricanes or acts of God.
- 33.2. If a party wishes to claim relief on account of reasons of Force Majeure, it shall, within seven days of its occurrence, serve written notice on the other party through registered posts or courier services. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations under the contract and intimate the other party about this.
- 33.3. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or its employees, nor (ii) any event which a diligent party could reasonably have been expected to both, (A) take in to account at the time of conclusion of this Contract, (B) avoid or overcome in carrying out of its obligations hereunder.
- 33.4. If the event of Force Majeure persists for the period of 30 days, Sui Northern Gas Pipelines Limited shall be entitled to terminate the Contract.

34. Dispute Resolution: The Parties shall use their best efforts to amicably settle all the disputes arising out of or in connection with this Contract or its interpretation. Any difference or dispute arising out of or in connection with the Contract between the “Company” and the “Testing Agency” which cannot be amicably resolved shall be referred to Arbitration in Lahore, Pakistan to two Arbitrators, one to be appointed by each party of such dispute. In case of the judgment of the said Arbitrators being at variance, the matter shall be referred to an Umpire who shall be appointed by both said Arbitrators. The Umpire shall be a retired Judge of a High Court or the Supreme Court of Pakistan. The Arbitration shall be conducted under the provisions of the Arbitration Act, 1940.

- 34.1. The Contract shall be governed under the laws of Pakistan and the arbitration language shall be English.
- 34.2. During the course of arbitration, “Testing Agency” shall not suspend the performance of its responsibilities and obligations under this Contract unless authorized by the “Company (Client)” to do so.



**TERMS OF REFERENCE / DELIVERABLES FOR
ENGAGEMENT OF TESTING AGENCY FOR THREE YEARS
FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)**

A) SCOPE OF WORK & DELIVERABLES

1. As and when required during the period of contract, SNGPL (Company) shall advertise the vacancies in National Newspapers for each recruitment exercise.
2. Publication of advertisement, instructions, job details, eligibility criteria and online application form shall be made available at Testing Agency website, after clearance from the Company.
3. Computer Based Test for recruitment as per schedule shall be arranged in the Federal Capital, All Provincial Capitals including AJK, Gilgit Baltistan, and any other city deemed necessary by SNGPL.
4. Testing Agency shall receive applications for each recruitment exercise online. The printout of application form along with Educational & Experience certificates (if any) will be received through post directly from the candidates along with the paid deposit slip (of 50% test fee) in favor of testing agency.
5. Every applicant shall be given an application ID and applications will be maintained in accessible order.
6. Testing Agency shall provide detailed summary to SNGPL in excel format of all the applicants containing their Names, present employment details, past experience details, present salary, education (with division and institute), vocational training (discipline and period), domicile city, city of residence, date of birth, age on closing date and total post qualification / membership experience counted in number of years.
7. Testing Agency shall Shortlist the applicants as per prescribed criteria provided by the Company in form of Job description & Job specifications.
8. Testing Agency shall provide the data of applicants shortlisted & not shortlisted for test to SNGPL in Excel sheet before finalizing the applicants for test.
9. After clearance from SNGPL the applicants will be invited for test.
10. Testing Agency will make arrangements for conduct of Computer Based Test of shortlisted candidates as per instructions of SNGPL.
11. Testing Agency shall arrange the Test Centers and administrative staff to conduct the test.
12. Testing Agency shall dispatch the roll Number slips to the candidates on their postal addresses and via SMS / e-mail mentioning their Names, Father's Name, CNIC, Test Center, Test Time, Test Date and post applied for.
13. 50% payment of test will be borne by the applicant at the time of submission of application and 50% will be paid by SNGPL for applicants shortlisted for test after providing the test result.
14. The online form to be filled in by the applicants will be developed in a manner that it does not accept the applications of individuals who do not meet the minimum requirements of age, education & experience etc.
15. Passing Marks in Test will be 60% or as conveyed by SNGPL.
16. Testing agency shall design the test as per the weight-age of contents agreed by SNGPL for each recruitment exercise (major weightage to be allocated to qualification/ job related questions). The questions shall be based on the updated and latest curriculum and information. Distribution of contents & weightage shall be uploaded on the website of Testing Agency for guidance of the applicants.
17. Testing agency shall provide category wise, as desired by SNGPL, list of candidates appeared in test along with their marks.
18. Testing agency will display the results to the candidates instantly on completing their test session.
19. Raw results of CBT will be shared with SNGPL simultaneously on completing each test session.
20. Testing agency shall upload the result on its website within five (05) working days after the test.
21. Testing agency must have the capacity to receive and manage over fifty thousand online applications and through courier from across the country.
22. Testing agency shall provide the Test Results to SNGPL within 8 working days after conduct of each test.



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23. Data of all the applicants appeared will be provided to SNGPL in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom.
24. All data of the applicants will be the property of SNGPL and will be provided to the Company in soft & hard form.
25. Testing agency shall make all possible efforts to have the test conducted in **30** working days after the last date of receipt of application.

B) TIMELINES

The successful bidder is required to work in close coordination with the HR Department and ensure delivery of services for each recruitment exercise as per timeline given below, not exceeding 100 working days of signing of agreement.

Phase	Activity	Timelines
1	Publication of Advertisement on Website of the Testing Agency & availability of customized online application form receipt of applications from candidates.	As per Agreement (As of date of advertisement in national press by SNGPL)
2	Closing date for receipt of applications.	15 days after publication of advertisement.
3	Summary with list of all applicants to be provided.	Within 05 working days after closing date for receipt of applications.
4	Provision of Category wise list of shortlisted & not shortlisted (along with reason of not short listing) applicants to SNGPL.	20 working days after closing date for receipt of applications.
5	Conduct of recruitment test	30 working days after closing date for receipt of applications
6	Uploading the result of test on the website of Testing Agency.	5 working days after test
7	Communication of Test Result to SNGPL	8 working days after test
8	Provision of data of applicants appeared in test in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom	15 working days after test

C) MODE OF PAYMENT

Testing agency will receive "Test Fee" as per following method for each recruitment exercise:-

1. 50% of the "Test Fee" agreed with the Company from applicants at the time of submission of online application form. In order to avoid unnecessary financial burden on irrelevant applicants, Testing Agency shall design online application form with proper checks as explained at Sr. No. 14 of Part (A) i.e. Scope of Work.
2. Remaining 50% of the "Test Fee" in respect of applicants found eligible by the Company will be paid by the Company after provision of test result along with provision of data of applicants both in hard & soft format as mentioned in "Timeline". 50% "Test Fee" of the applicants not eligible for test will neither be paid by Applicant nor by the Company since arrangement for the conduct of test for such applicants will not be required.
3. In case of failure of the Testing Agency of conduct of computer based recruitment test, all the fees received by it, even from applicants, will be reimbursed to the concerned and the Performance Guaranty will be forfeited.



TECHNICAL PROPOSAL EVALUATION CRITERIA
HIRING OF TESTING AGENCY FOR THREE YEARS
FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

MANDATORY REQUIREMENTS:

- Only registered firms/ Companies are eligible to bid for the services (*Attach documentary evidence.*)
- Net worth of the Testing Agency shall be Rupees 35 million and above and shall be operating for at least last 3 years (Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts must be submitted).
- The testing agency must have its own website.
- The testing agency shall have valid Professional Tax Certificate, NTN, Sales Tax, PRA registration.

EVALUATION CRITERIA:

Criteria for engagement of testing agency for conduct of recruitment test are as follows:

Reference	Particulars	Marks
1	Company/Firm Profile and Experience	100
2	Human Resource Capacity	100

1 COMPANY/FIRM PROFILE AND EXPERIENCE

Criteria for the evaluation of Profile and Experience are:

1	Company/Firm Profile and Experience	Marks
1.1	Offices in all Provincial capitals and Islamabad (Capital Territory) <i>(No marks in case of no representation in all mentioned territories)</i>	10
1.2	Projects completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.	40
1.3	Projects completed of Computer Based Test for Public Listed Companies in Oil & Gas sector/ Engineering Sector other than Point 1.2	30
1.4	Quality Management System	20
Total		100

1.2. Projects Completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.; Total Marks: 40 (Documentary evidence required)

No. of Projects Completed*	Marks
5-9	10
10-19	20
20-29	30
30 and above	40

Projects completed during last ten years will be considered for evaluation.

At least two references of completed projects will be cross verified.

1.3. Projects completed of Computer Based Test for Public Listed companies in Oil & Gas sector / Engineering Sector other than Point 1.2; Total Marks: 30 (Documentary evidence required)

No. of Projects Completed*	Marks
1-3	10
4-6	15
7-9	20
10 and above	30

Projects completed during last ten years will be considered for evaluation.

At least one references of completed projects will be cross verified.

*** Note:**

Marks against Sr. No. 1.2 & 1.3 will be given on the basis of Computer Based Test (Documentary evidence required).



1.4. Quality Management System; Total Marks: 20 (Documentary evidence required)

Parameter	Marks
Valid ISO 9001 Certification (No marks in case of no certification)	10
Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency (No marks in case of no membership/affiliation)	10

2 HUMAN RESOURCE CAPACITY

2	Human Resource Capacity	Marks
2.1	Full Time Permanent Employees having 16 years and above education (Documentary evidence required)	30
2.2	Content Development Experts / Subject Specialists/ Test Formulation Experts (Documentary evidence required)	70
Total		100

2.1 Full Time Permanent Employees having 16 years and above education; Full Marks: 30 (Documentary evidence required)

Parameter	Marks
50-74 Employees	20
75 and above Employees	30

2.2 Content Development Experts / Subject Specialists / Test Formulation Experts (List/ Summary containing their qualification & discipline is required);

Full Marks: 70

Content Development Experts / Subject Specialists / Test Formulation Experts attached with the Testing Agency in following disciplines having relevant educational background:

Discipline	Qualification	Parameters	Marks
Engineering	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4
Management Science	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4
Information Technology	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4



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Law	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
10 and above		4	
Accounts/Finance/ Audit	PhDs/ Fellow	6	4
	Chartered Accountants	7 and above	8
	M. Phil/Associate Chartered	6	4
	Accountants/Masters in Accounting/Finance	7 and above	6

Notes:

i	Submission of documentary evidence in the form of copy of contract/ MoU/ completion certificate/ final report/ final payment certificate mentioning name of principal companies, date and type of test (computer or paper based) will be required. Further, name and phone number of contact person of principal companies (for whom the assignments have been completed) may also be provided.
ii	Testing Agencies obtaining requisite marks as mentioned below will be declared as Technically Responsive and their Financial Proposals will be opened in public: Minimum Required Marks to be technically eligible = 140 i) Minimum Required Marks in Company/Firm Experience (Part 1)=70 ii) Minimum Required Marks in Human Resource Capacity (Part 2)=70
iii	Results of Technical Evaluation will be communicated to all participating Testing Agencies.
iv	All the bidders are required to submit the price sheet (Financial Proposal) duly filled in.
v	Final Selection: Final selection will be made on the basis of "Quality and Cost based selection" procedure whereby 70% weightage will be given to technical evaluation marks and 30% weight age will be given to financial proposals to calculate final merit.
vi	The Testing Agency having black listed by any of its customers or Government/Semi Government Organization due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.
vii	The Testing Agency having entered into litigation cases with Principal due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.
viii	The testing Agency must not have been declared poor performer in any previous assignments with SNGPL or with other clients.

Price Sheet (Financial Proposal)
Hiring of Testing Agency for Three Years
For Conducting Computer Based Recruitment Test(s)

Item No.	Description	Total Price per Applicant (All Disciplines) (consolidated price including all service charges, taxes, out of pocket expenses etc.) (Rs.)
1	Computer Based Test (MCQs)	

Note:

1). Price per applicant must include all the expenses related to conduct of test including development of customized application form, receiving of applications, data entry of applications, short listing of applicants, development of MCQs test (different test for different discipline/ department depending upon educational qualification requirement of the position), correspondence with applicants, arrangement of test centres and compilation of results etc. The cost should also include staff remuneration, travelling & boarding expenses of Testing Agency's team, all applicable taxes and out of pocket expenses etc. Please note that Testing Agency will not be liable to claim any cost other than 'Test Fee'.

2). Testing agency will receive this "Test Fee" as per following method:-

i). 50 % of the "Test Fee" agreed with the Company from applicants at the time of submission of online application form.

ii). The "Test Fee" will remain valid for the contract period i.e. 03 Years.

iii). Remaining 50% of the "Test Fee" in respect of applicants found eligible by the Company will be paid by the Company after provision of test result along with provision of data of applicants both in hard & soft format as mentioned in "Time line". While 50% "Test Fee" of the applicants not eligible for test will neither be paid by Applicant nor by the Company since arrangement for the conduct of test for such applicants will not be required.

iv). In case of failure of the Testing Agency of conduct of computer based recruitment test, all the fees received by it, even from applicants, will be reimbursed to the concerned and the Performance Guaranty will be forfeited.



Annexure "VI"

(To be typed on Company's Letter Head, by the same signatory / signatories, who have signed the bid(s).

AUTHORITY LETTER

General Manager (HR),
M/s Sui Northern Gas Pipeline Limited,
5th Floor, 21-Kashmir Road,
Lahore-Pakistan

Dear Sir,

We M/s _____
representing M/s _____ have submitted bid bearing Ref.
No. _____ dated _____ against tender enquiry
No. _____ dated _____ due for opening on _____ at
_____ hours.

We hereby authorize Mr./Ms. _____ to
(Name)

attend the public opening of the bids on our behalf. He/ she has been further authorized to authenticate any erased / fluided figure(s) or corrections, if any, in the bid.

SIGNATURE _____

STAMP _____

Bid Bond No. _____
Date: _____

M/s. Sui Northern Gas Pipelines Limited,
21-Kashmir Road,
Lahore, Pakistan.

BID BOND

Dear Sir(s),

As per request of M/s. _____
(herein after called customer)

We hereby issue our letter of Guarantee No. _____ dated _____
in your favor in the sum of _____
(Amount)

on account of M/s. _____ as Bid Bond

as per requirements of your tender enquiry No. _____
(due for opening on _____ for Engagement of Testing Agency for three years).

The surety is being issued to enable the Accountee to participate in the tender as per requirement of the tender.

We, thereof, hereby undertake to make an unconditional payment of Rs. _____ to you on your first written call and without recourse to the opener, in case the Accountee subsequently either withdraw, or unilaterally modify, vary or alter their Bid after opening of the tender and before expiry of bid validity period of their bid or fail to provide Performance / Warranty Bond Guarantee within 10 days after award of contract.

This bid bond shall remain valid and in full force till after 30 days of the expiry of the bid validity or till after 120 days after the Bids opening, whichever is later, after which date no claim will be entertained.

Any claim arising out of this Guarantee must be lodged in writing within the validity period of this Bond certifying that the Accountee failed to meet the requirements which were covered by this Bid Bond.

(Name of the Bank and Bank Seal)



Annexure "VIII"

Performance / Warranty Bond
Guarantee No: _____

Date: _____

Valid up to 2 months after completion of the assignment/
Contract period (whichever is later).

M/s Sui Northern Gas Pipeline Limited,
21-Kashmir Road,
Lahore (Pakistan)

Dear Sir,

PERFORMANCE / WARRANTY BOND GUARANTEE

As per requests of M/s _____
we hereby issue our letter of Guarantee No. _____
in your favor on account of M/s _____
for a sum no exceeding Rs. _____
(Rupees) _____ being requirement for successful bidder as
per clause No. _____ of TORs and clause No. _____ of Contract
dated _____ as a Performance / Warranty Bond Guarantee under the
following terms and conditions:-

1. The Guarantee is available for payment, without recourse to the opener against beneficiary's first written call to do accompanied by a written statement certifying that, the opener failed to comply with the terms and conditions of the Contract/ Tender.
2. This Guarantee bond shall terminate 02 months after finalization of the assignment as per terms of the contract or till _____ whichever is later.

All claims under this guarantee must be submitted to us not later than the said validity date after which guarantee becomes automatically null and void, and the bank will stand discharged and released from all its liabilities here under.

Name of Bank

Sd
Officer Seal (Manager)



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: _____ dated: _____
Contract Value: _____
Contract Title: _____

(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, fees 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 consultation 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 action or will not take any action to circumvent the above declaration, representation or warranty.

(Name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 void able 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 of damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time 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)

(Supplier)



DOCUMENTS CHECK LIST/ QUESTIONNAIRE

A): Please provide following information about your Firm/ Company/ Testing Agency:

1	Registered Name of the Testing Agency (Attach copy of registration certificate)	
2	Permanent address of Head Office	
3	Tel No.	
4	Fax No.	
5	Website Address	
6	Name, designation and contact number of the Person(s) authorised to represent the Firm / Company in contractual matters.	

B): Please ensure that following documents are attached with Proposal:

S. No.	DESCRIPTION	ATTACHED	
		YES	NO
1	Certificate of Registration of Firm/ Company		
2	Valid Professional Tax certificate		
3	NTN certificate		
4	Sales Tax certificate		
5	Bid Form duly filled signed and stamped as per Annexure-I .		
6	Acceptance of all instructions and terms including timelines & mode of payment given in Annexure "II & III" .		
7	Valid ISO 9001 Certification		
8	Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency		
9	List of Regional Offices with Address and Contact Number of Office Incharges		
10	Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts.		
11	Documentary evidence of having the capacity to handle over 50,000 applications.		
12	Year wise lists of Work Contracts along with documentary evidence of completion of Works/Contracts of similar nature i.e. conduct of Computer Based Recruitment Test as per Clause 1.2 of Annexure "IV" . The proof provided should clearly state name of Principal Organization, type of test (Computer Based Test) and period of the assignment.		
13	Year wise lists of Work Contracts along with documentary evidence of completion of Works/Contracts of similar nature i.e. conduct of Computer Based Recruitment Test as per Clause 1.3 of Annexure "IV" . The proof provided should clearly state name of Principal Organization, type of test (Computer Based Test) and period of the assignment.		
14	CVs/ List of Full Time Permanent Employees containing their names, qualification, discipline and nature of engagement (Permanent/ Contract/ Project based) as per clause 2.1 of Annexure "IV" along with documentary evidence of their engagement.		
15	List / Summary of Subject Specialists containing their qualification & discipline as per clause 2.2 of Annexure "IV" .		
16	Bid Bond of Rs. 175,000/- as per clause No. 16 of Annexure "II" .		
17	Declaration by Testing Agency (on letter head) to provide Performance Guarantee and Integrity Pact as per clause No. 26 & 29 of Annexure "II" .		
18	Price Sheet / Financial Proposal duly filled in as per Annexure-V .		
19	Undertaking on the letter head that the Firm/ Company was never black listed by any of its customers or Government/Semi Government Organization.		
20	Undertaking on the letter head that the Firm/ Company is not facing any litigation due to non-performance of contractual obligations.		