



TENDER NOTICE

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF HEADHUNTING/EXECUTIVE SEARCH FIRM/AGENCY FOR RECRUITMENT OF CONTRACTUAL EXECUTIVE POSITIONS IN PTVC.

Sealed bids/Proposals are invited from well reputed registered Headhunting/Executive Search Firms for recruitment of Contractual Executive positions in PTVC. Bids should be submitted in accordance with laid down Rules of PPRA Rules, 2004 to the undersigned before 1:00 PM on 16.09.2019. The "Technical & Financial Proposals" will be opened on the same date at 2:00 PM in the presence of bidders or their representatives.

TERMS & CONDITIONS

1. Single sealed envelope having clearly marked as "Technical Proposal" and "Financial Proposal" are to be filled by each Headhunting/Executive Search Firms. Prices quoted shall be inclusive of all taxes and remain valid for a period of 120 days from the opening of the financial proposal.
2. Firm/Agency should be a registered Agency if established in private sector, duly supported with an attested copy of registration certificate from SECP.
3. There must not be any conflict of interest i.e. Headhunting firm/company must not be providing any assistance to any other person/entity in conflict with 'PTVC' so as to cause any sort of conflict of interest.
4. If the firm/company completely fails to provide the services within prescribed period of consultancy service delivery and doesn't comply with the reminders, the case of Headhunting Firm may be put to relevant authorities to declare the Firm as "Black Listed".
5. Payment of consultancy services will be made on the satisfactory completion of consultancy services i.e. joining of required employee.
6. The Headhunting Firm/Company must response efficiently for providing Headhunting timely.
7. PTVC reserves the right to give multiple consultancy assignments at a time during contract period and reserves the right to increase or decrease the consultancy assignments during the contract period.
8. The Firm/Agency should have minimum 05 years experience of taking recruitment tests/interviews.
9. Expertise and profile of the Firm/Agency conducted test/interviews for such type of recruitment should be attached.
10. The Firm/Agency should not have been black-listed by any government office, for which an affidavit on Stamp Paper duly signed by the head of the firm/agency, may be attached with the bid for confirmation by the Authority.
11. The Firm/Agency should have NTN and STRN Certificates issued from FBR, Proof of Active Payer List (ATL) from the web-site of FBR will have to be provided with the bid.
12. The successful bidder will have to arrange tests/interviews at Islamabad and in other cities, within stipulated period as per agreement, which will be signed with the bidder subject to final approval of the Authority. In case of any dispute regarding services; the decision of PTVC shall be final & binding.
13. The Authority may reject any or all bids at any time prior to the acceptance of bid or proposal in terms of Rule 33 of PPRA Rules, 2004.
14. Any other factor that pre-qualifying agency may deem relevant.

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