



# EXPRESSION OF INTEREST FOR HIRING OF RECRUITMENT FIRM

## EOI NO. PEIMA/HR/Jobs/2025



Punjab Education Initiatives Management Authority (PEIMA) is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership. PEIMA intends to hire services of an experienced testing firm for Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduction, Marking and Result Preparation of Recruitment Test. Hence, PEIMA invites bids from recruitment firms for the hiring on the following positions: -

Sr. No.	Nomenclature of Post
1.	Deputy Director (Professional Development, Academic & Research)
2.	Deputy Director (Finance, Audit)
2.	Deputy Director (Finance, Audit)
3.	Deputy Director (IT)
4.	Deputy Director (Admin, HR)
5.	Deputy Director (Programs, Partnerships & Collaboration, Field, HQ)
6.	Deputy Director (Corporate Communication)
7.	Deputy Director (Legal)
8.	Assistant Director (Program, Field, HQ, Admin, HR, Community Mobilization, Partnership & Collaboration)
9.	Assistant Director (Operations Payments, Program Payments, Audit)
10.	Assistant Director (Software, Networking)
11.	Assistant Director (Legal)
12.	Assistant Director (Professional Development, Academic & Research)
13.	Assistant Director (Corporate Communication)
14.	Officer (Program, Admin)
15.	Officer (IT)
16.	Executive Assistant

### ELIGIBILITY CRITERIA

Eligible Bidder is a Bidder who:

1. Is registered with Tax Authorities (NTN, STRN, PNTN) as per relevant laws in Pakistan. (Whichever is applicable).
2. Provides audited financial statements/ copies of work orders/ contracts/ MOUs signed last five years depicting sound financial strength: [minimum Rs.50 million turnover in a financial year;
3. Has relevant experience of at least five (05) years of conducting recruitment tests supported by documentary proof i.e. copies of work orders/ contracts/ MOUs, etc. of the same. Moreover, the bidder must have conducted at least five recruitment tests for at least 1,000 candidates at a time supported by documentary proof like copies of work orders/ contracts/ MOUs, etc.
4. Has the capability to conduct the test simultaneously in 10 divisions of Punjab on same day.
5. Does not apply in the capacity of joint venture;
6. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan in last 02 years.
7. Has submitted earnest money amounting to Rs. 200,000/- in form of a Pay Order/CDR/Demand Draft in favor of Punjab Education Initiatives Management Authority.

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Technical evaluation of the firms shall be based on information provided in Technical Proposals and verification by PEIMA. Financials proposals of only technically qualified bidders shall be opened.

### TERMS AND CONDITIONS

1. The bid shall be a single stage two envelopes, containing separately the financial and the technical proposals. The envelopes shall be sealed and clearly marked as "Financial Proposal" and "Technical Proposal".
2. The proposals must reach the office of the undersigned on or before **20<sup>th</sup> August, 2025 by 03:00 PM** and must be accompanied by earnest money in form of CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan.
3. Technical Proposals containing documentary evidences of eligibility criteria will be opened on the same day at 3:30 PM in presence of Bidders or their authorized representatives who wish to witness the tender opening.
4. After the Technical evaluation, Financial Proposals of only technically qualified bidders shall be opened on a date and time to be announced subsequently. Financial proposal must include the schedule according to the format given below: -

### SEE SCHEDULE FORMAT

Activities	Fee Charged from A Candidate including Applicable Taxes (In PKR)
Designing and Publishing of Advertisement, Application Receiving, Shortlisting of Candidates, Paper Development, Printing, Conduction, Marking and Result Preparation of Recruitment Test.	
<b>Fee Charged from A Candidate including Applicable Taxes in Words:</b>	

### IMPORTANT NOTES

1. The detailed TORs can be obtained from the office address mentioned below or download from Punjab Education Initiatives Management Authority (PEIMA) website (<https://peima.punjab.gov.pk/>).
2. Incomplete proposals shall be rejected. Late bid will not be accepted.
3. PEIMA reserves the right to reject all the proposals, submitted in response to this EOI notice prior to acceptance.

**DIRECTOR (HR & ADMIN)**

**Punjab Education Initiatives Management Authority (PEIMA)**

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**DIRECTOR (HR & ADMIN)**

**Punjab Education Initiatives Management Authority (PEIMA)**

50-Babar Block, New Garden Town, Lahore

+92 42 99232040

IPL- 3805-LRM

## Link to download Advertisement

<https://www.nawaiwaqt.com.pk/E-Paper/lahore/2025-07-30/page-6/detail-2>.

### TERMS OF REFERENCE

#### 1. Introduction

Punjab Education Initiatives Management Authority intends to hire the services of a testing/ assessment firm/ agency/ body to design and conduct the screening test of applicants to be hired against 47 different positions.

#### 2. Terms of Reference (TORs)

The Terms of Reference (TORs) of the required services include, but are not limited to the following:

##### (A) Publishing of Advertisement

- i. Draft advertisement shall be prepared by PEIMA and shall be forwarded to firm for designing & incorporating the procedure of “How to apply” in the draft advertisement.
- ii. Upon receiving draft advertisement from firm, final draft advertisement approval will be taken from Competent Authority of PEIMA. After approval, advertisement shall be forwarded to firm for publishing.
- iii. Firm shall bear all expenses related to advertisement i.e designing, printing fee in national dailies etc.
- iv. Advertisement will be published in at least two national leading Newspapers (One English and One Urdu).
- v. Advertisement will be published only in following mentioned newspapers:
  - a) For English (Dawn or The News International or The Nation)
  - b) For Urdu (Daily Jang or Daily Express or Daily Nawa-i-Waqat).
- vi. Advertisement will be published in national leading newspaper of Lahore on same day.

##### (B) Receiving of Applications & Shortlisting

- i. Firm shall receive applications directly from candidates along with credentials i.e. Matric to the latest degree along with mark sheets, domicile, CNIC, and experience certificates in accordance with criteria given by PEIMA in advertisement.
- ii. Firm shall receive the original challans of test fee along with the applications from the candidates
- iii. Firm shall be solely responsible to conduct short-listing of applications as per advertised eligibility criteria.
- iv. Before conduction of test, firm shall share the designation wise detail of shortlisted applicants with PEIMA. PEIMA reserves the right to check the shortlisted and not shortlisted applications on random basis.
- v. Firm shall be responsible for setting up of a Grievance Cell to handle/ dispose-off complaints of the candidates (if any). Only the grievances received within six months from the date of publication of advertisement will be considered.
- vi. Firm shall issue roll number slips of all posts to all shortlisted/eligible candidates at least one week prior to the test date.

##### (C) Test Conduction

- i. Firm shall conduct the paper based recruitment tests as per guidance of PEIMA.

- ii. Firm shall develop question papers according to paper division provided by PEIMA.
- iii. Firm will confirm PEIMA that all concerned candidates have been informed well in time before the conduct of test through sharing call log/ SMS log/ copy of dispatched letters with PEIMA at least one week before the conduct of test.
- iv. Firm shall be responsible to share the venues/ clusters of candidate details with PEIMA one week before test conduction with PEIMA.
- v. Testing firm will conduct test of the candidates only at Lahore.
- vi. Firm shall arrange test centers in Lahore and invigilation staff for the conduction of test will be deployed accordingly. PEIMA has the right to supervise the test centers if required to ensure conduct of test centers and transparency of test process.
- vii. Firm shall arrange/conduct test separately against each post. At once firm shall conduct test of only one post so that candidates applying for more than one posts can appear in respective test. Further, result must be prepared division, and post wise as per requirements of PEIMA. For field related posts firm will provide the district wise result of test.
- viii. During the conduct of test, supervisors and invigilators must wear the ID cards issued by the testing firm having photograph and CNIC number.
- ix. During test conduction, scanning and copying of test papers by supervisors/invigilators/candidates is strictly prohibited. Further, candidates will not be allowed to bring mobile phones in testing centers.
- x. Firm shall conduct the test within **30 days** after last date of application submission as per published advertisement of PEIMA for recruitment.

**(D) Result Announcement**

- i. After conduct of test, firm shall upload the result on its website within **10 working days** of test conduct.
- ii. After conduct of test firm shall submit the designation wise summaries of testees with PEIMA within 03 working days. Moreover, PEIMA can demand the copies of attendance sheets.
- iii. Firm will collect the solved papers from test centers at its own cost of transportation and on completion of marking assignment, PEIMA shall reserve the right to ask the firm for provision of solved paper for verification which firm will deliver to PEIMA office at its own cost.

**(E) Data Management**

- i. Firm shall be responsible to ensure the secrecy, transparency and confidentiality of applicants data and test conducted.
- ii. Firm shall be responsible for keeping record of applicants data, tests conducted, answer sheets of candidates and announced results till one year from date of conduct of test.
- iii. Firm shall be responsible for provision of specific data related to applicant/test as per requirement of PEIMA till one year from date of conduct of test at its own cost.
- iv. The firms shall be responsible for provision of:
  - c) Application forms along with credentials as desired by PEIMA of any candidate for interview along with bank deposit slips etc. submitted by applicants in hard form.
  - d) Test result of each post separately duly signed and stamped by the firm. Firm will provide the result is soft form as well.
  - e) Soft data of all candidates (applied, shortlisted and tested) in excel format containing all information personal, qualification, experience, domicile, CNIC, etc.

f) Any other information/data required by PEIMA.

**3. The Primary and Secondary contacts for all correspondence in relation to this bid are as follows:**

**Primary Contact**

Name: Mr. Abdul Mannan  
Designation: Assistant Director (HR)  
Contact No: +92 42 99232040  
Email: adhr.peima@punjab.gov.pk

**Secondary Contact**

Name: Ms. Sobia Samreen  
Designation: Deputy Director (Admin)  
Contact No: +92 42 99232040  
Email: dda.peima@punjab.gov.pk

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