

National Testing Service - Pakistan



Pre-Qualification Document

for Provision of Video Recording Facility at Test Centers of KPK

January 30, 2018

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

Tel: 051- 9269727

Email: procurement@nts.org.pk

SIGNATURE/Stamp of Bidder: _____

Dated _____

INVITATION TO PRE-QUALIFICATION

1. Subject of the Pre-qualification:

- i. National Testing Service – Pakistan (NTS) intends to invite applications for Pre-Qualification (for a period of Two years) from reputed organizations/ firms/ companies/ general order suppliers/ service providers, registered with the Income tax department (having valid NTN), for provision of Video Recording Facility at the test centers of different districts of Khyber Pakhtunkhwa.
- ii. The successful applicants (pre-qualified) will be eligible to submit the tenders/ bids/quotations.

2. Application Procedure:

The sealed applications completed in all respect as per the instructions prescribed in Prequalification document, along with Pre-Qualification Document (duly signed and stamped), should reach at the given address (National Testing Service - Pakistan, Plot # 96, Street # 4, Sector H-8/1, Islamabad) office on or before **13th February, 2018 during working hour**

3. Pre-requisites/ Terms of References (ToRs):

The organization/ firm/ company/ general order supplier/ service provider shall:

- a) have valid NTN number
- b) cover different districts of Khyber Pakhtunkhwa as per agreement.
- c) have prior experience in video making of exam with evidence.
- d) have capability of editing & Saving of each test center video in sequence.
- e) hand over all video per center per date on proper hard disk/data recorder etc.
- f) have one camera man to cover minimum **400 candidates** at a time in one center.
- g) proof for having sufficient staff in KP.
- h) provide the rate with GST per cameraman per day.
- i) responsible to cover all appeared candidates in video.
- j) comply with any other clause in prequalification/bid document.

SIGNATURE/Stamp of Bidder: _____

Dated _____

4. **Technical Information:**

Please provide information/detail in sealed applications as under:

Sr.#	Information/ Detail	Please attach
1.	Name of the organization/ firm/ company/ general order supplier/ service provider and Contact Person Name/ phone/ email/ fax etc.	Annexure A
2.	Proof of Registration (with NTN No.)	Annexure B
3.	Number of years in business (Proof of Establishment, Registration/ incorporation)	Annexure C
4.	List of major active clients with Name, Address, verifiable email and Contact	Annexure D
5.	Experience of Similar Work/Projects with regard to Provision of Video Recording Facility	Annexure E
6.	Summarized Proof of Financial Soundness (Balance Sheet/ Audited Accounts etc.) – period 2016-2017	Annexure F
7.	Affidavit that organizations/ firms/ companies/ general order suppliers/ service providers has never been blacklisted (on Stamp Paper of Rs. 50/-)	Annexure G

5. Prequalification document can also be downloaded from our website (www.nts.org.pk) in “**News Feed Corner**”. The applications must contain the above mentioned information (attach annexures) in hard form as prescribed above, along the top left hand corner above the address as aforesaid bear the wording “**Pre-Qualification for Provision of Video Recording Facility at test centers of different districts of Khyber Pakhtunkhwa**” should be sent on the address as under:

DD Procurement
National Testing Service - Pakistan
NTS, Plot # 96, Street # 4, Sector H-8/1, Islamabad
Ph: 051- 9269727
Email: procurement@nts.org.pk (for queries)

6. **Application Deadline:**

Tuesday, February 13, 2018.

SIGNATURE/Stamp of Bidder: _____

Dated _____

7. Evaluation Criteria:

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

Sr.#	Description/ Detail	Scale Points	Total Points
1.	Name of the organization/institute/company/ service provider and Contact Person name/phone/email/fax etc.	Condition Satisfied = 10 Condition not satisfied = 0	10
2.	Proof of Registration (with NTN No.)	Condition Satisfied = 20 Condition not satisfied = 0	20
3.	Affidavit that company has never been blacklisted (on Stamp Paper of Rs. 50/-)	Condition Satisfied = 10 Condition not satisfied = 0	10
4.	Number of years in business (Proof of Establishment, Registration/ incorporation)	Excellent = 20 Good = 09 Fair = 05	20
5.	List of major active clients with Name, Address, email and Contact	Excellent = 10 Good = 06 Fair = 03	10
6.	Experience of Similar Work/Projects with regard to Provision of Video Recording Facility	Excellent = 20 Good = 09 Fair = 05	20
7.	Summarized Proof of Financial Soundness (Balance Sheet/ Audited Accounts etc.)	Excellent = 10 Good = 06 Fair = 03	10
Total			100

8. Successful Applicant

The successful applicant(s) shall be required:

- i. **to obtain minimum 70 marks in evaluation criteria for prequalification/ shortlisting.**
- ii. **to comply Pre-requisites/ Terms of References (ToRs) given the prequalification document.**

9. Clarification & Questions

- The client will notify the successful applicant(s) (pre-qualified/ shortlisted) in writing.
- Govt. Taxes will be applicable on all services.
- Only written queries would be entertained which should be directed to: procurement@nts.org.pk

SIGNATURE/Stamp of Bidder: _____

Dated _____