

F. NO. 2(1)/2026-PW
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

INVITATION OF BIDS FOR HIRING OF PUBLIC SECTOR TESTING AGENCY

Ministry of Religious Affairs & Interfaith Harmony (M/oRA&IH), Government of Pakistan, Islamabad intends to invite (Tender) technical and financial bids through E-PADS for the hiring of services of public sector testing firm / agency / entity / State Owned Enterprise (SOE) for the selection of Khudam-ul-Hujjaj / Nazims and Members of Hajj Medical Mission for Hajj - 2026, as per Rule 36(b) of PPRA Rules 2004 i.e. single stage two envelope procedure. Bidders must be duly registered with Income Tax and Sales Tax Departments as well as on the Active Taxpayers' List (ATL) of FBR.

2. Successful bidder (Public sector testing agency) will be responsible for conducting of written test followed by physical test of short listed candidates for Khudam-ul-Hujjaj / Nazims and only written test for members of Hajj Medical Mission.

3. Interested eligible Public Sector testing agencies may obtain bidding documents, containing detailed terms and conditions, method of procurement, procedure for bids, bid security, bid validity, opening of bid, terms of Reference, evaluation criteria, clarification / rejection of bids etc. on E-PADS and on submission of written application along with payment of a non-refundable fee in shape of pay order or demand draft of **Rs.5,000/- (Rupees Five thousand only)** from office of **Section Officer (PW), Room # 18, Hall-C, 1st floor, Kohsar Block, Ministry of Religious Affairs & Interfaith Harmony, Pak-Secretariat, Islamabad.** However, a copy of bidding documents can also be downloaded from Ministry's websites at www.mora.gov.pk. The amount of Bid Security (Earnest Money) / performance guarantee and for procurement of bid documents is required to be deposited in the shape of a pay order/bank draft/call deposit receipt/bank guarantee in the name of **Secretary, RA&IH Islamabad**. Any financial proposal, if not accompanied by **Rs.2,000,000/- (Rupees two million only)** through pay order / bank draft / call deposit receipt / bank guarantee, the bid shall straightaway be rejected.

4. The bids, prepared in accordance with the instructions contained in the bidding documents, should be forwarded through E-PADS and dropped in the tender box provided for the purpose in the office of **Section Officer (PW),** on or before **29.10.2025 at 10:30 am.** **Bids will be opened on the same day at 11:00 am in the committee Room of this Ministry, in the presence of all bidders or their authorized representatives.** The advertisement is also available on PPRA website at www.ppra.gov.pk, and Ministry's websites at www.mora.gov.pk

5. No printed copies of bids will be entertained if not forwarded through E-PADS by vendors during specified time period.

6. Bidders are requested to give their best and final test fee to be received from the candidates as negotiations on the price once quoted / offered are not permissible under the Rules. The Competent Authority reserves the right to reject any or all bids at any time prior to acceptance of a bid or proposal as per Rule 33 (Rejection of Bids) of PPRA Rules 2004.

SECTION OFFICER (PW)
051-9208508

BIDDING DOCUMENTS AND TERMS OF REFERENCE (TORS) FOR HIRING OF TESTING AGENCY

1. Introduction:

Ministry of Religious Affairs and Interfaith Harmony (MoRA&IH) intends to hire the services of a public sector testing / assessment firm / agency /entity/ State Owned Enterprise (SOE) to design and conduct written and physical test for the selection of Khuddam-ul-Hujjaj / Nazims as well as written test for Hajj Medical Mission required to render welfare services to intending pilgrims for Hajj-2026.

2. Receipt of Bids

Interested bidders shall submit their bids (Technical and Financial) through EPADS before the due date and time as per advertisement in terms of **Rule-36(b) of PPRA's Rules 2004 i.e. Single Stage Two Envelope Procedure**. The technical bids shall be opened the same day as per time mentioned in the advertisement.

Note: Bids shall comprise of a single package containing TWO separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters. Initially, only the envelope marked “TECHNICAL BID” shall be opened publicly. The envelope marked as “FINANCIAL BID” shall be retained.

3. Technical Bid

The technical bid shall consist of all the documents required under Section of the PPRA Rules, 2004, eligibility requirements and those which the bidder deem necessary as a proof of his qualification /experience and legal status. The bidder shall substantiate his technical bid in view of achieving score under Section-8 of PPRA Regulations, 2010 thereof.

4. Financial Bid:

The bidder shall prepare his financial bid based on the bidding documents.

5. Bid Security

The amount of **bid security** for selection of Khuddam-ul-Hujjaj/Nazim., shall be **Rs.2000,000/-** which is to be offered by the testing agency in terms of **Rule- 25 of PPRA Rules-2004** and that amount should accompany the Quotation in the shape of Bank Draft/Pay order from any scheduled Bank in favor of the “Secretary, Ministry of Religious Affairs & Interfaith Harmony, Government of Pakistan, Islamabad”. This money is refundable on satisfactory completion of the contract/job.

6. Technical Evaluation:

The technical bids of the company / organization / agency here after called the agency will be evaluated on the basis of evaluation criteria defined under Section-29 and 30 of the PPRA Rules thereof.

7. Announcement of Technical Evaluation Report:

As per PPRA Rules Section 35, MoRA&IH shall announce the result of Technical Evaluation prior to the opening of financial proposal.

8. Financial Evaluation:

The financial bid of the firms will be evaluated on the basis of evaluation criteria defined under Section-8 of the PPRA Rules, 2004.

9. Award of Contract:

Subject to fulfillment of Rule 38 of the Public Procurement Rules, 2004, the most advantageous (both in terms of technical and financial) shall be awarded the contract and validity of the contract period will be extendable with mutual consent.

10. Scope of Work:

- i)** The successful bidder shall sign a legal agreement with MoRA&IH. All the services shall be in accordance with the agreement signed between both parties i.e. MoRA&IH and the successful bidder.
- ii)** The Testing Agency shall Design the online Application Form(s) and share the same with the Ministry of Religious Affairs & Interfaith Harmony for approval.
- iii)** The Testing Agency shall collect and evaluate the applications of the candidates in conform it with the relevant conditions for eligibility, relevant criteria, experience required and age limit as provided by Ministry of Religious Affairs & Interfaith Harmony. The Testing Agency shall provide evaluation reports as and when required by MoRA&IH.
- iv)** Applications will further be sorted by the Testing Agency to conduct test at the respective testing centers at Federal, Provincial and Regional Level in consultation with MoRA&IH.
- v)** The Testing Agency will conduct written test from the syllabus provided by MoRA&IH in respect of Hajj related portion. Moreover, Aptitude test (IQ, I.T. and psychological) will be part of written test. The percentage of each portion will be decided by MoRA&IH.
- vi)** The physical test will be conducted for those candidates who qualify the written test by the testing agency as per guidelines provided / approved by MoRA&IH. The physical test will be 5kms running / jogging to be completed by the candidates within specified time period.
- vii)** Final result of candidates against each post including written and physical test will be provided by the testing agency within forty (40) days from the date of publication of advertisement.

11. Testing Capability:

The Testing agency must have the facility for the organization of Paper Based Test (PBT) / Computer Based Test (CBT) and physical test. (Only for Khuddam-ul-Hujjaj/ Nazims)

12. Eligibility Criteria:

- a)** Name of company / organization / agency / body with location of its offices and contact detail alongwith status i.e. Public Sector Organization / Entity, State Owned Enterprise (SOE) or otherwise.
- b)** The applicant agency must have three (03) years' experience in the relevant field.
- c)** The agency shall be bound to complete result of the entire process within 40 days from the date of agreement / authorization till announcement of the result.
- d)** In case the recruitment process is cancelled by the MoRA&IH before conducting screening test, 100% fee shall be reimbursed to the candidates by the agency.
- e)** The agency should have recognized legal status (Public Sector Organization / SOE).
- f)** Relevant ISO certification shall be given weightage.
- g)** The agency must have completed at least 15 projects in public sector.
- h)** Must have provided testing services to the renowned public sector organizations.
- i)** Detail of company profile (brochures) description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, etc., scholastic capacity, mechanism for test development, evaluation process, and up gradation should also be attached with the technical proposal.
- j)** The agency shall strictly adhere to relevant laws and the rules including Public Procurement Regulatory Authority (PPRA) Rules, 2004 as time to time amended.
- k)** The agency should be a registered agency with the relevant Government Organization and shall provide copy of NTN /GST certificate and should be in Active Taxpayer List (ATL) of FBR.
- l)** The agency should have capacity including the following:
 - i.** Should have own infrastructure /buildings /office accommodation or rented building with presence at Federal, and Provincial level.
 - ii.** Should have sufficient human resources on its sanctioned strength.
 - iii.** Should have sufficient halls / space / buildings on the panel to meet the requirements for conducting screening tests.
 - iv.** The bidder shall accomplish the services through its own resources without involving private sector as a partner or in the form of a joint venture or as a sub-contractor.
- m)** Agency must provide technical capability including appropriate IT infrastructure /equipment / machines to handle the requirement of screening test.
- n)** The agency should submit fresh affidavit on stamp paper of Rs.100/-duly attested by Notary Public showing that company is not blacklisted by any Government Organization.
- o)** Only agencies having web based capacity who are able to announce result of screening

tests within 72 hours giving the following details on its website will be considered:-

- i. Complete list giving names of the applicant and fee paid thereof by each applicant;
- ii. List of rejected applicants with reasons thereof;
- iii. Complete merit list giving score obtained by each applicant in order of merit.

p) The agency must submit an affidavit on stamp papers that the agency shall not charge any fee over and above the approved bidding rate.

q) The agency shall develop guidelines with approval of Ministry of Religious Affairs & Interfaith Harmony for candidates which shall include a sample model paper for written MCQs / CBT test.

r) The agency should maintain a record of screening test that should be shared with Ministry of Religious Affairs & Interfaith Harmony as and when demanded.

s) Must have the capacity of testing at least 40 to 50 thousand candidates at same time all across the Pakistan including AJ&K and Gilgit Baltistan.

13. Evaluation Criteria:

Bids shall be evaluated as per Rule 36(b)"Single Stage Two Envelope Procedure" of Public Procurement Rules, 2004:

Sr. No	Technical Evaluation Criteria	Maximum Marks	Sub Marks	Marks given to bidder
1	Certification of the firm with relevant ISO, Registration as Public Sector Organization / SOE and registration with NTN / GST with the relevant forum of the Government of Pakistan	05		
	Agency / Firm relevant ISO Certification		02	
	Public Sector Organization / SOE Registration Certificate		02	
	NTN / GST Registration		01	
2	Public Sector Testing Experience – Number of Projects Handled (Completion Certificates must be attached)	20		
	i) Up to 15 projects		10	
	ii) Up to 20 Projects		15	
	iii) More than 25 projects		20	
3	Testing Capacity / Handling of maximum candidates at same time	15		
	i) Up to 40,000/- applications		07	
	ii) More than 40,000/- and up to 60,000/- applications		10	
	iii) More than 60,000/- applications		15	
4	Number of Regular / Permanent employees	05		
	i) Up to 30 employees		03	
	ii) More than 30 employees		05	
5	Infrastructure at different cities across the country	10		
	Offices Islamabad / Rawalpindi, Peshawar, Lahore, Karachi, Quetta		05	
	Offices Islamabad / Rawalpindi, Peshawar, Lahore, Karachi, Quetta, AJ&K, Gilgit Baltistan		07	
	Offices Islamabad / Rawalpindi, Peshawar, Lahore, Karachi, Quetta, AJ&K, Gilgit Baltistan & presence at more than 05 division level		10	
6	Financial Position (Financial soundness certificate showing, bank statements for the last 10 years)	05		
	a) Annual Turnover up to 50 million		02	
	b) Annual Turnover up to 100 million		03	
	c) Annual Turnover Above 200 million		05	
7	Database management System / HRIS / Software for the applicants (Please provide details with screenshot)	10		
8	Technical Approach, Proposed Methodology & Work Plan Methodology is the detailed plan and understanding of the Govt. rules for recruitment process and short-listing, and all the activities that will be conducted.	20		

	Methodology must include Out-reach plan, applicants initial screening methodology (eligibility criteria), test arrangements and conducting plan, results finalization plan / timeline and strategy and work plan. This shall be in a summary form to be submitted with technical proposal.			
9	Presentation Presentation to demonstrate the capacity to undertake paper based tests of general / specific assessment along with physical test to the extent of Khuddam ul Hujjaj / Nazims across the country. The bidders will be intimated to give presentation at selected venue in due course of time.	10		

Note: Since relative marking will be carried out, therefore poor compliance of criteria may affect marking of the Technical bids. Therefore bidders are requested to comprehensively provide the accurate information alongwith copies of evidences otherwise no claim of poor marking in technical evaluation would be entertained. Non-submission of the same and /or not conforming to any of these parameters will lead to low marking of technical bids.

14. Technical Evaluation and Acceptance Criteria.

- i. As per PPRA Rule 36(b), the proposals will be evaluated technically first. Each technical criterion shall be assessed separately and marked according to the provided evidences. Total technical scores will be the sum of all the individual scores assigned to each of technical criteria. The bidder who gets minimum **70% marks i.e. 63 out of 90 in Technical** will qualify for the next stage of tendering process only.
- ii. The Technical and Financial Proposals shall be allocated **90:10** weightage respectively.
- iii. Financial Bids of only technically qualified bidders will be opened. The distribution of 100 marks and formula of Financial Bids evaluations will be as under:

Factor	Marks
Technical Proposal	90(63are qualifying marks)
Financial Proposal	10
Total	100

- iv. Financial bids shall be evaluated as per following formula:

<i>Bid Ratio[For lowest it would be 1]</i>	<i>Lowest quoted price</i>
	<i>Quoted price for which financial marks are required</i>

$$\underline{\underline{\mathbf{Financial\ marks = Bid\ Ratio\ x10\ (Weightage\ of\ financial\ bids)}}}$$

- v. The cumulative effect of both Technical and Financial marks shall determine the position of the bidders. The contract may be awarded to the bidder(s) whose bid is found as the most advantageous on the basis above evaluation.

15. Financial Bid/Proposal must be submitted as per following format:

FORMAT FOR FINANCIAL PROPOSAL

Sr.#	Category	Type of Test	Test Fee offered (including all taxes)
1.	Khuddam-ul-Hujjaj / Nazims	Written + Physical (shortlisted candidates)	
2.	Hajj Medical Mission (HMM)	Written Test	

The deadline for the submission of bids is:
Date: October, 2025 Time: 1030Hrs.

The bid opening shall take place at:
Committee Room of Ministry of Religious Affairs & Interfaith Harmony, 1st Floor, Kohsar Block, Pak-Secretariat, Islamabad.
Date: October....., 2025 Time: 1100 Hrs.

16. Force Majeure:

- i. For purposes of this clause, “Force Majeure” means an event beyond the control of the Testing agency and not involving the Testing agency fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- ii. If a Force Majeure situation arises, the Testing agency shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Testing agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17. Resolution of Disputes:

- i. The Testing agency and the MORA&IH shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- ii. If, after thirty (30) days from the commencement of such informal negotiations, the MORA&IH and the Testing agency have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in GRC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

DETAIL OF REQUIRED DOCUMENTS

Sr. #	Name of Document	✓ Tick /Cross	Remarks
i.	GST /NTN Certificate		
ii.	ATL		
iii.	ISO / Registration Certificate		
iv.	Affidavit for not Balcklisted		
v.	Bid Security (Amounting to RS. 02 Million)		
vi.	Certified Employees List		
vii.	Detail of Federal / Provincial / Regional Offices alongwith Addresses		
viii.	Copy of Registration with Government Department as Public Sector firm / entity / SOE		
ix.	Detail of Projects completed with Public Sector Organizations/ Departments		
x.	Testing Agency Complete Profile		
xi.	Strategy /Work plan about the Successful completion of assignments within given timelines		
xii.	Presentation to undertake the Written + Physical Test		
xiii.	Database management System / HRIS / Software for the applicants		
xiv.	Certificate of Financial Position		
xv.	Any other required / additional document		