

VENDOR ASSESSMENT PROFORMA

PRE-RECRUITMENT TEST FOR HIRING

COMPANY'S NAME _____

ADDRESS _____

CONTACT PERSON _____ DESIGNATION _____

TEL. NO. _____ CELL NO. _____

FAX _____

E MAIL _____ WEBSITE _____

NOTE:

- The following factors have been considered as the basis of evaluation:

Section A: Mandatory Requirement

Section B: Category Based Requirements

- 1- Status of the Institute.
- 2- References and Past Experience of conducting Pre-Recruitment Test.
- 3- HR Requirements.

You have any reservation in submitting any information, please let us have it in writing with proper justification.

- **Submission of incomplete/false information in response to this query or late submission of information shall result in automatic disqualification.**
- **All parties who will be pre-qualified have to participate in tendering. Otherwise, PSO reserves the right not to consider their organization in future tendering and pre-qualification processes**

INSTRUCTIONS:

1. Tick mark on the correct option. Use the Details field to elaborate or give comments.
2. Sign and stamp each page of all the documents being submitted.
3. Attach copies of all relevant Certificates/Documents wherein required. Attachments must have corresponding section number clearly written on top.
4. Submission of incomplete/false information shall result in automatic disqualification
5. For photographic evidence (if any), please mention (on the back of the picture) the question number to which the picture corresponds to.
6. Each section should be answered according to the directions given and there should be no deviations from the given format. Any section left blank shall be rated as nil.
7. Further queries (if any) shall be communicated to you accordingly.
8. This is without any commitment on our part at this stage

Stamp & Signature of Applicant

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SECTION -A

S.NO	Parameters	Yes	No
1	Has your Institution been blacklisted by any firm? If yes, please provide details.		
2	NTN Registration Number _____		
3	Past Experience		

If the response to S#1 is yes. Please provide complete details and requisite documentary evidence

For #1 please provide undertaking on Rs.50/- stamp paper that your firm is currently not blacklisted by any firm.

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SECTION –B

1. STATUS OF THE INSTITUTE

Sr.	DESCRIPTION	DETAILS
1.1	Recognized by HEC/relevant authorized body <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide evidence from relevant authority)</i>	
1.2	Number of candidates tested annually <input type="checkbox"/> 1000 or above <input type="checkbox"/> 500-1000 <input type="checkbox"/> Less than 500 <i>(Please provide copy of result documents as evidence)</i>	
1.3	Number of professional staff <input type="checkbox"/> More than 50 <input type="checkbox"/> 10-50 <input type="checkbox"/> Less than 10 <i>(Please provide profiles of faculty as evidence)</i>	
1.4	Separate unit/portfolio for this assignment <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide copy of organization chart as evidence)</i>	

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2. REFERENCES & PAST EXPERIENCE OF CONDUCTING PRE-RECRUITMENT TEST

Sr.	DESCRIPTION	DETAILS
2.1	<p>Experience in subject field</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 years or more <input type="checkbox"/> Between 03 – 10 years <input type="checkbox"/> Less than 3 years <input type="checkbox"/> No experience <p><i>(Please provide documents as evidence)</i></p>	
2.2	<p>Max amount of a service related to conducting pre-recruitment test for relevant job</p> <ul style="list-style-type: none"> <input type="checkbox"/> Above Rs. 500,000 <input type="checkbox"/> Between Rs.300,000 to 500,000 <input type="checkbox"/> Between Rs.100,000 to 300,000 <input type="checkbox"/> Below Rs. 100,000 <p><i>(Please provide copies of invoices as evidence)</i></p>	
2.3	<p>Number of tests conducted for organizations successfully in the last 1 year.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Above 15 <input type="checkbox"/> Between 10-15 <input type="checkbox"/> Between 5-10 <input type="checkbox"/> Less than 5 <input type="checkbox"/> No job <p><i>(Please provide last year documents as evidence)</i></p>	
2.4	<p>Number of related contracts currently in hand.</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than 4 <input type="checkbox"/> Between 2-4 <input type="checkbox"/> Less than 2 <input type="checkbox"/> No Contract <p><i>(Please provide copies of contracts as evidence)</i></p>	

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3. HUMAN RESOURCES REQUIREMENTS

Sr.	DESCRIPTION	DETAILS
3.1	<p>Experience of conducting tests on same date & time in major cities of Pakistan</p> <p><input type="checkbox"/> More than 5 cities <input type="checkbox"/> 3-5 cities <input type="checkbox"/> 2-3 cities <input type="checkbox"/> Less than 2 cities</p> <p><i>(Please provide documents as evidence)</i></p>	
3.2	<p>Professional employed by the institute for preparation of test in each field</p> <p>1. Business Studies -HR -Marketing -Finance -MIS -Supply Chain Management</p> <p>2. Engineering -Management -Mechanical -Electrical -Civil -Electronics</p> <p><input type="checkbox"/> All of the above <input type="checkbox"/> From 4-8 <input type="checkbox"/> Less than 4</p> <p><i>(Please provide copies of profiles of professionals employed as evidence)</i></p>	
3.3	<p>Any documentation/ SOP/Manuals for the related services</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(Please provide copies of these documents as evidence)</i></p>	
3.4	<p>Invigilator/Candidate ratio</p> <p><input type="checkbox"/> 1:40 <input type="checkbox"/> 150 <input type="checkbox"/> 160</p> <p><i>(Please provide documents as evidence)</i></p>	