

The Punjab Educational Endowment Fund (PEEF)

(A Company Setup under section 42 of the Companies Act 2017)

HR Consultancy Firm Required

The Punjab Educational Endowment Fund (PEEF) is seeking to Hire consultancy Firm/Company which will provide Human Resource to accomplish the below mentioned tasks:

1. Enter Data for Application processing, Forms receiving, Acknowledgement sheets etc.
2. Dispatch the Applications to Students.
3. Maintain the proper record of above said assignments.
4. Other duties as assigned by the office management.

Estimated 36 resources per month are required according to the need of time and work load.

- The interested Firm/Company should have experience in the field of;
 1. Providing staff to public and private sector.
- The duration of contract will be for three (03) months.
- The interested Firm/Company should provide the following documents.
 1. Detail of major projects/ project completed in last three years in public and private sector.
 2. List of Firm's/Companies major clients.
 3. Details related to experience with all supporting documents.
 4. Proof of registration with Tax authorities.
 5. Valid NTN and sales tax company/firm registration certificates
 6. 2% earnest money of estimated cost is refundable and will be returned to the bidders after signing of contract to the selected bidder.
 7. Organizational Structure of the firm /company.
 8. Technical capabilities in terms of human resources.

Note: Estimated cost for the period of three months is amount, to **Rs. 1.9 million**

- Interested HR Consultancy Firms are requested to submit single envelop technical and financial proposals in sealed envelope along with detailed profile at the address mentioned below, latest by 15th January 2018 at 10:00 am, technical and financial bid will be opened same day at 10:30 am.
- Detailed TORs of the assignment can be downloaded from PEEF website www.peef.org.pk or PPRA website <http://ppra.gop.pk> or can be obtained from address mentioned below.

Manager Administration & HR
The Punjab Educational Endowment Fund (PEEF)
Link Wahdat Road, Lahore.