

# 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 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 28 no. of resources are required according to the need of time and work load.

- The interested firm should have experience in the field of;
  1. Providing staff to public and private sector.
- The duration of contract will be for four (04) months.
- The interested firm should provide the following documents.
  1. Detail of major projects/ project completed in last three years in public and private sector.
  2. Proof of registration with Tax authorities.
- 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 18<sup>th</sup> August 2017 at 10:00 am, technical and financial bid will be opened sameday at 10:30 am.
- Detailed TORs of the assignment can be downloaded from PEEF website [www.peef.org.pk](http://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.