



**CENTRAL POWER PURCHASING AGENCY (GUARANTEE) LTD
(CPPA-G)**

Request for Proposal (RFP)
For
**Hiring of Manpower
Services**

December, 2023

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PURPOSE:

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) intends to outsource manpower to meet stopgap arrangement to provide better services to its different departments.

1. INTRODUCTION:

CPPA-G is a Company incorporated under the Companies Ordinance, 1984 and wholly owned by the Government of Pakistan (the “GOP”). Since June 2015, CPPA-G has assumed the business of National Transmission and Dispatch Company (the “NTDC”) pertaining to the market operations and presently functioning as the Market Operator in accordance with Rule-5 of the NEPRA Market Operator (Registration, Standards and Procedure) Rules, 2015 (the “Market Rules”).

2. BASIC ELIGIBILITY CRITERIA FOR SUBMISSION OF BID:

- a. Name, address & legal status, years of operations of the applicant.
- b. Individual/Firm profile with general experience in Govt/Semi-Govt/local/international Companies with description, cost and scope of services provided etc.
- c. NTN Certificate.
- d. Affidavit that the firm has neither been blacklisted nor involved in any corrupt practices.
- e. Any other information in support of capability and experience of the firm.
- f. Minimum 03 Years’ experience in HR Outsourcing preferably with Government Organization.
- g. Registration with SECP or FBR etc is compulsory/mandatory.
- h. The HR Services provider should have a minimum annual Turn Over relating to outsourcing of HR Services of Rs.10million (average 3.33million for a period of 3 years) for the last three financial years and shall submit audited financial statements from a registered audited firm.
- i. Monthly contribution to EOBI of staff are where applicable are must (Provide evidence of payment of last six months to EOBI and Social security in accordance with company claim strength in Islamabad.
- j. Certificate ensuring that all security guards are paid monthly payment as per the labor law wage rate declared by Govt of Pakistan.

3. INSTRUCTIONS TO BIDDERS:

- a) Deadline for submission of Bids **12.01.2024** before 11:00 AM
- b) Venue: CPPA-G Office, 73-West, Shaheen Plaza, Adjacent Nayatel Office, Faz-lul-Haq Road, Blue Area Islamabad.
- c) Date and Time of Bid Opening: **12.01.2024** AM at 11:30 AM
- d) **Bid Validity period 120 days.**

4. GENERAL CONDITIONS:

- 4.1 The competing firms should be listed with SECP, PEC & FBR as applicable.
- 4.2 The Technical Bid shall be placed in a sealed envelope clearly marked “TECHNICAL BID” Similarly, the Financial BID shall be placed in a sealed envelope clearly marked “FINANCIAL BID. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
- 4.3 Both the envelopes should be then placed in one large envelope clearly marked “**HIRING OF MANPOWER AGENCY FOR CPPA-G**” kept at CPPA-G Head Office. Alternatively, Bid may also be sent to Dy. Manager (Admin), CPPA-G by means of courier, Pak Registered Post, by hand etc. so that it reaches before the time/date as per Section 03 (a) & (c).
- 4.4 CPPA-G shall not be responsible for any incomplete bid, which shall be liable to be declared un response.
- 4.5 The DECLARATION BY AN AUTHORIZED SIGNATORY OF THE CONSULTANCY FIRM (ANNEXURE-A) of this Bid should be duly signed and attached with the Technical Proposal Forms.
- 4.6 Any proposal received at CPPA-G Office after the deadline for submission shall be returned unopened.
- 4.7 Bidders shall bear all costs associated with the preparation and submission of their Bid and contract signing. The CPPA-G is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders or giving any reason, thereof.
- 4.8 Any effort by Bidders to influence CPPA-G in the examination, evaluation, ranking of Bid, and recommendation for award of Contract may result in the rejection of the Bidders’ Proposal.
- 4.9 Only Technically Qualified Companies will be called for Financial Bid Opening
- 4.10 All queries must be sent to:

Manager (HR &Admin),
Central Power Purchasing Agency (Guarantee) Limited. (CPPA-G)
Shaheen Plaza, Plot No. 73-West, Fazal-e-Haq Road, Blue Area.
E-mail: adnan.khattak@cpga.gov.pk
Contact No: +92-51-111-922-774 Ext # 116

5. SCOPE OF WORK:

The HR Services Provider shall provide adequately trained and well-disciplined personnel Staff to CPPA-G office having fair command on Urdu & English in respect of the following categories, brief description of the scope of work along with basic eligibility criteria mentioned against each:-

Sr.	Post	Total Posts	Qualification/Experience	Age Limit	Experience
1.	Naib Qasid	04	Intermediate (at least 2 nd Division from recognized Board	20-30	At least Relevant 05 years
2	Document Controller/ Dispatch Rider	01	B.A. (at least 2 nd Division from any recognized University	20-30	At least Relevant 05 years
3.	Janitor	03	Matric (at least 2 nd division) with two years relevant experience.	20-30	At least Relevant 05 years
4.	Lift Operator	01	Intermediate (at least 2 nd Division from recognized Board	30-35	At least Relevant 05 years
5.	HVAC Technician	01	DAE (HVAC)	30-35	At least Relevant 05 years
6.	Generator Operator	01	DAE (Mechanical)	30-35	At least Relevant 05 years
7.	Daycare Lady	01	Intermediate From Recognized Board	30-40	At least Relevant 02 years
8.	Gardner	01	At least Middle Pass Certificate Holder.	30-40	At least Relevant 10 years
Grand Total 13 Outsource Staff (The requirement of staff in above defined categories may increase or decrease during the period of contract.					

The HR Services Provider shall ensure that the engaged staff, as per the description, are well suited and performs within its requisite scope of work as well as harmonious and cordial relationships with the employees or any other persons within the premises. The HR Services Provider shall be responsible at all times for any illegal action/ damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment on workplace, disruptive attitude, undisciplined and un-mannerism etc. The HR Services Provider undertakes to indemnify and hold harmless CPPA-G against all or any losses arising or due to the commission or omission of the engaged staff.

The requirement of staff in above defined categories may increase or decrease during the period of contract.

6. DRESS CODE OF THE OUTSOURCED STAFF:

HR Services provider at its own cost shall provide dress/uniforms for all outsourced staff as tabulated below. In addition, color, design and fabric quality shall be approved by the Competent Authority of CPPA-G Islamabad. The detail of proposed uniform is as under:

Sr.	Description of Items	Item Specification	
1.	<p align="center">Uniform for Lift Operator / HAVC Operator / Generator Operator, Document Controller/Dispatch Rider & Naib Qasid / Office Boy</p> <p align="center">(Male)</p>	Shirt	Dress shirt full / half Sleeve (as per season)
		Pant	Dress Pant
		Jersey	Full Sleeve <i>(same color & design along with stitched logo of the outsourced company name)</i>
2.	<p align="center">Janitor / Sanitary Worker</p> <p align="center">(Male)</p>	Shirt	Dress Shirt full/ half (as per season) <i>(same color & design along with stitched logo of the outsourced company name)</i>
		Trousers	as per measurement
		Jersey	as per measurement
3.	<p align="center">Gardner</p> <p align="center">(Male)</p>	Shirt	Shirt full / /half (as per season) <i>(same color & design along with stitched logo of the outsourced company name)</i>
		Trousers	per measurement
		Upper	as per measurement

The uniform shall be approved and the HR Service provider shall ensure adequate pair are provided to maintain hygiene & cleanliness.

7. PROCESS OF HIRING AND BID INSTRUCTION:

The interested Bidders should be engaged following PPRA Rule **36 (b)** Single Stage Two-Envelopes Procedure for hiring method. The submittals shall be evaluated through a separate technical and financial appraisal with **70%** and **30%** weight age, respectively. Financial bids of only the Technically Qualified Bidders shall be opened in the presence of their representatives publicly. Selection of the firms will strictly be made in accordance with the procedure of **Quality and Cost Based Selection (QCBS)** method.

Fax, email and non-registered delivery by post mail proposal shall not be considered.

Bids submitted must include bidder’s covering letter on its letter head containing

- i. Project title/subject: _____

- ii. Bidder's name: _____
- iii. Name of authorized person: _____
- iv. Bidder E mail/Cell No. (phone, fax): _____
- v. Name and address of bidder and authorized person

Technical proposal is to be submitted in a sealed envelope marked "TECHNICAL PROPOSAL" with the bidder's name contact details and address clearly written on the outside of the envelop and properly sealed it.

A fixed price fee based FINANCIAL PROPOSAL must be submitted in another envelope. Bidder must clearly mark outside of the envelope as "FINANCIAL PROPOSAL" along with the bidder's name contact details on the outside of the envelop and properly sealed it.

Quality Assurance Guidelines

The Personals / Staff deputed by Contractor should be medically fit and sound Covid Vaccinated & should not have any chronic disease/disability/ any other physical & mental health issues that may affect his duty/performance/service. If during the contract period any resource is replaced upon CPPA-G direction, no additional cost will be charged.

Failure by contractor to meet CPPA-G's quality requirements shall constitute breach of contract and shall entitle CPPA-G to terminate the contract, without notice & make good any loss suffered consequently.

8. TECHNICAL EVALUATION CRITERIA (TEC)

- i. The Technical bid envelope shall not include any financial information. A Technical bid containing financial information will be declared non-responsive.
- ii. The technical bid must contain experience of the firm and professionals in government/semi organization.
- iii. Bidders fulfilling the Technical Criteria with **at least 65% marks** shall be selected for opening of their financial bids. Bidders **scoring under 65%** will get their unopened financial Bid envelops back after signing of contract with successful bidders.
- iv. Each responsive Bid will be given a Technical Marks (TM). Proposal(s) shall be rejected at this stage if it does not respond to important aspects of the Bid, and particularly the Terms of Reference (TOR) or if it fails to achieve the minimum technical score indicated below.

9. FINANCIAL EVALUATION CRITERIA (FEC)

The prices should be inclusive of all taxes and in Pak Rupees (PKR).

The Financial bid must be filled as per the details given in Annexure-(ii) with following conditions:

- i. Price must be quoted for all categories is mandatory.
- ii. All rates quoted are inclusive of all Government applicable taxes.
- iii. All the taxes will be deducted at the time of payment as per government applicable Laws/Rules. Requests for Currency fluctuation adjustments shall not be given.
- iv. In case of WHT Exemption, provide exemption certificate or Government SRO, as the case may be.
- v. In case of GST/ST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.
- vi. 05% bid security shall be placed in the Financial Proposal envelope and NOT in the Technical Proposal. Including 05% bid security in the Technical Proposal shall cause rejection of the Bid.
- vii. Within fifteen (15) days of receipt of the notification of contract award, the successful bidder shall furnish to CPPA-G, the Bank Guarantee / Performance Bond for an amount equivalent to 05% of contract value.
- viii. The Bank Guarantee / Performance bond shall remain valid and in full force and effect during validity of the contract.
- ix. The validity of Bank Guarantee / Performance Bond shall be extended by the Bidder if the completion of contract is delayed.
- x. The cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be to the account of the Bidder.
- xi. The Bank Guarantee / Performance Bond will be discharged after completion of the contract.
- xii. The lowest evaluated Financial Proposal (FL) will be given the maximum financial score of 100 %. The financial bids will be evaluated as follows for respective bidders.

$$FM = 100 \times FL / F$$

Where:

FM = Financial Marks

FL = Lowest financial bid

F = Cost of the proposal under consideration

10. SELECTION FOR AWARD

Bidder should be aware that the CPPA-G shall perform a “**Quality and Cost Based System (QCBS)**” and the selection for award shall be made to the bidder whose proposal is most advantageous to the CPPA-G, taking into consideration the Technical factors listed above and the total proposed price across all contract periods.

Final Evaluation Criteria:

$$TM \times 0.7 = TTM \quad FM \times 0.3 =$$

$$TFM \quad GT = TTM + TFM$$

Where:

TM : Technical Marks

FM : Financial Marks

TTM : Total Technical Marks TFM :

Total Financial Marks GT :

Grand Total

The bidder scoring the highest Grand total will be offered the contract.

11. TERMS & CONDITIONS

- i. The HR Services Provider firm shall ensure the regular supervision and control on the staff deployed by them under due intimation. The staff provided shall carry out all instructions given by the concerned CPPA-G staff. The Services Provider shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not skilled and experienced in the assigned task. The Service Provider shall ensure that the staff deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming behaviour on the part of a person working in a Government Office.
- ii. The HR Services Provider shall ensure that the staffs engaged by them are not having any adverse police records or criminal cases pending against them or any affiliation with proscribed organizations. In this regard the Contractor shall obtain police verification certificate of the employees engaged and ensure the same.
- iii. The HR Services Provider shall be responsible to make good to any damages, pilferage or loss caused by the personnel engaged by the Service Provider to Government property.
- iv. The HR Services Provider shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area premises. Decisions of the CPPA-G regarding the place of work and the restricted areas will be final and binding on the Service Provider.
- v. The HR Services Provider will provide essential tools, techniques, training or other necessary equipment (s) in order to execute their jobs.
- vi. The HR Services Provider shall also submit the names, present and permanent residential addresses, CNIC and two copies of the passport size photographs and phone numbers, medical fitness certificate, COVID Vaccination Certificate and police character certificate of its staff to the CPPA-G.
- vii. The staff employed by the Service Provider for performance of the contract, shall be of sound health, be mentally alert and physically fit and provide medical certificate to that effect. The Service Provider shall be bound to

change the personnel deployed, if found unsuitable by the CPPA-G and decision of the CPPA-G in this regard shall be final and binding on the Service Provider without any questioning.

- viii. The HR Services Provider shall engage sufficient skilled staff as per requirements to carry out the day-to-day operations. It will adhere to all local laws, Acts, Regulations as laid down by the authorities and shall indemnify the client against breach of Acts, Rules, Laws and Regulations and/or non-compliance thereto by its employees.
- ix. Any miscellaneous work allotted by this office will have to be done at no extra cost or over time.
 - x. The staff will work in an orderly manner without causing damage / loss to the CPPA-G's property or equipment. The Service Provider is responsible for making good any damage / loss to the CPPA-G's property / equipment in case of such damage by his staff, failing which the amount as determined by the CPPA-G shall be recovered from the monthly bill.
 - xi. The HR Services Provider shall issue the identity cards on his own cost and shall be duly intimating the CPPA-G's Office-in-charge as and when new staffs is deployed by him for carrying out the job in CPPA-G premises.
 - xii. In case of absence of any staff, a reliever of the said will be provided by the HR Services all the times without any extra cost.
- xiii. The working hours for the outsourced personnel shall be as per the general timing (9:00 AM To 5:00 PM or other admissible timings as per CPPA-G) for Five (5) days a week. However, duty may be assigned on weekends / gazette holiday days without any over time.
- xiv. In addition the client may also call for extra shifts as and when required. The timings may be changed and subject to the notifications and policy of the Govt or CPPA-G, Moreover, no additional cost/overtime will be paid to services provider for additional assignments (if any).
- xv. During the term of this agreement, the Service Provider shall arrange for appropriate insurance policies for its workforce at its own cost along with E.O.B.I contribution & Social Security.
- xvi. The HR Services Provider shall be responsible for compliance of the following:
- xvii. The contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Service Provider shall, in all matters arising in the performance of the contract, conform, in all respects, with the provisions of all Federal, Central, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan,
- xviii. And shall give all notices and pay all fees required to be given or paid and shall keep the purchaser indemnified against all penalties and liabilities of any kind for breach of any of the same. **The courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.**
- xix. The Service Provider shall be responsible for required contributions towards any other statutory payment and shall deposit these amounts on or before the due dates. It is the duty of the Service Provider to ensure timely payment of statutory dues and in no case the CPPA-G shall bear any liability in this regard. Any dispute related to these payments shall be dealt with by the Service Provider entirely at his risk and costs. All the records shall be maintained by the Service Provider and shall produce for inspection to the CPPA-G as and when required. In case the CPPA-G is called upon to make payment on the direction, decree or proceeding of court/criminal court or by statutory authority then the CPPA-G shall have all the rights to recover the said amount in full and shall be

authorized to deduct directly from the payment to be made to the Service Provider or from invocation of Performance Security as being kept with the Client.

xx. The contractor shall provide undertaking on stamp paper for compliance of all govt agencies i.e. Contribution to EOBI, Social security , minimum wage.

xxi. The HR service provider is liable to pay the minimum wage rate notified by Government of Pakistan from time to time during the execution of services.

12. PAYMENT TERMS:

The lump sum amount payable by CPPA-G to the Service Provider every month shall include:

- i) The remuneration payable for the outsourced staff.
- ii) The commission/service charges payable to the Service Provider.
- iii) Applicable All Federal Taxes and other deductions under FBR and Labour laws etc.
- iv) Affidavit to the effect that service provider is in conformity in all respect mentioned in clause 14. The aforesaid consideration will be paid by CPPA-G to the Service Provider within 15 days against the monthly invoices raised by Service Provider at the end of each month. Deduction towards Income Tax and other taxes as applicable under the Govt. policies, shall be made from all payments made to the service provider and in respect of such Deductions/Exemptions necessary certificates of Tax Deduction/Exemption documents shall be given.
- v) 10% annual increase in case of satisfactory performance.

13. PAYMENT OF BILLS

The Service Provider shall submit monthly invoice to HR&A Office CPPA-G in original on 1st of each of the following month. Penalty will be levied by CPPA-G if services are not rendered according to the terms of said Contract as per Scope of Work and general terms and conditions.

The payment will be released against the following documents:

- (a) Invoice
- (b) Contractor's Bill.
- (c) List showing the detail of personnel deployed their attendance, wages and allowances separately for each and every person.
- (d) Income Tax plus other applicable taxes at the prevailing rate as applicable from time to time shall be deducted from the Service Provider's bill.

14. PERFORMANCE APPRAISAL/TARGETS OF WORK:

The payment shall be subject to satisfactory performance and targets set by the HR&A Section of CPPA-G. The Service Provider shall carry out all instructions given by the client and shall ensure that the work is being carried out according to the terms and conditions, specifications of this document.

15. CONTRACT DURATION:

The services are required for initially for the period of one (01) years which will further extend with on satisfactory performance. In case of unsatisfactory performance, the service of firm will be terminated at any time with one-month prior notice.

16. TERMINATION OF CONTRACT:

In the event the Service Provider fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by CPPA-G or on behalf of CPPA-G within the scope of the contract, or shall contravene the provisions of the contract, or the services provided are found unsatisfactory, CPPA-G may terminate the contract after giving one month notice in writing to the Service Provider. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall be deemed to be served on Service Provider. The contract of agencies which do not provide proof of payment of statutory dues will be terminated after giving one month notice.

- a. The Service provider shall ensure the security of assets such as financial information, intellectual property, employee details or information entrusted to the company/agency or any other information which may likely to damage the brand name, image of the client.
- b. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by CPPA-G Islamabad.

17. PENALTIES/ LIABILITIES:

- a. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the performance guarantee will be forfeited.
- b. In the absence of deputed staff, **alternate arrangements shall be made failing which result in proportionate deductions being made in Service Provider's monthly bill.**
- c. That if the successful Contractor violates any of the terms and conditions of Contract awarded or commits any default or his services are not to the entire satisfaction of CPPA-G, a penalty leading to a deduction proportionate to the lapsed targets (Defined in Scope of Work or Set otherwise) out of the total amount of the bill for the particular month will be leviable.

18. BLACKLISTING:

If the Contractor fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders, as per provision of Public Procurement Rules, 2004.

19. ANY MISHAPS AT WORKPLACE

The CPPA will not accept any responsibility of the designated personnel in the event of natural or accidental death, injury, disability or illness or in the event of any terrorism, natural calamity, disaster that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Service Provider. The Service provider shall keep the purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

20. CONTRACT AMENDMENT:

The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations. The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor. The change, mutually agreed upon, shall constitute part of the obligations under the Contract, and the provisions of the Contract shall apply to the said Change. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

ANNEXURE-A

CPPA-G INVITES TENDER FOR OUTSOURCING OF MANPOWER STAFF (Documents related to Eligibility Criteria) TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

Name & Address of the Tenderer Organization/Agency with phone number, email etc. <u>and</u> name, address and telephone/mobile number of point person, Web Address	
NTN, GST and other taxes. (Please attach copy)	
Undertaking to the effect that the bidder has not been blacklisted or has been involved in corrupt practices In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions if any in the past against the Company/firm/partner or any of its employees / manpower employees.	
Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment of staff in CPPA-G Office	
Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as acceptance and submit as part of tender document.	
A certificate/affidavit that firm has not been blacklisted by any Government Office.	
Details of Bank Account of the firm.	
Certificate ensuring that all security guards are paid monthly payment as per the labor law wage rate declared by Govt of Pakistan.	
Certificate of Registration of firm (Yes/No).	
Following details of the DD/Pay Order towards bid security DD/PO No. Date: Drawn on	

Part No.I
Minimum qualifying Marks 65

TECHNICAL EVALUATION GRID			
Agency Profile --- 50 marks			
Criteria	Marks	Weightage	Awarded Marks
Average Annual Turnover: The Company/ Firm/Agency having average annual turnover of past three years: (Attach Certified audited financial statements and bank statements as proof.)	15	<ul style="list-style-type: none"> • More than 100 million = 15 marks • 100-75 million =10 Marks • More than 50- Less than 75 million = 05 Marks 	In Case of no documentary evidence zero marks shall be awarded.
Years in Business:	10	<ul style="list-style-type: none"> • 05 years or more = 10 marks • 03-04 years= 5 marks • Below 03 years = 0 marks 	In Case of no documentary evidence zero marks shall be awarded.
Core Team: Complete hierarchy and management Structure of the Company/agency clearly indicating details of managerial, supervisory and other staff (Attach Latest Income Tax Returns)	15	1-Mangement Structure of Outsourcing Department of at least five key post holders and their details on company's letter head. =5 marks	1 mark for each key post holder having MS with 2 years' relevant experience OR Bachelor's degree with 5 years' relevant experience.
		2-Recruitment Department management of key Personnel their details on company's letter head. =5	1 mark for each key post holder having PHD with 2 years' relevant experience OR Master's degree with 5 years' relevant experience
		3-Training Department Management structure of Key personnel and their details on company's letter head.	1 mark for each key post holder having MS with 2 years' relevant experience OR Master's degree with 5 years' relevant experience
Total Staff of the company.	10	If total employees strength is <ul style="list-style-type: none"> • 100 or more= 10 marks • 80-99=08 marks • 50-79=06 marks • 20-49=04marks • Below 20= 00marks 	In Case of no documentary evidence zero marks shall be awarded.
Agency Credentials & Clientage. 50 Marks			
ISO Certification	5	Attached Certificate.	In Case of no documentary evidence, zero marks shall be awarded.

Experience of providing manpower: (Copy of Work order/ certificate of completion) Technical experience in Outsourcing of HR services for Governmental Entities/Semi Governmental entities/MNC's/Banks. List of clients with address and details. Clients contact persons. Note: Only those clients will be considered where minimum outsourcing strength shall be 10 persons.	15	<ul style="list-style-type: none"> • 50 or above outsourced clients= 15marks • 20-49= 10 marks • 10-09 = 05 marks 	In Case of no documentary evidence zero marks shall be awarded.
Satisfactory Performance Reports (Satisfactory certificate of Completion or On-going Project) not older than 2010	10	<ul style="list-style-type: none"> • Certificates from Minimum 10 clients= 05 marks • Certificates from More than 10 clients= 10 marks. 	In Case of no documentary evidence zero marks shall be awarded.
Total Number of Outsourced Resources	10	Outsourced staff 100 & above=10marks 80-99=07marks 60-79-=05marks Below 60 – 00 marks	In Case of no documentary evidence zero marks shall be awarded.
Experience in terms of persons provided on a single project.	10	20 & above=10marks 15- 19=7marks 10-14=5marks	In Case of no documentary evidence zero marks shall be awarded.
GRAND TOTAL	100		



PART-II

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order No. _____
2. Terms & Conditions (each page must be signed and sealed) _____
3. Financial Bid.

Place:.....
Date:.....

(Signature of Tenderer with seal)

Name:
Address
Phone No (O):
Fax No. (O):
E-mail:

ANNEX-B

FINANCIAL BID

(In sealed Cover super scribed "Financial Bid" in PKR)

Sr #	Post	Qualification/ Experience	Age Limit	Per Month Salary (A)	EOBI / Social Security (B)	Commission of Service Provided (%) (C)	Govt Taxes Per Month Salary (D)	Grand Total Salary Per Month (E=A+B+C+D)	Total Posts (F)	Per Year Salary (E*F)
1.	Document Controller/ Dispatch Rider	B.A. (at least 2 nd Division from any recognized University at least 05 Years relevant experience	20-30						01	
2.	Naib Qasid	Intermediate (at least 2 nd division) from a recognized Board with at least 05 Years relevant experience.	20-30						04	
3.	Janitor	Matric (at least 2nd division) at least 05 Years of relevant experience.	20-30						03	
4.	Lift Operator	Intermediate (at least 2 nd division) from a recognized Board with at least 05 Years relevant experience	30-40						01	
5.	HVAC Technician	DAE in HVAC	30-40						01	
6.	Generator Operator	DAE in Mechanical	30-40						01	
7.	Daycare Lady	Intermediate From Recognized Board	30-40						01	
8.	Gardner	At least Primary literate with at least 10 years of relevant experience	30-40						01	
Consolidated Salary of all Posts				13						
Service Tax										
Grand Total										

The monthly salary is inclusive of all statutory obligations, compliance of which is mandatory or agency/tendered. Employer's contribution, where ever applicable shall be borne by service provider. CPPA-G, reserves the right to reduce or enhance the manpower as per its requirement.

Annexure-C

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Note:

No other charges would be payable by Client.

There would be no increase in rates during the Contract period.

Place(Signature of Bidder with seal)

Date.....Name:

Seal :

Address

Phone No (o):

Fax No. (o):

E-mail