



**THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF**

**TENDER DOCUMENT**  
**FOR HUMAN RESOURCE CONSULTANCY FIRM**

# GENERAL INSTRUCTIONS

## 1. Background

The PEEF is striving to facilitate the Needy and Talented students all over the Punjab and quota base scholarship for other provinces of Pakistan. PEEF intended to hire HR consultancy firm for the period of four (04) months to accomplish the task of 150,000 scholarships. Interested parties preferably possessing expertise in Human Resource Consultancy can apply for the above mentioned project. The PEEF will hire responsive Human Resource Consultancy on the lowest rates offered for operation on assigned task.

## 2. Invitation for Bid

THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF, invites bids for the: hiring of Human Resource Consultancy firm for providing Man power according to the need of time or work load.

The Human Resource Consultancy Firm may provide the human resource according to prescribed job specifications.

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

## 3. Consultancy Period

The prospective Human Resource Consultancy Firm is required to bid for providing Human Resource to PEEF according to Work Load assessed by PEEF management 28 Personals per month. The exact number of human resources will be provided by the firm according to the number determined by the PEEF. The successful bidder will be required to provide staff for the period of four (04) months.

## 4. General Condition of Bid

- The human resource consultancy firm will use all reasonable skills, care and diligence while providing Human Resource.
- The proposals from bidders should reach on or before 18<sup>th</sup> August 2017 no later than 10:00 am.
- Bid submitted by bidders must remain valid and open for acceptance for sixty (60) days from the bid submission date. During this period the bidder shall maintain the availability of resources offered in proposals. Manager Administration and Human Resource will make its best effort to complete negotiation within this period. Should the need arise; Manager Administration Human Resource may request bidder to extend the validity period of proposal. However, the bidder who does not agree has the right to refuse to extend the validity of proposals.
- The PEEF will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.

- 2% earnest money is refundable and will be returned to the bidders after signing of contract to the selected bidder.
- PEEF reserves the right to reject all the bids at any time before the acceptance of any proposal or bid. The reasons of rejection shall be communicated to the bidders upon request but PEEF shall not be held liable to provide the justifications of the reasons upon which the bids are rejected.

### **Technical Proposal**

The bidders are required to submit following basic documents for technical assessment:

- 1- Details related to experience with all supporting documents.
- 2- List of firm's major clients.
- 3- Organizational Structure of the firm /company.
- 4- Technical capabilities in terms of human resources.
- 5- Valid NTN company/firm registration certificates

### **Financial Proposal**

The financial proposal must be submitted on letterheads, indicating the name of the company.

The prospective bidder will furnish detailed Tariff schedule demanded on Human Resource in PKR as below.

<b>Sr. No.</b>	<b>PEEF Requirement</b>	<b>Rate Per Resource</b>	<b>Management Fee (Rs.)</b>	<b>Rate Per Resource Inclusive all Taxes PKR (Rs)</b>
<b>1</b>	<b>Resources / Work Force</b>			

**\*Note:** Companies/Firms are required to record their rate per single resource and will be responsible to provide other required resources at the similar rates.

### **Award of Contract**

The PEEF will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has claimed the lowest rate, provided that such Bidder has been determined to be eligible.

The PEEF, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in operator capacities, may require the operator to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not: Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.