

**URBAN SECTOR PLANNING & MANAGEMENT  
SERVICES UNIT (PRIVATE) LIMITED**



**RFP DOCUMENT  
FOR  
HR CONSULTANCY FIRM**

**(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)**

**Tender # UU/2018-19/**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Handwritten initials 'HR' in black ink, with a small circle above the 'H'.

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## Table of Contents

<b>TERMS &amp; CONDITIONS .....</b>	<b>4</b>
<b>1. General: .....</b>	<b>4</b>
<b>2. Cancellation / Penalty of Delay:.....</b>	<b>4</b>
<b>3. Payment to the Consultant:.....</b>	<b>4</b>
<b>5. Payment of income &amp; other taxes, duties, levies: .....</b>	<b>4</b>
<b>6. Deduction of Taxes: .....</b>	<b>5</b>
<b>7. Dispute: .....</b>	<b>5</b>
<b>8. Method of Selection.....</b>	<b>5</b>
<b>NOTICE INVITING EXPRESSION OF INTEREST .....</b>	<b>6</b>
<b>BID DATA SHEET .....</b>	<b>7</b>
<b>TERMS OF REFERENCE .....</b>	<b>11</b>
<b>INFORMATION RELATED TO EXPERIENCE .....</b>	<b>15</b>
<b>FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY .....</b>	<b>18</b>
<b>Financial Capability of Single Entry.....</b>	<b>18</b>
<b>FINANCIAL BID.....</b>	<b>19</b>
<b>DRAFT AGREEMENT.....</b>	<b>21</b>

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HR

## TERMS & CONDITIONS

The Urban Unit Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or Client*) invites sealed bids from eligible and experienced income tax & PRA registered consultants/ firms (*hereinafter referred to as "Bidder"*) for the HR Consultancy Services.

### 1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - a) received without bid security
  - b) it is received after the time and date fixed for its receipt
  - c) not signed & stamped by authorized person on each page of RFQ document
  - d) the offer is ambiguous
  - e) the offer is received by fax or e-mail
  - f) the offer is from a black listed consultants/ firm
  - g) offer received with shorter validity than required
  - h) the offer is not conforming to the qualification criteria indicated in the RFP document
  - i) any additional terms & conditions added by the bidder
  - j) any conditional offer
- 1.2 Bid will remain valid for a period of 90 days from the date of opening the tender.
- 1.3 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.4 The bid security shall be forfeited if:
  - a. The acceptance of consultancy is not received within ten days of issuance of letter of acceptance.
  - b. The offer is withdrawn, amended or revised.
  - c. The bidder fails to execute the contract strictly in accordance with terms and conditions of RFP document.
- 1.5 The bidder must indicate their National Income Tax No. & PRA No.
- 1.6 The bidder must submit affidavit for Non-Black Listing on stamp paper.

### 2. Cancellation / Penalty of Delay:

- 2.1 In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, the bid security will be encashed and the services will be arranged at his risk and cost.

### 3. Payment to the Consultant:

- 3.1 Payment will be made through cross-cheque to the consultant on the completion of deliverable after receiving of invoice / bill.

### 5. Payment of income & other taxes, duties, levies:

- Services shall be made from the firms registered with income /sales tax (if applicable). Income, other such taxes, and other duties levies will be liability of the Firm.

- 6. Deduction of Taxes:**  
Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.
- 7. Dispute:**  
In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014
- 8. Method of Selection**
  - 8.1 The weight for technical & company strength will be of eighty percent (80%) and twenty percent (**20%**) to the financial bid.
  - 8.2 Quality and Cost Selection method shall be adopted as per Rule 45 of Punjab Procurement Rules 2014