

Invitation to Bid Hiring of Consultant

Pakistan Stone Development Company (PASDEC) established under section 42 of Companies Act, 2017 working under Ministry of Industries and Production Government of Pakistan. PASDEC invites proposal from reputable consultants/firms to develop its revised HR Policies and Procedures Manual covering all the Human Resource Management Activities as per best HR practices.

1. PASDEC Core Business

PASDEC is working for development of dimension stone sector of Pakistan. The Company has established Machinery Pools, Marble Cities (Industrial Estate), Mechanized Quarries and Training Projects, etc. throughout Pakistan. PASDEC also provides Management Services to other entities, especially to Khyber Pakhtunkhwa government for their Machinery Pool CIPK Project.

2. Objective of the Assignment

The purpose of the assignment is to review the Human Resource Policies and Procedures that will guide the organization in managing its human resource in a systematic and standardized manner; with a view to bringing together and developing into a cohesive and an effective complement all the human resource aspects in the organization and its projects. The Manual, while giving regard to the wellbeing of the individual and groups of workers should enable them to make maximum contribution towards the successful attainment and sustenance of the corporate goals and objectives of PASDEC as per best HR practices.

3. Scope of the Assignment

During the assignment the consultant/firm will be expected to;

- i. Review the existing HR Management Policies and Procedures;
- ii. Review the laws, regulations, rules, circulators, guidelines and other directions issued by the Government which are applicable to PASDEC;
- iii. Develop a revised HR Policies and Procedures Manual covering all the Human Resource Management Activities, including but not limited to:
 - (a) Terms and Conditions of Service
 - (b) Remuneration of services
 - (c) Advances and their settlements
 - (d) Resourcing (Human Resource Planning and Engagement process)
 - (e) Human Resources Development
 - (f) Performance Management
 - (g) Employees medical benefits
 - (h) Employees terminal benefits, i.e gratuity and leave encashment;
 - (i) Employees mutual relations;
 - (j) Employees work conditions
 - (k) Staff Discipline
 - (l) Employee Separation
 - (m) Employee Records, etc
- iv. Prepare a draft policy manual and make a presentation to management in a two (2) hour session, and also present the same draft, incorporating management recommendations to the Board of directors, if required;
- v. Prepare the final draft and submit it to the Chief Executive Officer in two (2) hard copies and a soft copy.
- vi. Provide two (2) hour session to PASDEC staff on implementation of final deliverables.
- vii. Undertake any other requirement that may arise from the decisions of the management and/or the Directors.

4. Deliverables

The Consultant/firm is expected to deliver a revised '**Human Resource Management Policies and Procedures Manual**'; with all the required service rules, templates, system flows and operational instructions which would be

required for implementation of the proposed policy. References of the applicable statutory provisions and regulatory requirements shall be mentioned in their respective section.

5. Qualifications and Experience

PASDEC is looking for a recognized consultant/firm with expertise in developing Human Resource and other policies. The consultant/firm must have not less than ten (10) years' relevant experience. The consultant/firm's staff should have the ability to work in harmony with the staff of the Company in a mutually supportive team approach.

6. Work Duration

The consultant/firm is expected to complete all the above tasks within two (2) months from the time the contract is signed.

7. Method of submission of proposals:

- i. Bid deficient by any of the required document shall not be entertained.
- ii. Bid must be sealed and marked as "**Hiring of Consultant**" under **Single-Stage-Two-Envelope-Procedure** should reach latest by 10:30 am of **25th July 2018**.
- iii. The bids shall be opened at **11:00am** on the same day in presence of bidders who wish to attend the bid-opening-session.
- iv. PASDEC reserves right to verify details of the bidders.
- v. PASDEC reserves the right to reject any or all the bids by giving reason, but is not liable to justify.
- vi. No conditional Bid shall be accepted. A bid found conditional, at any stage, will be rejected.
- vii. Bids will be evaluated on the Evaluation Criterion given in next paragraph.

8. Evaluation Criteria

Proposals will be evaluated by the PASDEC management on Techo-financial basis of 70:30. Evaluation will be made on following parameters:

Technical Parameter	Max. Marks
i. Practicing License (issued by ICAP/ICMAP) and / or certification, if any.	- 10 Marks
ii. Technical qualification and experience of proposed team	- 15 Marks
iii. Relevant experience	- 30 Marks
iv. Location of office(s)	- 05 Marks
v. Active Tax Payer (Filer)	- 10 Marks
Total	- 70 Marks

Financial evaluation

Financial evaluation will be based on bid price with total weight of **30 Marks**.

9. Requirements

Proposals must be submitted under cover letter of the consultant/firm along with;

- a) In case of a firm, copy of Certificate of Incorporation/proof of establishment;
- b) Complete profile showing date of establishment, international membership (if any) and exact office locations i.e. town, street, building, floor and contact person (s) etc, management structure, and number of employees.
- c) Curriculum Vitae (CV) of Technical Staff/Consultant(s) to carry out the Assignment;
- d) Attach Copy/Copies of evidence of previous experience on similar jobs with their list and contact numbers.
- e) Copy of its practicing license issued by regulatory bodies. i.e ICAP/ICMAP etc. if any.
- f) Complete range of services dealing in.
- g) ISO or any other certification (If any)
- h) Copy of NTN / STN Certificate
- i) Affidavit that the bidder is not blacklisted by any government/semi- government department.

10. General Terms & Conditions:

- a) Proposals will not be modified after submission thereof. PASDEC may, however, seek or accept clarification with regard to the proposals for evaluation purpose.
- b) Any bidder feeling aggrieved by any act of PASDEC, may lodge a written complaint to CEO PASDEC not later than 15 days of announcement of the pre-qualification report.
- c) A point not specifically mentioned or properly addressed in this Document, shall be decided in accordance with PPRA Rules 2004, or as interpreted by the PPRA.

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