



Lahore Knowledge Park Company (LKPC)

Terms of Reference (TORs)

For HR Recruitment Consultants

30th October 2015

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Procurement of Services for HR Recruitment Consultants

1. Introduction

- 1.1 The Lahore Knowledge Park Company (LKPC) is a public sector large scale organization duly registered with the SECP as a Section 42 (not-for-profit) Company under the Companies Ordinance 1984, through the Higher Education Department, Government of the Punjab, Pakistan.
- 1.2 LKPC's objective is to create linkages and synergy between academia, R&D Organizations and the corporate world in areas that feed into the knowledge industry by developing 4th generation knowledge parks in the Punjab, Pakistan. The parks are to be state of the art holistic developments that are fully integrated into the community.
- 1.3 The Lahore Knowledge Park (LKP), LKPC's flagship project encapsulates the vision of the Chief Minister, Punjab (Pakistan) to make the Punjab and by extension Pakistan, South Asia's future hub for the Global Knowledge Economy.

2. Instructions to Bidders

- 2.1 The firm shall represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the LKPC.
- 2.2 Firm shall bear all costs associated with the preparation and submission of their Proposals and finalization of Contract. The Client 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 Firms.
- 2.3 A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
- 2.4 A firm (including its Personnel and sub-consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the firm to be executed for the same or for another Client.
- 2.5 A firm (including its Personnel and sub-consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Punjab throughout the selection process and the execution of the contract.
- 2.6 The Firm may only submit one Proposal. If a Firm submits or participates in more than one Proposal, such Proposals shall be disqualified.
- 2.7 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the Assignment, and with a warning "Do

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Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked “Do Not Open, Except In Presence Of The Official Appointed, Before Submission Deadline”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may constitute a case for rejecting the Proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- 2.8 Once the Contract is awarded to the Consultant, the Client shall publish details on the websites, promptly notify all Firms which submitted proposals, and return unopened Financial Proposals to Firms that were disqualified or failed to achieve the minimum technical score.
- 2.9 The Proposal, as well as all related correspondence exchanged by the Firms and the Client, shall be written in English.
- 2.10 Firms are invited to submit a Technical Proposal and a Financial Proposal for Services required for the Assignment. The proposals should be in separate marked and sealed envelopes. The method will be adopted of Quality and Cost Based Selection (Single Stage Two Envelopes) in terms of the Punjab Procurement Rules 2014 as amended to date. The Proposal will be the basis for a signed Contract with the selected Firm.

3. General Information

- 3.1 The firms shall provide the following information:
 - a) Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
 - b) Legal status i.e. partnership / public or private limited company / consortium with the name and addresses of proprietor/ partner(s) / director(s).
 - c) An affidavit that the company is not blacklisted by any organization must be presented with the application.
 - d) Affiliation with International agency / institution (if any).
 - e) Audited financial statements for the last three years.
 - f) National Tax Number and copies of certificates.
 - g) Information regarding major acclaimed previous / current client with proofs about quality of satisfactory services provided.
 - h) History of litigation (if any).
 - i) Any Additional information that will support in justifying the firm meeting the set criteria (if any).

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4. Specific Information

- 4.1 Past relevant experience of providing HR Recruitment services to:
 - a. large, reputable and professional organizations of similar nature including autonomous bodies, public sector, financial institutions, corporate sector etc.,
 - b. Number of management cadre positions filled, level (senior, middle and lower management) for which full recruitment cycle has been completed during the last 5 years.
- 4.2 CVs / Resumes of qualified professional staff dedicated for this project on full time basis.
- 4.3 Brief methodology / steps to be followed while performing the desired role for the LKPC.
- 4.4 Name and brief detail of (if any) the specialized and licensed HRIS / Software support involved in the screening, shortlisting, selection process of the candidates to be forwarded to LKPC for further evaluation.
- 4.5 Fee to be charged against each filled position.

5. Role of LKPC and Selected HR Recruitment Consultants

- 5.1 Whenever the LKPC has hiring requirements and does not opt for any direct hiring at its own, services of the selected / pre-qualified HR Recruitment Consultants shall be used.
- 5.2 The approved HR Recruitment Consultants shall be contacted for each position and accordingly LKPC will share the following:
 - a. Number, job title, location of the position.
 - b. Job Description and specific requirements of the position.
 - c. Approved copy of the draft advertisement as well as name of selected newspapers.
- 5.3 The selected HR Recruitment Consultants shall ensure the following; but not be limited to:
 - a. Analyze/scrutinize the information provided by LKPC and shall give consent for accepting the assignment.
 - b. The selected Consultants shall coordinate with LKPC for the publication of advertisement.
 - c. All the applications with respect to the advertised positions shall be collected by the selected Consultants that will perform initial review against the basic job specification, maintain a comprehensive database of all the applications, prepare list of all received applications containing the reasons for their shortlisting or rejection and provide the same to LKPC within 15 days after the closing date of advertisement.
 - d. By applying appropriate selection tools, the shortlisted applications shall be further scrutinized to find the closest match.
 - e. CVs of best suited five shortlisted applicants shall be forwarded to LKPC alongwith related input and profiles uniformly structured as per agreed format.
 - f. Consultants shall be responsible for accurately and fully disclosing all relevant information and CVs alongwith providing the following attested documents of shortlisted candidates:
 - i. Photograph
 - ii. All the educational documents/transcripts

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- iii. All the experience & training certificates
- iv. CNIC
- v. Last Pay Drawn Certificate including all other benefits
- vi. A written declaration in such form as specified inter-alia stating that, he / she has not been convicted by any court of law for any offence involving, moral turpitude, terminated or dismissed or removed or compulsorily retired by the Federal Government, Provincial Government, any corporate body or institution as a result of disciplinary action against him / her. Moreover, that all documents and information submitted are genuine and correct in material particular.
- vii. Since employment in LKPC is conditional upon the satisfactory results of the following, a written willingness / no objection certificate of the candidate shall be provided by the selected firms for:
 - 1. Pre-employment medical examination arranged by LKPC.
 - 2. Providing all original degrees / transcripts / certificates / CNIC at the time of joining (if selected) for verification from the concerned authorities.
 - 3. Verification from previous employers and referees.
 - 4. Good Character Certificate.
- g. LKPC will inform the selected Consultants for finally accepted CVs and if required, may also ask for more CVs.
- h. LKPC will coordinate with the selected Consultants regarding the schedule of interview and venue etc.
- i. The concerned selected Consultants will coordinate with the candidates regarding interview date / venue etc., in writing. No TA/DA shall be given to candidates for test/interview by LKPC.
- j. LKPC will communicate the name of the selected candidates to the selected Consultants; otherwise the process will be repeated till a suitable candidate is selected for the position.
- k. All further communication with the selected candidates pertaining to salary finalization and other related formalities like medical etc., may be made by LKPC directly or through the selected Consultants.
- l. Prior to LKPC making any written job offer to the selected candidate the selected Consultants shall arrange verification from the referees and minimum of last two employers with respect to the information mentioned in the application including job title, responsibilities, salary and benefits. However, LKPC may also perform the same verification at its own during the probationary period.
- m. A successful pre-employment medical fitness examination is mandatory for all the selected candidates whereas, offered job shall remain conditional upon satisfactory verification of all the documents and credential.
- n. The selected Consultants shall inform through email / letter to all the unsuccessful applicants about the outcome of their applications.
- o. On completion of recruitment cycle of each position the selected Consultants shall require to provide the following to LKPC:
 - viii. Complete database of all the applicants' along with summary sheet.
 - ix. List of all applicants with reasons of their shortlisting or rejection.
 - x. Declaration on informing all the unsuccessful applicants about status of their applications along with the list containing name, address and date of communication.

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- xi. Declaration of not referring the selected candidate to other competing employers for one year from the date of joining of candidate.

6. Purpose of the Assignment

- 6.1 LKPC is desirous to have professional, qualified and experienced HR Recruitment Consultants ("Consultants" or "Firm") on its panel to assist the LKPC in fulfilling its hiring requirements for Chief Executive Officer (CEO) and senior management cadre. The Senior Management Cadre includes but is not limited to Chief Operating Officer, Senior General Managers, General Managers, Chief Financial Officer, Chief Engineer, Chief Electrical Engineers and Deputy General Managers. The timeframe and the positions to be hired shall be the prerogative of LKPC.

7. Evaluation Criteria

- 7.1 The Criteria for the Evaluation of the Assignment are narrated here below:

S/No.	Description	Technical Score
1	Technical Proposal	80
	a. Relevant Experience of the Firm [45 points]	
	b. Qualification & Relevant Experience of Core Team [25]	
	c. Approach & Methodology [20 points]	
	d. Financial Stability [10 points]	
2	Financial Proposal	20

Criteria	Points	Mechanism
Relevant Experience of the Firm	Max 45	Each assignment will fetch 9 points [Strong 100%, Medium 90%, Poor 80%]
Qualification & Relevant Experience of Core Team	Max 25	[PhD or equivalent 100%, Master Degree or equivalent 90%, Bachelor 80%]
Approach & Methodology	Max 20	Understanding & Innovation [10 Points] Methodology & Workplan [10 Points] [Strong 100%, Medium 90%, Poor 80%]
Financial Stability	Max. 10	Annual Revenue > 10 Million [80%] Annual Revenue > 20 Million [90%] Annual Revenue > 30 Million [100%]

The minimum Technical Score required to pass is 75 points. The procuring agency reserves the right to reject all proposals at any time prior to award of assignment.

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8. Submission of Proposals and Closing Date

- 8.1 The proposal should be submitted at the address given below till **20th November 2015 until 1600 Hrs (PST)**. The proposal will be opened in the office of the undersigned in the presence of representatives of interested parties who may wish to attend, on **20th November 2015 at 1630 Hrs (PST)**.

Mr. Shahid Zaman Mohmand,
Chief Executive Officer, LKPC /
Additional Secretary (P&B), Higher Education Department,
Punjab Civil Secretariat, Lower Mall, Lahore.
Phone: +92 42 99210034, + 92 42 99210037
Facsimile:+ 92 42 99210038
Website: www.hed.punjab.gop.pk
Email: aspng.hed@punjab.gov.pk
Copy email: so.dev.2.hed@gmail.com and rashid.lkpc@gmail.com

- 8.2 Any query regarding this advertisement and TORs may be referred to the above-said address.

9. Financial Proposal

- 9.1 The Financial Proposal shall list all costs associated with the Assignment, including
- (a) remuneration for staff, and
 - (b) reimbursable expenses, if any.
- 9.2 These costs should be broken down by activity and into local expenditures.
- 9.3 The Consultants shall be subject to local taxes (such as: value added or sales tax or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client, as withholding tax agent, shall determine, compute, deduct and deposit taxes on behalf of Consultants within the framework of the applicable laws (both federal and provincial).
- 9.4 Consultants should express the price of their Services in Pakistan Rupees (PKR) inclusive of all applicable taxes.
- 9.5 The Proposals must remain valid 90 days after the submission date.

10. Timelines

- 10.1 As the Senior Management Personnel will be hired as required by the Client, the services of the Consultant will be completed accordingly.