



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2022/0382

Date of Issue:	February 20, 2022
Last Date of Submission:	March 07, 2022 <i>on or before 11:00 am</i>
Proposal Opening Date:	March 07, 2022 at 11:30 am



Table of Contents

Invitation for Bids (IFB).....4

General.....5

 1. Scope of Bid.....5

 2. Cost of Bidding.....5

Bidding Documents5

 3. Contents of Bidding Documents5

 4. Amendment of Bidding Documents.....5

Preparation of Bids.....5

 5. Bid Prices5

Submission of Bids.....6

 6. Deadline for Submission of Bids.....6

 7. Late Bid6

Bids Opening and Evaluation6

 8. Bid Opening.....6

 9. Correction of Errors.....6

 10. Evaluation and Selection of Bids.....6

 11. Client References6

 12. Bid Security.....6

Award Criteria.....7

 13. Award Criteria.....7

 14. Company’s Right to Reject All the Bids.....7

 15. Payment Terms.....7

 16. Code of Conduct.....7

 17. Integrity Pact7

 18. Overriding Effect of PPRA-2004.....7

Bid Data Sheet.....8



Technical Proposal10

Annexure - A Scope of Work / ToRs.....11

Annexure - B Bid Form14

Annexure - C Compliance Based Eligibility Criteria.....15

Annexure - D Client References.....16

Annexure - F Integrity Pact.....17

Annexure - G Non-Disclosure Agreement.....18

Financial Proposal19



Bid No. HBFC/HOK/GSD/2022/0382

February 20, 2022

Invitation for Bids (IFB)

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

House Building Finance Company (HBFC) Limited is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of the population. HBFC invites sealed bids from reputable HR Consultants/Firms for its recruitment campaigns. executive recruitment search firms for its recruitment campaigns.

Bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded free of cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **March 07, 2022 at 11:00 am**.

Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders' representatives (who choose to attend) at the address given below. Bidders will be required to submit Bid Security of **Rs.50,000/-** (Rupees Fifty Thousand Only) in the form of bank draft/ pay order in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52

General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered and renowned HR Consultant / Firms for Recruitment and Selection. The bidding process is open to all bidders who meet the eligibility criteria i.e., attached at **Annexure - B. Scope of Work / Terms of Reference available at Annexure - A.**

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

All prices / costs must be quoted in Pak Rupees. The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for HR Consultancy for Recruitment and Selection. Initially, contract will be signed for a period of three (03) years which may be extendable upon mutual agreement of both the parties. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted. Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders pertaining to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - B of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - B**. If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure C**) who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit amount of **Rs.50,000/-** as bid security enclosed with their financial proposal. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

13. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made by HBFC against each completed assignment against invoice/s raised by the successful company / supplier. No advance payment will be admissible.

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - D**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Hiring of HR Consultant / Firm for Recruitment & Selection Ref No. HBFC/HOK/GSD/2022/0382
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Mr. Asad Baber Khan Designation: Manager Procurement – General Services Department (GSD) Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Hasham Khan Designation: Manager - HR Email: hashsham.khan@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641719 (Ext. 719)</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – B of Technical Proposal . Bidders must ensure to comply all the fields given in Annexure – B . If a Bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ
6.	All bidders are required to submit amount of Rs.50,000/- as bid security enclosed with their financial proposal. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752-39</p>



House Building Finance Company

8.	<p>The deadline for submission of bids will be March 07, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>
----	--



Technical Proposal

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2022/0382

Scope of Work / Terms of References

A. Introduction:

1. House Building Finance Company Limited (HBFC) specializes in one of the fastest growing segments of the economy, i.e. housing finance. As the oldest housing finance institutions in Pakistan, HBFC enjoys a unique and dominant position. As a matter of its mandate, HBFC is focused on providing finance for the housing needs of lower and middle income citizens. Going forward, we are gearing ourselves towards enhancing mortgages rapidly so as to reduce the huge demand and supply gap of housing units in the country.

B. Terms of Reference

1. HBFC intends to hire services renowned HR Consultant to carry out recruitment process at senior and middle management positions ensuring selection of right person for the right job. HBFC will contact the Consultant for required position and accordingly share the following information:
 - a. Job Title
 - b. Location of the position
 - c. Number of Vacancies
 - d. Job Description and Job Specification of the Position
2. The HR Consultant shall ensure that all the applications with respect to the advertised positions shall be collected and will perform initial screening against the basic job specifications, maintain a compressive database of all applications, prepare list of all received applications containing the reasons for their shortlisting or rejection and provide the same to HBFC within 10 days after the closing date of the advertisement.
3. CVs of the best five shortlisted candidates shall be shared with HBFC along-with related input and profiles of the candidates.
4. The replacement of the position should be provided without additional cost in the case when the candidates has not fulfilled the required criteria or leave the position within prescribed probation period.

C. Scope of the Assignment:

1. The services of Consultant shall be utilized for hiring on the following positions:
 - a. Vice President and above
 - b. Any other position lying vacant despite multiple advertisements floated in the press by HBFC
2. The selected Consultants shall ensure the following but not limited to:
 - a. Analyze/ scrutinize the information provided by HBFC and shall give consent for accepting the assignment.

- b. The Consultant will design and publish job advertisement without mentioning HBFC name, clearly mentioning job responsibility, eligibility criteria, application procedure and closing date for submission of application. Final draft advertisement will be shared with HBFC for approval.
- c. The Consultant will receive applications against the advertisement and shortlist the applications on the basis of minimum eligibility criteria advertised and segregate them into eligible & ineligible candidates by clearly mentioning the reasons of ineligibility and share list to HBFC, within 10 days of closing date of the advertisement.
- d. Consultant shall be responsible for accurately and fully disclosing all relevant information and CVs. If required by HBFC, the shortlisting may be performed mutually by Consultant and HR Group of HBFC.
- e. HBFC will inform the Consultant about accepted CVs and if required, may also ask for more CVs.
- f. After finalization of shortlisting, the Consultant will conduct initial interviews of the shortlisted candidates as per the job description and the advertised criteria. HBFC can nominate its representatives for participation in the initial interview process.
- g. After conducting initial interview of shortlisted candidates, the HR Consultant will share a maximum of five shortlisted candidates against each position with HBFC for further interviews along with their CNIC and last pay drawn certificate including all related benefits.
- h. The Consultant shall provide all the record of initial interviews including attendance sheet and interview assessment sheets. No TA/DA shall be given to the candidates for interviews.
- i. Final interviews will be conducted by HBFC. HBFC will coordinate with the HR Consultants regarding the schedule of interview and venue etc.
- j. HBFC shall communicate the name of selected candidates to the HR Consultant; 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 terms & conditions for employees will be made by HBFC directly or through HR Consultant.
- l. The HR Consultant shall inform through SMS/Email/Letter to all the unsuccessful applicants about the outcome of their applications and satisfy query of any applicant in this regard at any forum.

- 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.
3. In case of no response from a candidate, refusal of offer, ineligibility on verification of credential documents, or a selected candidate resign/ leaves HBFC within prescribed probation period, the replacement of the position will be provided by the Consultant without additional cost in this regard.
4. The duration contract will be for a period of three (03) years which may be extendable upon mutual agreement of both the parties.

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Technical Proposal

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Compliance Based Eligibility Criteria

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear on the Active Taxpayer List. Please attach valid documentary proof along with NTN / STRN certificates etc.					Appendix - A
2.	Bidder must be registered in Securities and Exchange Commission of Pakistan (SECP). Please attached valid documentary proof.					Appendix - B
3.	Bidder must be providing recruitment & selection services for senior & middle level positions to at least 10 clients of comparable size. Please provide documentary proof such as Contracts, Work Orders of 05 Existing and 05 past clients.					Appendix - C
4.	Bidder must have at least five (05) years of experience in providing recruitment and selection services for senior and middle level positions to organizations of comparable size. Please provide verifiable details such as contracts etc.					Appendix - D
5.	The bidder must have team leader having Masters/ Bachelor degree with at least 10 years of experience to the organization of comparable size.					Appendix - E
6.	The bidder must have team members having Masters/ Bachelor degree with at least 03 years relevant experience.					Appendix - F
7.	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any Law Enforcement Agency / Organization in Pakistan.					Appendix - G

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. Bidder must ensure to comply all the fields given here above.
- iii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iv. The financial proposal of only technically compliant firm will be opened.
- v. Bidders must place their provided evidences as Appendix (clearly marked).
- vi. Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- vii. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- viii. The bid security of bids of unsuccessful bidders will be returned.

Client References

(must be filled in by the bidder)

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	

Integrity Pact

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Official)

Financial Proposal

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2022/0382

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Financial Proposal

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____.

Financial Proposal

Tender for Hiring of HR Consultant / Firm for Recruitment & Selection

Please quote per position Recruitment & Selection fee/charges based on Annual Gross Salary which will be decided by HBFC.	_____ %
<i>Quoted percentage must be inclusive of all applicable taxes and allied expenses such as Out of Pocket Expenses etc.</i>	

Quoted Percentage in Words: _____

Note:

1. Quoted percentage should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
2. Quoted percentage must be in-line with the Scope of Work / ToRs and other terms and condition specified in this document.
3. Bidder shall not claim or charge any other Out of Pocket expense other than quoted above
4. The quoted percentage once offered by the bidder will not be changed.
5. An amount of Rs.50,000/- as Bid security must be submitted along with Financial Proposal in shape of Demand Draft / Pay Order in favor of HBFC.
6. Successful firm shall submit the invoices / bills at the end of successful completion of assignment(s) up to the satisfaction of HBFC.
7. Invoice / Bills must have valid NTN and Sales Tax Number clearly written.

Company Stamp and Authorized Signature



House Building Finance Company

Contact Form

(Must be filled in completely by the bidder)

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO: [grid of boxes for CNIC number]

(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Telephone / Mobile No. _____

Contact Detail of POC assigned for HBFC. _____

Company Stamp and Authorized Signature

