

# **Tender Notice**

## **P&GS/PO/26/2022**

State Life Insurance Corporation of Pakistan (SLIC), a Public Sector Corporation, intends to hire the services of HR Consultancy Firm to undertake the following assignments:

- I. Preparation of Performance Based Bonus Scheme for employees of the Corporation
- II. Preparation of Remuneration Structure benchmark for employees of the Corporation
- III. Preparation of Human Resource and Procurement Manuals
- IV. Preparation of Fixed Asset and Corporate Social Responsibility (CSR) Manuals

Details of the required services, eligibility criteria and terms and conditions are mentioned in the following Tender Document.

### **Application Procedure / Guidelines:**

The proposals are invited in accordance with PPRA rules, under Single-Stage Two-Envelops Procedure, from interested HR Consultancy Firms on or before 27-10-2022 **upto 11:00 am** (PST) on the address mentioned below.

- Firms are required to submit their proposals in sealed envelope clearly marked "EXPRESSION OF INTEREST FOR HR CONSULTANCY FIRM."

All technical proposals will be opened in the office of Departmental Head (General Service), Principal Office, 2<sup>nd</sup> Floor, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi on the date mentioned above at **11:30 am** in presence of bidders, who wish to attend.

State Life reserves the right to accept / reject or annul the whole process in line with PPRA rules.

### **Departmental Head**

General Services Department,  
State Life Insurance Corporation of Pakistan,  
2<sup>nd</sup> Floor, State Life Building No. 9,  
Dr. Ziauddin Ahmed Road,  
Karachi.  
Phone: 021-99204521

# State Life Insurance Corporation of Pakistan

## Tender Document

### Hiring HR Consultancy Firm

Last Date & Time of Submission : **27-10-2022 upto 11:00 am**

At Principal Office, 2<sup>nd</sup> Floor, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi.

#### INVITATION OF BID

##### **1. BACKGROUND**

The State Life Insurance Corporation of Pakistan is owned by Government of Pakistan and was established under the Life Insurance (Nationalization) Order, 1972. The major function of State Life Insurance Corporation of Pakistan is to carry out Life and Health Insurance Business; however, it is also engaged in other related business activities such as investment of policyholders fund in Government securities, Stock market, Real Estate etc.

##### **2. INVITATION TO BIDS**

State Life Insurance Corporation of Pakistan (hereinafter referred as “SLIC”) invites sealed bids/proposals for hiring of HR Consultancy Firm (tax registered and experienced HR Firm). Technically and financially qualified HR Firm will be offered contract for completion of the tasks mentioned above.

##### **3. INSTRUCTION TO LEGAL FIRMS**

SLIC will follow Public Procurement Rules, 2004 (PPRA) and the Procurement of Consultancy Services Regulations, 2010 for the entire bidding process. The least cost method shall be adopted for selection of HR Firm. SLIC will adopt single stage two envelopes bidding procedure to call for proposals. The bid shall be a single package containing the financial and the technical proposals. The envelopes shall be marked as “Technical Proposal” and “Financial Proposal”. In the first instance, the

“Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the SLIC. The SLIC shall evaluate the technical proposal as per evaluation criteria given below in this document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the SLIC shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids of firms whose technical proposals are found nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of SLIC evaluation criteria. The scope of activities set the basis of technical approach to be adopted by the potential HR firms. The HR firms who will get required marks in technical evaluation will be called for financial bid opening.

#### **4. CONDITIONS FOR ELIGIBILITY**

The successful HR Firm, fulfilling the following criteria, will be considered as eligible HR Firm for the bidding process:

##### **4.1 Eligibility for HR Firm:**

- i. The firm must be registered as a HR Consultant Firm.
- ii. Firm must have NTN certificate, and must fall under the category of “FILER” of taxes.
- iii. The HR Firm must have HR qualified professionals
- iv. HR Firm must have its registered office in Karachi.

#### **5. SCOPE OF SERVICES:**

- i. Preparation of Performance Based Bonus Scheme for employees of the Corporation;
  - o Study, existing schemes of Performance Based Bonus for employees of the Corporation on the basis of profitability, industry practice, SLIC Services Regulations, clauses of LINO, IRA-2012, last pay commission and wage awards, CBA agreements and expense ratio etc. and frame a scheme on the basis of the performance achievement, Division / Department at Principal Office and Region and Zones as an individual as well as whole.
- ii. Preparation of Remuneration Structure benchmark for employees of the Corporation
  - o Study, existing pay structure and allowances of employees of the Corporation and frame benchmark for revision on the basis of profitability, industry practice, inflation, revision by the Government in salaries, SLIC Services Regulations, clauses of LINO, IRA-2012, last pay commission and wage awards, CBA agreements and expense ratio etc.

- iii. Preparation of Human Resource and Procurement Manuals:
  - Study, the existing State Life's Services Regulations, standing instructions of the Corporation, IRA-2012, CBA agreements and frame HR & Procurement Manuals for discharging functions efficiently.
- iv. Preparation of Fixed Asset and Corporation Social Responsibility (CSR) Manuals:
  - Study, the existing State Life's Services Regulations, standing instructions of the Corporation and frame Fixed Asset and CSR Manuals.

## **6. PAYMENT SCHEDULE:**

- Separate quotation will be given for each task
- **20%** consultancy fee will be paid on initial presentation of each policy to the Management and reports thereof within one month
- **30%** consultancy fee will be paid after submission of each policy as per ToRs and its presentation to Management and report thereof within one month.
- **25%** consultancy fee will be paid after submission of final policies as per ToRs and its presentation to Management and reports thereof within one month.
- Remaining **25%** consultancy fee will be paid after approval of the proposed policies by the Board of Directors. HR Firm will require to present the policies before the Board and its Committee(s) along with the Management within one month.
- Assignment should be completed within three (3) months
- A work station/Office shall be available for HR consultant/firm, if required.

## **7. TERMS AND CONDITIONS**

- a. There must not be any conflict of interest till the completion of assignment.
- b. Prices quoted shall remain valid for period of 180 days from the date of opening of technical proposals/bids.
- c. All direct & indirect taxes will be deducted in accordance with the provisions of Government laws amended time to time.
- d. If the bidder completely fails to provide services a week after prescribed period of service delivery and didn't comply with the reminders, the case of HR Firm may be put to relevant authorities to declare as "Black Listed".

- e. Payment will be made on the satisfactory completion of services.
- f. The each work will be assigned with a time frame and the successful bidder/HR Firm will complete the assignment/work in the given time.
- g. In case of any dispute regarding services; the decision of the SLIC shall be final & binding.

**Documents Required:**

The Firms have to submit applications with all necessary documents:

- a) Registration with Income Tax / Services Tax Department (Mandatory)
- b) Company profile (Human Resource details, Financial Health)
- c) Client portfolio- National & International
- d) Summary of all pending litigation by or against the company or any of its Directors or key Executives. Undertaking to be submitted dully signed by Chief Executive
- e) Should have proved track record of Minimum 05 years of providing HR Consultancy services to reputable multinational and public sector organization (local & foreign)
- f) Experience of handling public sector organization preferably in Human Resource Management.
- g) Names of Sr. Executives and lead Consultants
- h) Must have affiliation with a renowned national / international HR Consortium / Body.
- i) A dedicated and experienced team under the company's lead consultant to undertake Project / Assignment.
- j) Complete details, including qualifications and experience and technical & professional expertise of the personnel who would be dedicated / made available to State Life Insurance Corporation of Pakistan.

**Evaluation Criteria (Total Marks:100)**

**Qualification Marks: 70**  
(50% in each category except 1 and 5)

HR Firms will be evaluated as per criteria defined below:

**1. Company Profile & Experience**

**(Marks Allocated 10)**

Experience (Years)	Marks
15	10
10	05
05	03

\*Experience certificate signed by CEO/Senior Executive with supporting documents.

**2. Client Portfolio / Experience of No. of HR Assignment / Projects successfully completed**

**(Marks allocated 30)**

Client Details	Marks
10+well recognized clients preferably in Public/Private Sector Enterprise at national/international level	30
6 – 9 well recognized clients preferably Public/Private Sector Enterprise at national/international level	20
5 well recognized clients preferably Public/Private Public Sector Enterprise at national/international level	10

\*Participants will provide the list of clients and a certificate from client or any evidence of completion of similar assignment for the respective client.

**3. Qualification and Competence of the Key Staff detailed**

**(Marks allocated 20)**

A dedicated team of full time personnel who have adequate exposure to undertake the project, as well as substantial knowledge of national issues and the domestic scenario.

Personnel constituting the team would comprise of Senior Professionals & Lead Consultant.

Qualification	Marks
Team Leader	10
Sr. Associates	10

4. **Adequacy of the proposed Work Plan and Methodology in responding to TORs**

**(Marks allocated 30)**

<b>Qualification</b>	<b>Marks</b>
Organizational Structure illustrating the composition and reporting relationship of the team	10
Methodology and approach for tasks identified in TORs	10
Work giving comprehensive description of the work activities and time schedule etc.	10

5. **Affiliation**

**(Marks allocated 10)**

<b>Qualification</b>	<b>Marks</b>
Affiliation with International consortium	10