

**Lahore  
Knowledge  
Park**



**REQUEST FOR PROPOSAL  
(RFP)  
FOR HEAD HUNTING HR (CONSULTANT)  
FOR LAHORE KNOWLEDGE PARK  
COMPANY**

**Issue Date: July 7, 2021**

**Closing Date: July 28, 2021**

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)**

**HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF THE PUNJAB.**


**15-A Abu Bakar Block, New Garden Town, Lahore.**



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## Invitation to Bid.

	<b>Tender Notice</b> <b>For Provision of Head Hunting HR</b> <b>Consultancy Services</b> <b>For Lahore Knowledge Park Company</b>
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The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s 42 (not-for-profit) of the Companies Act 2017, through Higher Education Department (HED), Government of the Punjab.

LKPC invites sealed proposals from reputed and experienced Head Hunting HR Consultants to provide Head Hunting HR Consultancy Services and who have a strong portfolio of reputed clients with the ability to meet LKPC's requirements in the following manner:

S. Nos.	Description of Services	Nature of Contract	Specifications/Quantity
01	Head Hunting HR Consultancy Services	1. Head Hunting HR Consultancy Service on Need Basis Under Framework (Rate) Contract Basis.	As per Bidding Document

### **Bid Opening Date, Time & Venue:**

Submission of Bids: July 28, 2021 At 12:00 pm  
Opening of Bids: July 28, 2021 At 12:30 pm  
Venue: Lahore Knowledge Park Company,  
15- Abu Bakar Block, New Garden Town, Lahore.

### **Tender Documents (TORs):**

Interested eligible bidders can download the document from the websites: [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) & [www.lkpc.com.pk](http://www.lkpc.com.pk) or can be obtained through email from [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk) or in hard copy from the address given below during office hours, immediately after the publication of this advertisement in press.

### **TERMS AND CONDITIONS**

1. The procurement will be done under Rule 38 (1) of Punjab Procurement Rules-2014 by using single stage one-envelope bidding procedure.
2. As per PPR-2014 Bid Security amounting to Rs. 25,000/- (which is not exceeding 5% of the estimated price) in shape of CDR, Bank Draft or Pay Order in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive.
3. Initially, the firm/company will be award the contract for the period of one year but can be renewed on satisfactory performance for another two (02) years on annual basis with the approval of the Competent Authority of LKPC.
4. Bids received after the due date & time will not be brought under consideration.
5. Copies of Income Tax and Sales Tax number should be furnished by the firm along with the tender.
6. The Competent Authority may reject all the bids or proposal at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR-2014.
7. The Financial Bid shall be considered as inclusive of all taxes.

For further clarification, please contact Manager Admin & Procurement on the address and contact detail given below.



#### **Manager Admin & Procurement**

Lahore Knowledge Park Company  
15-Abu Bakar Block, New Garden Town, Lahore, Pakistan.  
Tel: 042 99075000  
Cell: 0300-4648128  
Email: [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk)

## Letter of Invitation

Letter No: \_\_\_\_\_

Date: \_\_\_\_\_

To \_\_\_\_\_  
\_\_\_\_\_

### **SUBJECT: LETTER OF INVITATION**

1. Lahore Knowledge Park Company (hereinafter referred as “LKPC”) is a not for profit, large-scale public sector organization, duly registered with the SECP under **Section 42** of the Companies Act 2017, through the Higher Education Department, Government of the Punjab, Pakistan. The objectives of LKPC are planning and development of Knowledge & Growth Parks in the province of Punjab, Pakistan.

2. LKPC invites proposals from Head Hunting HR Consultancy Firms to provide “**HR Consultancy Services**” to LKPC. More information about the eligibility criteria & services are provided in the Terms of Reference annexed with the RFP documents. Interested bidders should provide information indicating that they are qualified to perform the services on the prescribed forms given in the RFP documents.

3. The RFP includes the following documents:

- Letter of Invitation;
- Instructions to Head Hunting HR Consultancy Firms;
- Terms of Reference;
- Evaluation Criteria;
- Type of Contract;
- Mode of Payment.

4. Bidders for conducting Head Hunting HR Consultancy services of LKPC shall be selected on Qualification and Experience basis as provided under Punjab Procurement Rules 2014 (PPR 2014) and shall be engaged under rule 38 (2) (a) of Punjab Procurement Rules 2014.

5. Two sets of “**Technical Proposal**” and “**Financial Proposal**” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be delivered to the address given below by no later than **July 28, 2021 before 12:00 PM**, which will be opened on the same day at 12:30 PM, in the presence of the representatives of the firms who may wish to attend.

### **Manager Admin & Procurement**

#### **Lahore Knowledge Park Company**

15-Abu Bakar Block, New Garden Town, Lahore.

Phone: +92 (42) 99075000

Cell No. 0300-4648128

[sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk), or [sohail.lkpc@gmail.com](mailto:sohail.lkpc@gmail.com)

## Instructions to Head Hunting HR Consultancy Firms

### 2. General Provisions:

Interested bidder(s) shall provide the following information:

1. Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
2. Legal status i.e. partnership / public or private limited company / consortium with the name and addresses of proprietor/ partner(s) / director(s).
3. An affidavit on the judiciary/stamp paper that the company is not blacklisted by any government organization must be presented with the application.
4. Audited financial statements or tax returns for the last three years.
5. National Tax Number and copy of certificate of Tax Registration.
6. History of litigation (if any).

### 3. Special Provisions:

Interested bidder(s) shall provide the following information:

1. Proof of establishment of the firm.
2. If head office of firm is in Lahore (attach relevant evidence).
3. Detail of relevant HR experts, Masters in HR having at least three (03) years' experience. (attached relevant CV's only)
4. Detail of overall staff strength of bidder (attach CV's).
5. Proof of financial strength of bidder (provide latest audited accounts Financial Statements or Tax Returns for last three (3) years).
6. Evidence of providing recruitment services to Government or Semi Government organizations (provide contracts/work orders).
7. Evidence of providing recruitment services to Private Sector (provide contracts/work orders).
8. Brief methodology or steps of providing recruitments services.
9. Lump sum one-time fee to be charged as percentage (%) of Gross Monthly Salary of each position to be filled as financial bid.
10. Proposals should be addressed to the **Manager (Admin and Procurement), LKPC, 15-Abu Bakar Block, New Garden Town, Lahore.**
11. Offer shall not be considered if received after the time and date fixed for its receipt

#### 4. INSTRUCTIONS TO BIDDERS

Bidder will be selected in accordance with the Rule 38(1) of Punjab Procurement Rules (PPRA)-2014, *as a Single Stage – One Envelope Bidding procedure*. The bidding process will be as under:

1. The bids shall comprise a single package containing both technical and financial proposals.
2. The service provider will sign an undertaking with the LKPC in which the completion of work will be ensured as per **Annex-A**.
3. The single envelope should contain the complete Technical and Financial Bids and undertaking for technical proposal submission. **Annex-B**
4. The bidder must quote the price as per format **Annex-C**. (filled draft performa as given at **Annex-D** as an example for reference only)
5. As per PPR-2014 Bid Security amounting to Rs. 25,000/- (which is not exceeding 5% of the estimated price) in shape of CDR, Bank Draft or Pay Order in favor of “Lahore Knowledge Park Company”, without which the offer shall be rejected being non-responsive.
6. In the first stage, both “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” shall be opened.
7. Bidders must score 65% in total marks of technical evaluation criteria.
8. Bidders must qualify in each six (06) categories of evaluation criteria by scoring minimum 50% marks.
9. The financial proposals of only those technically responsive bidders who obtained minimum sixty-five percent (65%) marks shall be considered/accepted in response of compliance with above clause 7 & 8.
10. During evaluation no amendments in the proposal shall be permitted.
11. Both the proposals will be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in the prescribed bidding document.
12. Technically responsive and lowest financially evaluated bidder shall be award the contract.
13. The firm shall represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the LKPC.
14. 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.
15. 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.
16. A firm (including its Personnel and sub-consultants) that has a business or family relationship with 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.

17. The Firm may only submit one Proposal. If a Firm submits or participates in more than one Proposal, such Proposals shall be disqualified.
18. The Proposal, as well as all related correspondence exchanged by the Firms and the Client, shall be written in English.

## **5. Terms of Reference**

### **5.1 Company Background:**

The Lahore Knowledge Park Company (LKPC) established in 2014 as a not for profit, large-scale public sector organization, registered under Section 42 of the Companies Act 2017, owned by the Government of the Punjab (GoPb) through Higher Education Department. LKPC is tasked with undertaking the planning and development of Knowledge & Growth Parks in the province of Punjab, Pakistan. Its flagship project is the Lahore Knowledge Park (LKP) – the nation’s first Techno polis, to make the Punjab in particular and, Pakistan in general, into South Asia’s future nodal point for the Global Knowledge Economy.

### **5.2 Role of LKPC and Head Hunting HR Consultancy Firm:**

LKPC intends to engage a well reputed Head Hunting HR Consultancy Firm (“**HR Consultants**”) experienced in corporate and commercial matters to provide consultancy services as per scope of services. Whenever the LKPC has hiring requirements and does not opt for any direct hiring at its own, services of the selected headhunting firm shall be used.

1. The approved headhunting firm 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. Head Hunting HR Consultancy Firm may assist in refining the JDs and other requirements.
  - c) Approved Copy of the draft advertisement will be shared with the selected firm for input in designing an attractive and appealing market oriented advertisement for attracting most suitable applicants.
  - d) Publication in the newspapers and Cost of Advertisement(s) will be managed and borne by LKPC.
2. The selected headhunting firm shall ensure the following; but not be limited to:
  - a. All the applications with respect to the advertised positions shall be collected by the selected firm that will perform initial review against the basic job specification, maintain a compressive 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.

- b. The approved shortlisting criteria for each position will be based on the qualification and experience marks which shall be provided to the HR Consultancy Firm by the LKPC. The HR firm may assist LKPC in improving the shortlisting criteria for shortlisting most suitable applicants, however, the Board of Directors of LKPC is the competent authority for approving / incorporating changes in the shortlisting criteria.
- c. By applying the approved selection criteria and appropriate selection methodology, all received applications shall be scrutinized.
- d. CVs of best suited shortlisted applicants shall be provided to LKPC alongwith uniformly structured profiles as per agreed format. Number of CVs for each position shall be informed as per requirement and approval of the LKPC.
- e. Firms shall be responsible for accurately and fully disclosing all relevant information and CVs alongwith providing following attested documents of shortlisted candidates:
  - i. Photograph
  - ii. All the educational documents/transcripts
  - iii. All the experience & training certificates
  - iv. CNIC
  - v. 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.
  - vi. 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.
- 3. HR Consultancy Firm will coordinate with LKPC regarding the schedule of interview and venue etc.
- 4. The HR Consultancy Firm shall ensure that there is no conflict of interest of any of its shortlisting team with candidates.
- 5. The selected firm 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.
- 6. LKPC will communicate the name of the selected candidates to the selected firm after completion of interviews and selection process; otherwise the process will be repeated till a suitable candidate is selected for the position.



7. 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 firm.
8. Prior to LKPC making any written job offer to the selected candidate the selected firm shall arrange verification from atleast referees and minimum last employer 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.
9. 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.
10. On completion of recruitment cycle of each position the selected firm shall require to provide the following to LKPC:
  - i. Complete database of all the applicants' along with summary sheet.
  - ii. List of all applicants with reasons of their shortlisting or rejection.
  - iii. Declaration of not referring the selected candidate to other competing employers for one year from the date of joining of candidate

### **5.3 Scope of Services:**

LKPC is desirous to have selected professional, qualified and experienced head hunting firm ("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 Chief Operating Officer, all Departmental Chief(s) i.e. Chief Financial Officer, Chief Internal Auditor, Chief Engineer, Chief Electrical Engineers, Senior General Managers, General Managers, and Deputy General Managers etc.

The purpose of selecting the Consultants is to ensure the transparency and fairness in the hiring process so that all the hiring is done on merit and without any undue pressure / interference.

All Headhunting HR Recruitment processes shall be including the followings:

- Assist in preparation of TORs & JDs of each position, if required by the LKPC.
- To receive the applications through by courier, e-mail, or other means.
- To prepare and provide summary of all received application and comprehensive list for each position as per approved shortlisting criteria.
- To prepare and provide the shortlisting of candidates with reasoning of rejection each candidate.
- To prepare and provide top shortlist candidates along with all documents.
- To issue the interview call letters for interview with Human Resource Committee or/and Board of Directors of LKPC as per the requirement and approval of the LKPC.
- To presence and assist in all interviews as and when required by the client (LKPC).
- To maintain and provide the record of attendance in each interview process.
- To maintain and provide the record after interview with marking of each interviewer's panel.

- To prepare and provide the Final Evaluation Report in each required position.
- To draft the Appointment Letter(s) for each hired position.

#### **5.4 Covering Letters:**

Covering letter (if any) must be addressed to the Manager, Admin. & Procurement, LKPC, 15-Abu Bakar Block, New Garden Town, Lahore.

#### **5.5 Queries:**

For any queries or additional information, please contact the Manager Admin. & Procurement, LKPC on (042) 99075000 or Email; sohail@lkpc.com.pk

## **6. Evaluation Criteria**

Lahore Knowledge Park Company (LKPC) shall use “**Single stage one-envelop bidding procedure**” for selection of Head Hunting HR Consultancy Firm under Punjab Procurement Rules, 2014. Criteria for Technical and Financial Evaluation are mentioned in this document. Scores will be allocated based on evidence available in the proposals only. The contract shall be awarded to the technically responsive and lowest financially evaluated HR Consultancy firm:

### **Technical and Financial Evaluation**

#### **Technical Evaluation:**

The Technical Evaluation Criteria for the Assignment are narrated here below:

<b>1. Number of Years in Services</b>	<b>Total Marks</b>	<b>No. of Years</b>	<b>Marks</b>
(a) Prove of Establishment of Firm – Marks shall only be awarded on full year. No marks shall be awarded on prorated basis.	25	5 – 7 Years	15
		8 – 10 Years	20
		11 & above	25
(b) Head Office in Lahore (Point No. 1 Includes two Part (a) + (b) having 25+5= 30 marks in total, out of 30 marks minimum 50% i.e 15 marks are qualifying marks in point No.1)	05		05
	<b>30</b>		<b>30</b>
<b>2. Number of Qualified HR Expert Employed by Firm</b>	<b>Total Marks</b>	<b>Range of Qualified HR Experts</b>	<b>Marks</b>
List along with CVs, at least Masters in HR and having HR experience of 3 years or more	20	3 – 5	10
		6 – 8	15
		9 & above	20
<b>3. Number of Total Strength of Firm</b>	<b>Total Marks</b>	<b>Range</b>	<b>Marks</b>
List along with CVs attached	10	08 - 15	5
		16 & above	10
<b>4. Financial Strength</b>	<b>Total Marks</b>	<b>Annual Revenue</b>	<b>Marks</b>
Turnover/Revenue of the firm of last 3 years (Prove of Revenue with Audited Accounts or I. Tax Returns)	10	3 to 5 Million	5
		5.1-10 Million	7
		10.1 Million & above	10
<b>5. Govt. / Semi Govt. Experience</b>	<b>Total Marks</b>	<b>No. of Organizations</b>	<b>Marks</b>
Experience of providing recruitment services Govt. / Semi Govt./ Autonomous Body/ Authority/ Public Sector Organizations (List and Prove of work orders/contract etc.)	20	02 - 04	10
		05 – 08	15
		09 & above	20
<b>6. Private Sector. Experience</b>	<b>Total Marks</b>	<b>No. of Organizations</b>	<b>Marks</b>
Experience of providing recruitment services to other Private Sector Corporate Clients. (List and Prove of work orders/contract etc.)	10	5-10	5
		11 & above	10
<b>Total</b>	<b>100</b>		<b>100</b>

**Note:**

1. Bidders must qualify in six (06) categories of evaluation criteria by scoring minimum 50% marks in each category.
2. Bidders must score 65% in total marks of technical evaluation criteria.
3. The financial proposals of only those technically responsive bidders who obtained minimum sixty-five percent (65%) marks shall be considered/accepted in response of compliance with above clause 1 & 2.
4. Technically responsive and lowest financially evaluated bidder shall be awarded the contract.

**Type & Duration of Contract**

- a) The Lahore Knowledge Park Company (LKPC) will enter into a Framework (Rate) Contract with the successful bidder.
- b) The duration of Contract shall be initially for the period of one (01) Year from the date of effectiveness of the Contract, which may be extended for further two years on yearly basis with the mutual consent of both the parties and after approval of the Competent Authority or the completion of assignments/Items, within the specified financial limit (five million) as mentioned in Punjab Procurement Rules- 2014 under short consultancy for consulting firms, whichever occurs earlier or such other period as the Parties may agree in writing.

**Payment Mode**

Payment will be made within thirty (30) days from the receipt of Invoice against the deliverables subject to the satisfactory performance and approval from the competent authority.

## Annex-A

### **CERTIFICATE**

1. Proposal duly signed must be furnished along with the following certificate: -
  - i. I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal for hiring the Head Hunting HR Consultancy Services for LKPC. In addition to the conditions, we also agree to abide by all the instructions mentioned in RFP document. We also hereby categorically confirm that we are fully capable to provide services of HR consultancy as laid down in the terms of reference. I/We also confirm that the firm is not blacklisted by any government organization.

Signature: \_\_\_\_\_

Name & Address of Bidder \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

NTN \_\_\_\_\_ PRA Reg. No. \_\_\_\_\_

Date: \_\_\_\_\_ Official Seal: \_\_\_\_\_

#### **I. WITNESS**

Signature: \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

#### **II. WITNESS**

Signature: \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

## Annex-B

### Technical Proposal Submission Form

To: The Manager, Admin. & Procurement,  
Lahore Knowledge Park Company,  
Lahore.

Dear Sir,

We, the undersigned, offer to provide the Head Hunting HR Consultancy Services in accordance with your Request for Proposal dated July 28, 2021, we are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed in one envelope.

Attached to this proposal/bid are copies of original documents specifying:

- a. Profile of the Firm
- b. Name, title, phone numbers, fax number and email of authorized representative
- c. Number of offices in Pakistan
- d. Valid NTN & PNTN number
- e. Certificate of Incorporation / Partnership registration certificate
- f. Number of Partners
- g. Number of qualified employed by the firm in Pakistan
- h. Experience of Govt. / Semi Govt. / Private Organizations.
- i. Other documents as required in the proposal for evaluation purposes

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. The client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. The letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information as deemed necessary and requested by the client or its authorized representative in order to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the firm.

The negotiations as per Rule 53 of PPR 2014 may be held during the period of validity of the Proposal (90 days). Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the required services not later than the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature: \_

Name and Title of Signatory: \_\_

Name of Firm: .

Address: \_\_\_\_\_

## Annex-C

**FINANCIAL BID PROFORMA**

<b>SR.NO.</b>	<b>ITEMS / ASSIGNMENTS</b>	<b>Unit</b>	<b>Percentage (%) Gross Monthly Salary for each position (Inclusive of all applicable taxes + out of pocket expenses)</b>
1.	Head Hunting HR Consultancy Lumpsum One Time Fee in percentage (%) of Gross Monthly Salary of each Hired Position.	1 position	
	<b>Quoted Bid Fee in Words (Inclusive of all Taxes + out of pocket expenses)</b>		

**Note:**

1. The Quoted fee i.e. Lumpsum One Time percentage (%) of Gross Monthly Salary of each hired position shall be final and must be inclusive of all kinds of applicable taxes and out of pocket expenses.
2. The Bid Evaluation will be made on the basis of Quoted Bid fee in %.
3. The validity of the Financial Proposal is ninety (90) days from the date of submission.
4. Technically responsive and the lowest financially evaluated bidder shall be awarded the contract.

Signature of the Bidder with seal

Address: \_\_\_\_\_

\_\_\_\_\_

## Annex-D

**FOR EXAMPLE ONLY****REFERENCE DRAFT FINANCIAL BID PROFORMA**

<b>SR.NO.</b>	<b>ITEMS / ASSIGNMENTS</b>	<b>Unit</b>	<b>Percentage (%) Gross Monthly Salary for each position (Inclusive of all applicable taxes + out of pocket expenses)</b>
1.	Head Hunting HR Consultancy Lumpsum One Time Fee in percentage (%) of Gross Monthly Salary of each Hired Position.	1 position	<b>75%</b>
	<b>Quoted Bid fee in Words (Inclusive of all Taxes + out of pocket expenses)</b>	<b>1 Position</b>	<b>Seventy-five percentage only.</b>

**Important Note:** This part is only for clarification, therefore, it SHALL NOT BE QUOTED as part of the bid. As per the above quote it is understood that if the LKPC hires a position on a monthly salary of Rs. 1 million, then the selected consultancy firm based on a quotation of 75% will be paid Rs. 750,000/- i.e Rs. 1,000,000 X 75% = 750,000/- as full and final payment including all taxes & expenses.



**DRAFT CONTRACT AGREEMENT**  
**FOR SHORT TERM HEAD HUNTING HR CONSULTANCY**

**BY AND BETWEEN**



**LAHORE KNOWLEDGE PARK COMPANY (LKPC)**

**HIGHER EDUCATION DEPARTMENT**

**GOVERNMENT OF THE PUNJAB**

**(THE CLIENT)**

**AND**

**M/S. \_\_\_\_\_**

**(THE CONSULTANT)**

**FOR**

**“Hiring the Services of Head Hunting HR Consultancy Firm”**

Lahore Knowledge Park Company.

**Dated: -----**

## HEAD HUNTING HR CONSULTANCY CONTRACT

**Name of the Assignment:**                    **Appointment of Head Hunting HR Consultancy Services under short consultancy of PPR-2014.**

This contract Agreement (hereinafter referred to as the "**Contract**") is made on the \_\_\_\_day of \_\_\_\_, 2021

by and between,

**Lahore Knowledge Park Company (LKPC)**, a company incorporated u/s 42 of the Companies Act, 2017 as a non-profit company, through the Higher Education Department, Government of the Punjab, having its registered office at 15-Abu Bakar Block, New Garden Town, Lahore, through its duly authorized Chief Executive Officer, \_\_\_\_\_, having CNIC No: \_\_\_\_\_ (hereinafter referred to as the "Client (LKPC)" of the first part, which expression shall include the successors, legal representatives and permitted assigns);

**AND**

**M/s.** \_\_\_\_\_, having its business office at \_\_\_\_\_, through its duly authorized Managing Partner, \_\_\_\_\_, having CNIC No: \_\_\_\_\_(hereinafter referred to as the "Consultant" of the second part, which expression shall, include the successors, legal representatives and permitted assigns).

### **WHEREAS**

1. The LKPC is a company established under Section 42 of the Companies Act, 2017, a body corporate owned and controlled by the Government of the Punjab, Higher Education Department, established for the Lahore Knowledge Park and for matters connected therewith or incidental thereto.

2. The Client is desirous to engage a well reputed HR Consultant (“Head Hunting HR Consultancy Firm”) having experience in Head Hunting HR Consultancy and HR Recruitment process as per scope of work/services.
  
3. The HR Consultant, amongst others, submitted its Financial and Technical Proposal in furtherance of the Quotation, wherein the Consultant is eligible and qualified in all respects  
to render the HR Services to the Client and has assured and satisfied the Client that the HR Consultant has the necessary HR expertise and personnel and facilities to render the Services to the Client.

**NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) the General Conditions of Contract; (GCC)
  - (b) the Special Conditions of Contract; (SCC)
  - (c) the following Appendices:  
  
Appendix A: Description of the Services  
Appendix B: Reporting Requirements  
Appendix C: Key Personnel  
Appendix D: Breakdown of Contract Price in Local Currency
  
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract and, in particular, the Consultant shall carry out the Services in accordance with the provisions of the Contract and the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of the Client

For and on behalf of the HR Consultant

---

Chief Executive Officer,  
Lahore Knowledge Park Company,  
15-Abu Bakar Block, New Garden  
Town, Lahore.

**Witness:**  
Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Title \_\_\_\_\_

---

Managing Partner  
M/s. \_\_\_\_\_,  
Address: \_\_\_\_\_,  
Lahore.

**Witness:**  
Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Title \_\_\_\_\_

## II. GENERAL CONDITIONS OF CONTRACT

<b>Clause</b>	<b>RELEVANT HEADS/TITLE</b>	<b>Page No.</b>
01	GENERAL PROVISIONS	
02	COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT	
03	OBLIGATIONS OF THE CONSULTANT	
04	CONSULTANT'S PERSONNEL	
05	OBLIGATIONS OF THE CLIENT	
06	PAYMENTS TO THE CONSULTANT	
07	SETTLEMENT OF DISPUTES	

### 1 GENERAL PROVISIONS

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

"Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;

"Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;

"Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;

"Effective Date" means the date on which this Contract comes into force and effect pursuant to SC 2.1;

"GCC" means these General Conditions of Contract;

"Government" means the Government of the Punjab, Islamic Republic of Pakistan;

"Local Currency" means the currency of the Islamic Republic of Pakistan;

"Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them;

"Personnel" means persons hired by the Consultant as employees/associates and assigned to the performance of the Services or any part thereof;

"SCC" means the Special Conditions of Contract by which the GC are amended or supplemented;

"Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A;

"Assignment" means allocation of any assignment/work or task by the Client to the Consultant within the scope of services specified in Appendix A to the Contract.

## 1.2 Law Governing the Contract

**This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of Pakistan.**

## 1.3 Language

This Contract has been executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## 1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed, or when sent by registered mail, e-mail, or facsimile to such Party at the address of the Authorized Representatives specified under SC 1.6. A Party may change its address for notice hereunder by giving the other Party notice of such change.

## 1.5 Location

The Parties have agreed that the Services shall be primarily performed at Lahore, Punjab, Pakistan or where required by the client (LKPC) in Pakistan.

## 1.6 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultant shall be taken or executed by the duly Authorized Representatives as specified below:

**For the Client:**

\_\_\_\_\_  
Chief Executive Officer (CEO)

Lahore Knowledge Park Company,  
15-Abu Bakar Block, New Garden Town, Lahore.

**For the Consultant:**

Mr. \_\_\_\_\_  
(Managing Partner)  
M/s. \_\_\_\_\_  
Address: \_\_\_\_\_,  
Lahore.

1.7 Taxes and Duties

**Unless specified in the SC, the Consultant shall be liable for payment of such taxes (income tax, sales tax on services,), duties, fees, and other impositions as may be levied under the Applicable Laws of Pakistan,** the amount of which is deemed to have been included in the Contract Price. The Client shall deduct and deposit taxes on behalf of the Consultant within the framework of the applicable laws, excluding the taxes. The Client acknowledges and agrees that prices quoted by the Consultant are based upon present rate of applicable taxes.

**2 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

2.1 Effectiveness of Contract

**This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin** carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SC have been met.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services within such time period after the Effective Date of the Contract as shall be specified in the SCC.

2.3 Expiration of Contract:

Unless terminated earlier pursuant to Clause 2.8, this Contract shall expire when, pursuant to the provisions hereof, the Services have been completed. The Services shall be completed within a period as is specified in the SC, or such extended time as may be allowed under Clause 2.5 of the General Conditions of Contract.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made with the mutual consent of the parties in writing, which shall be signed by both the Parties.

## 2.5 Extension of Time for Completion

If the scope or duration of the Services is increased:

- a. the Consultant shall inform the Client of the circumstances and probable effects;
- b. the increase shall be regarded as Additional Services; and
- c. the Client shall extend the time for Completion of the Services accordingly.

**The Parties understand that the Contract is for short term consultancy within the meanings of the Punjab Procurement Rules-2014 and has prescribed limitation of time and remuneration. Any modification in the scope of work and extension of time for completion thereof shall be subject to the mutual consent of the Parties.**

## 2.6 Force Majeure

### 2.6.1 Definition

- (a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's employees, nor (ii) any event which a diligent Party could reasonably have been expected to (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### 2.6.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that; the Party affected by such an event; (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract; and (b) has



informed the other Party in writing not later than fifteen (15) days following the occurrence of such an event.

### 2.6.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was / remain unable to perform such action as a result of Force Majeure.

### 2.6.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purpose of the Services and in reactivating the Services after the end of such period.

### 2.7 Suspension of Payments by the Client

The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.

### 2.8 Termination

#### 2.8.1 By the Client

The Client may terminate this Contract, by not less than thirty (30) days written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause and sixty (60) days' in the case of the event referred to in paragraph (f):

- a. if the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- b. if the Consultant becomes insolvent or bankrupt or enters into any agreements with their creditors for relief of debt or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- c. if the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 7 hereof;

- d. if the Consultant submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultant knows to be false;
- e. if, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- f. if the Client, in its sole discretion, decides to terminate this Contract.

#### 2.8.2 By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

- a. if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within thirty (30) days after receiving written notice from the Consultant that such payment is overdue;
- b. if the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within thirty (30) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach;
- c. if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- d. if the Client fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 7 hereof.

#### 2.8.3 Cessation of Services

Upon receipt of notice of termination, or giving of notice of termination under Clause 2.8.2, the Consultant shall take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to the Services rendered and documents prepared, the Consultant shall proceed as provided in Clause 3.5.

#### 2.8.4 Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.8.1 or 2.8.2, the Client shall make the payments to the Consultant on account of Contract Fee and other expenses pursuant to Clause 6 for the Services/Work/Assignment satisfactorily performed fully

prior to the effective date of termination. Effective date of termination for purposes of this Clause means the date when the prescribed notice period would expire.

### 2.8.5 Disputes about Events of Termination

If either Party disputes whether an event specified in paragraphs (a) through (e) of Clause 2.8.1 or in paragraph (a) through (d) of Clause 2.8.2 hereof has occurred, such Party may, within thirty (30) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 7 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

## 3 OBLIGATIONS OF THE CONSULTANT

### 3.1 General

The Head Hunting HR Consultancy Firm shall perform the HR Consultancy Services and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices as per RFP, and shall observe sound management practices, and employ appropriate advanced technology/methodology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client.

### 3.2 Consultant Not to Benefit from Commissions Discounts, etc.

The remuneration of the Consultant, pursuant to Clause 6, shall constitute the Consultant's sole remuneration in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel and employees/agents of either of them similarly shall not receive any such additional remuneration.

### 3.3 Confidentiality

The Consultant and the Personnel/associate of them shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Assignment, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

### 3.4 Reporting Obligations

The Consultant shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix (omitted / leave out by the Parties with mutual consent).

### 3.5 Documents Prepared by the Consultant to be the Property of the Client

All JDs, TORs, Advertisements, CVs along with documents, Complete lists, reports, and other documents and any software data prepared by the Consultant, with regards to performing the Services, shall become and remain the property of the Client, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver (if not already delivered) all such documents, information and software, if any, to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, information and software.

## 4 CONSULTANT'S PERSONNEL

### 4.1 General

The Consultant shall employ/attach/deploy and provides such qualified and experienced Personnel as are required to carry out the Services.

### 4.2 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel listed by title and/or by name, as the case may be, in Appendix C are deemed to be approved by the Client.

### 4.3 Removal and/or Replacement of Personnel

- a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications;
- b) If the Client, (i) finds that any of the Personnel have committed serious misconduct or have been charged with having committed a criminal action; or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.

## 5 OBLIGATIONS OF THE CLIENT

### 5.1 Assistance, Coordination and Approvals

#### 5.1.1 Assistance

The Client shall use its best efforts to ensure that the Client shall:

- a. provide at no cost to the Consultant and Personnel such documents prepared by the Client or other consultant appointed by the Client as shall be necessary to enable the Consultant or Personnel to perform the Services.
- b. issue to officials, agents and representatives of the concerned organizations, all such instructions as may be necessary or appropriate for prompt and effective implementation of the Services;
- c. provide to the Consultant and Personnel any such other assistance and exemptions as may be specified in the SC.

### 5.1.2 Co-ordination

The Client shall:

- a) coordinate and get or expedite any necessary approval and clearances relating to the assignment from any Government or Semi-Government Agency, Department or Authority, and other concerned organization.
- b) coordinate with any other Consultant employed by the Client.

### 5.2 Change in the Applicable Law

**If, after the date of this Contract, there is any change in the Applicable Laws of Pakistan which increases or decreases the cost of the Services rendered by the Consultant, then the remunerations and direct costs otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly.**

Payments.

In consideration of the Services satisfactorily and fully performed by the Consultant under this Contract, the Client shall make to the Consultant such payments and in such manner as is provided by Clause 6 of GC.

## 6 PAYMENTS TO THE CONSULTANT

### 6.1 Lump Sum Remuneration

The Contract Price has been fixed as per the breakdown of the remuneration payable to the client within the limit of Contract Price is as specified in Appendix D, which is inclusive of all applicable taxes and costs, incurred by the Consultant in rendering the HR Consultancy services described in Appendix A. Payments shall be made by the Client to the Consultant on individual unit assignment basis as per rates and breakdown specified in Appendix D. It is further agreed between the parties that if for any reason, any assignment is called off or terminated by the Client after its substantial performance / execution by the Consultant then the Client is bound to pay reasonable compensation to the Consultant for the work so satisfactorily performed and costs so incurred.

## 6.2 Contract Price

The Parties hereby agree that

- a. Local currency payment shall be made in Pakistani Rupees.

## 6.3 Terms and Conditions of Payment

Payment will be made to the account of the Consultant in accordance with Appendix Dafter making all deductions mentioned in this Contract or the applicable Laws of Pakistan.

## 6.4 Period of Payment

i) Any amount due to the Consultant for any assignment shall be paid by the Client to the Consultant within thirty (30) days in local currency in form of cross cheque or bank transfer after the Consultant's invoice has been submitted to the Client subject to prior approval by the Competent Authority.

### ii) Additional Services

The Parties understand that the Contract is for short consultancy assignment and that no Additional Services shall be required within the meaning of this Contract.

### iii) The Consultant's Entitlement to Suspend Services

If the Client fails to make the payment of any of the Consultant' invoice, within the time specified in paragraph (a) of Clause 6.4 SC, the Consultant shall have the right to either suspend the Services by giving an advance notice of 14 days or terminate the Contract by giving 30 day's advance notice. However, if the default is cured by the Client during the notice period then the Consultant shall continue to perform the services.

## 7 SETTLEMENT OF DISPUTES

### 7.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### 7.2 Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and of the Rules made thereunder and any statutory modifications thereto. The Arbitration shall be held in Lahore, Pakistan.

Services under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or by the Client shall be withheld on account of such proceedings.

**III. SPECIAL CONDITIONS OF CONTRACT**

<b>CLAUSES OF GCC</b>	<b>RELEVANT HEAD/TITLE</b>	<b>PAGE NO.</b>
<b>1.1</b>	Definitions	—
<b>1.6</b>	Authorized Representatives	—
<b>1.7</b>	Taxes and Duties	—
<b>2.1</b>	Effectiveness of Contract	—
<b>2.3</b>	Commencement of Services	—
<b>2.4</b>	Duration of Contract	—
<b>3.5</b>	Documents Prepared by the Consultant to be the Property of the Client	—
<b>5.1.1</b>	Assistance	—
<b>5.1.3</b>	Approvals	—
<b>6.2</b>	Contract Price	—
<b>6.3</b>	Terms and Conditions of Payment	—
<b>6.4</b>	Period of Payment	—



No. of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
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1.1 Definitions:

“**Assignment**” means allocation of any Assignment/work or task by the Client to the Consultant within the scope of services specified in Appendix A to the Contract.

1.6 The Authorized Representatives are the following:

**For the Client:**

\_\_\_\_\_  
**Chief Executive Officer (CEO)**

Lahore Knowledge Park Company,  
15-Abu Bakar Block, New Garden Town, Lahore, Pakistan.

Telephone : +92 42 99075000

Facsimile : +92 42 99210038

E-Mail : ceo@lkpc.com.pk

**For the Consultant:**

**Mr.** \_\_\_\_\_

**(Managing Partner),**

M/s. \_\_\_\_\_

Address: \_\_\_\_\_.

Telephone :

E-Mail :

1.7 Taxes and Duties

The withholding tax (income tax and sales tax as the case may be) at applicable rates shall be deducted by the Client at the time of making payments to the Consultant. The tax so withheld shall be deposited and receipted challan will be provided by the Client to the Consultant in the prescribed manner. The Client shall deduct and deposit taxes on behalf of the Consultant within the framework of the applicable laws in Pakistan shall be provided by the Consultant at the time of submission of invoice to the Client. The Client acknowledges and agrees that prices quoted by the Consultant are based upon present rate of applicable taxes.

2.1 Effectiveness of Contract

The date on which this Contract shall come into effect is the date when the Contract is signed by both the Parties.

2.3 Commencement of Services

The Consultant shall commence the Services within Seven (07) days after the date of signing of Contract, or such other time period as both the Parties may agree in writing.

#### 2.4 Duration of Contract

**The duration of Contract shall be initially for the period of one (01) Year starting from the date of effectiveness of the Contract but can be renewed for further two (02) years on yearly basis OR the completion of assignments/Items, within the specified financial limit (five million) as mentioned in Punjab Procurement Rules-2014 under short consultancy for consulting firms, whichever occurs earlier or such other period as the Parties may agree in writing.**

#### 3.5 Documents Prepared by the Consultant to be the Property of the Client

All documents prepared under this Contract shall be property of the Client. The Consultant shall not use these documents for purposes unrelated to this Contract without the prior written approval in writing of the other Party/client.

#### 5.1.1 Assistance

The Client shall use its best efforts to ensure that the Client shall:

(a) provide at no cost to the Consultants and Personnel/associates such documents prepared by the Client to enable the Consultants or Personnel/associate to perform the Services;

(b) assist to obtain the existing data pertaining or relevant to the carrying out of the Services, with various Government and other organizations. Such items unless paid for by the Consultants without reimbursement by the Client, shall be returned by the Consultants upon completion of the Services under this Contact;

(c) issue to officials, agents and representatives of the concerned organizations, all such instructions as may be necessary or appropriate for prompt and effective implementation of the Services.

#### 5.1.3 Approvals

The Client shall accord written approval of the completed assignments/items immediately but not later than fourteen (14) days from the date of their submission by the Consultant.

#### 6.2 Contract Price

The Contract Price shall be within the specified financial limit (five million) as mentioned in Punjab Procurement Rules- 2014 under short consultancy for consulting firms. Payment will be made to the account of the Consultant in accordance with

Appendix D subject to the limit of Contract price after making all deductions mentioned in this Contract or as per the Applicable Laws of Pakistan.

**6.3 Terms and Conditions of Payment**

The Contract Price in local currencies as referred under SC 6.2 shall be paid to the Consultant for the Services satisfactorily rendered/performed within the period specified in SC 2.4. The Contract Payments (SC 6.2) shall be made according to the schedule of payment mentioned in the Appendix Don submission/issuance of invoice by the Consultant.

**6.4 Period of Payment**

All payments under the Contract shall be made within Thirty (30) days of date of invoice of the Consultant subject to prior approval by the competent authority.

**IV APPENDICES**

**Appendix A:** Description of the Services

**Appendix B:** Reporting Requirements

**Appendix C:** Key Personnel

**Appendix D:** Breakdown of Contract Price in Local Currency

## **Appendix A: Description of the Services**

LKPC is desirous to have selected professional, qualified and experienced head hunting firm (“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 Chief Operating Officer, all Departmental Chief(s) i.e. Chief Financial Officer, Chief Internal Auditor, Chief Engineer, Chief Electrical Engineers, Senior General Managers, General Managers, and Deputy General Managers etc.

The purpose of selecting the Consultants is to ensure the transparency and fairness in the hiring process so that all the hiring is done on merit and without any undue pressure / interference. Interested firms are invited to furnish information for providing the head hunting in general management, securities market, law, accountancy, economics, finance, insurance, information technology and risk management etc.

All Headhunting HR Recruitment process shall be including the followings:

All Headhunting HR Recruitment process shall be including the followings:

- Assist in preparation of TORs, JDs of Each required Job.
- To receive the applications through by courier, e-mail, or other means.
- To prepare and provide summary of all received application and comprehensive list for each position as per approved shortlisting criteria.
- To prepare and provide the shortlisting of candidates with reasoning of rejection each candidate.
- To prepare and provide top shortlist candidates along with all documents.
- To issue the interview call letters for interview to top short listed candidates after approval from the client (LKPC)
- To presence and assist in all interviews as and when required by the client (LKPC).
- To maintain and provide the record of attendance in each interview process.
- To maintain and provide the record after interview with marking of each interviewer’s panel.
- To prepare and provide the Final Evaluation Report in each required position.
- To draft the Appointment Letter(s) for each hired position.

## **Appendix B: Reporting Requirements**

Omitted/leave out by the Parties with mutual consent

## **Appendix C: Key Personnel**

In pursuance of Clause 4.2 of GC

The Key Personnel are as per the Technical Proposal submitted.

1. CV's of team-leaders selected for this assignment.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Appendix D: Breakup of Contract Price in Local Currency****Contract price in local currency**

The Contract Price shall be within the specified financial limit (five million) as mentioned in Punjab Procurement Rules- 2014 under short consultancy for consulting firms, the breakdown of the fee in in percentage (%) of Gross Monthly Salary of each Hired Position under Framework (Rate) Contract basis, payable to the client within the limit of Contract Price is as specified under, which is inclusive of all applicable taxes, incurred by the Consultant in rendering the HR Consultancy Services described in Appendix A. Payments shall be made by the Client to the Consultant on individual unit assignment basis (under Framework (Rate) Contract Basis), the breakup of the same is given as under:

<b>SR.NO.</b>	<b>ITEMS / ASSIGNMENTS</b>	<b>Unit</b>	<b>Percentage (%) Gross Monthly Salary for each position (Inclusive of all applicable taxes + out of pocket expenses)</b>
1.	Head Hunting HR Consultancy Lumpsum One Time Fee in percentage (%) of Gross Monthly Salary of each Hired Position.	1 position	
	<b>Quoted Bid Price in Words (Inclusive of all Taxes + out of pocket expenses)</b>		