



## **GUJRANWALA WASTE MANAGEMENT COMPANY**

### **EXPRESSION OF INTEREST**

**Procurement No. 408**

## **HIRING OF HR CONSULTANCY FIRM**

**Including draft Contract**

**QUALITY AND COST BASED SELECTION (QCBS)**

**In line with PPRA Rules 2014**

**Issued on: March 09, 2021.**

#### **Office Address:**

2<sup>nd</sup> Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala.

Tel: 055-9200890-92; Email: [info@gwmc.com.pk](mailto:info@gwmc.com.pk)

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**ONLY**



To

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**SUBJECT: REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES–FIRMS SELECTION)**

Gujranwala Waste Management Company (GWMC) is established under Section 42 of companies Act 2017, with a vision to modernize Solid Waste Management System in the city of Gujranwala. GWMC provides cleaning services to Gujranwala city with customized and economical solutions using appropriate technology and workforce. The ultimate goal of GWMC is to give a clean and green environment to citizens of Gujranwala.

Gujranwala Waste Management Company (GWMC) invites eligible Consulting Firms to indicate their interest in providing the HR Consulting Services. Interested Consultancy Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The detailed Terms of Reference are attached as **Annex-A**. The shortlisting criteria is attached as **Annexure-B**. The Financial Bid Performa is attached at **Annex-C**.

The detailed REOI document may be obtained from the office of GWMC after written submission of application in the name of CEO, GWMC at the cost of Rs. 1,000/- (Non-Refundable) to be deposited in “The Bank Of Punjab (Any Branch)” in the Account titled “Gujranwala Waste Management Company”, A/c # 6580031956800018 during office hours or can be accessed online at [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk), [www.gwmc.com.pk](http://www.gwmc.com.pk). Late bids will be rejected. Bids of only those bidders will be entertained who purchased the REOI document.

Consultants may associate with other firms in the form of joint venture or a sub-consultancy to enhance their qualification. Consultant will be selected in accordance with the Quality & Cost based Selection (QCBS) as per PPRA Rules, 2014. Further information can be obtained at address below during office hours 0900 to 1700 (Monday to Saturday).

Expressions of interest must be delivered in a written form to the address below (in person/courier) during office hours 0900 to 1700 on or before March 25, 2021 till 11:30 hours. Technical proposal will be opened on the same date at 12: 00 hours.

**Chief Executive Officer**

Gujranwala Waste Management Company (GWMC),  
2nd Floor, Gujranwala Chamber of Commerce & Industry,  
Chamber Plaza, Aiwan-e-Tijarat Road Gujranwala;  
Tel 055-9200890, 055-9200891-2, 055-9200863 ,  
Fax: 055-9201265,  
Email: [info@gwmc.com.pk](mailto:info@gwmc.com.pk) ; [feedback@gwmc.com.pk](mailto:feedback@gwmc.com.pk),  
website: [www.gwmc.com.pk](http://www.gwmc.com.pk)



## ANNEX-A

### **TERM OF REFERENCE FOR REVIEW/REVISION OF ADOPTED HUMAN RESOURCE MANUAL OF GWMC**

#### **1. INTRODUCTION & OBJECTIVE**

Gujranwala Waste Management Company (GWMC) is a public sector organization, established under section 42 of Companies Act 2017 on July 12, 2013.

Gujranwala Waste Management Company (GWMC) is looking for a HR consultancy Firm/Company to accomplish the below mentioned tasks:

1. Carry out a review of existing HR Policies, Procedures, Systems & Processes
2. Update/Develop the organizational structure and required schedule of establishment.
3. Update/Develop all the policies for running the GWMC affairs.
4. Update/Develop the job description, role and responsibility for each level of employee/position.
5. Update/Develop a transparent Result Based Performance Management system which ensures a thorough monitoring and assessment of achievements of targets.
6. Update/Develop KPI's for the core team of GWMC with the complete monitoring systems/parameters.
7. Update/Develop policies especially career development process, a suitable promotion policy with career ladders, compensation and reward system, & etc to ensure high performance and increased retention rate keeping in view the best market practice under Public Sector Companies/ organizations.
8. Update/Develop recommendations on improvement in employee wellbeing systems to promote dedication, commitment, and optimum output.
9. Update/Develop disciplinary regime and grievance redress system.
10. Update/Develop & introduce new policies applicable on Public Sector Companies (PSCs)/ in line with Government Rule.
11. Update/Develop procedures and workflow for various activities to be undertaken by HR department for effective and efficient implementation of HR strategy.
12. Creating an organizational culture in line with the vision and values of the organization
13. Any other task assigned by GWMC regarding updating of HR manual.

#### **Note:**

*The finalized Consultant will provide a detailed work plan for the whole period of consultancy within first week of signing of the contract. The consultant will conduct review of existing GWMC Human Resource Manual. After the review, the consultant will update the manual and provide **First Draft** to the GWMC management for review and inputs. After incorporation of management inputs, the consultant will present the **Second Draft** to GWMC management again. Upon*



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*satisfaction, the consultant will also be responsible to present summary of second draft to Human Resource Committee of board for committee members review, input and approval. **Final draft** of the HR manual will be presented to Board of Directors, GWMC by the consultant after incorporating the input/ feedback of Board HR committee members & obtain approval by the Board for execution & implementation.*

**Any other allied services associated with applicable HR related matters.**

## **2. TIMELINE**

The Expected Duration for the Services is 03 Months from the effective date of Contract.

## **3. REPORTING ARRANGEMENTS**

The consulting firm shall report to the Chief Executive Officer, GWMC. The focal person for this assignment will be Sr. Manager HR & Admin, GWMC.

## **4. GENERAL CONDITIONS**

1. The assignment activities of the consulting firm will be supervised by the Sr. Manager HR & Admin, GWMC
2. All documentation, reports shall be submitted in the English Language.
3. All the data, documents and reports produced by the consulting firm for the said services shall be the property of GWMC. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Chief Executive Officer, GWMC.
4. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

**FOR REFERENCE ONLY**



### EVALUATION CRITERIA

For Bid Evaluation, the total score is calculated by weighting the technical and financial scores and adding them as per the formula given below. The Consultant Firm that achieves the highest combined technical and financial scores may be invited for negotiations in accordance with PPRA rules.

**The weights given to the Technical (T) and Financial (P) Proposals are:**

**T** = 70% and

**P** = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:  $S = St \times T\% + Sf \times P\%$ .

Sr. No.	Technical Criteria	Maximum Marks	Description		
1.	Existence as a Legal Entity (Registration under companies Law or Registrar of Firms )		Qualifying Criteria		
2.	An Operational History of at least 05 Years		Qualifying Criteria		
3.	Not Involved in any litigation or black listed by any public/Pvt./ national or international agency( To be provided on RS. 100 stamp paper).		Qualifying Criteria		
4.	Registration with Tax Authorities <ul style="list-style-type: none"><li>▪ NTN</li><li>▪ STRN/PST/GST</li></ul>		Qualifying Criteria		
5.	Annual turnover for ascertaining Financial Soundness of Consulting Firm. (Annual Audited financial Statements of last year FY 2018-19 to be provided)	10	Sub-Criteria	Nos/Quantity	Marks
			Annual Turnover	02 or above but below 04 Million	5
				04 or above but	7





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				below 6 Million	
				Above 6 Million	10
6.	Experience of minimum 05 HR related Assignments/ Engagements with Federal / Provincial Government / Semi Government / Autonomous Bodies or Section 42 Companies  (Proof of Experience must be attached)	40	<b>Sub-Criteria</b>	<b>Nos/Quantity</b>	<b>Marks</b>
			Assignments / Engagements	5-7	10
				For more than 07 assignments, 10 Marks for each additional Assignment will be given, the maximum grades will not exceed 40 Marks for this criteria.	
7.	Experience of minimum 02 HR related assignments for Private Sector Clients  (Proof of Experience must be attached)	10	Assignments / Engagements	<b>Nos/Quantity</b>	<b>Marks</b>
				02	5
				03	7
				More than 03	10
8.	Firms' Professional Team	20	<b>Sub-Criteria</b>	<b>Nos/Quantity</b>	<b>Marks</b>
			HR Specialists	05-10	5
				11-15	7
				16-20	10
				21-25	15
				more than 25	20
9.	At least 03 HR Partner's/Specialist's with minimum 03 years' experience	20	<b>Sub-Criteria</b>	<b>Nos/Quantity</b>	<b>Marks</b>



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	in HR Practice with the Firm		No. of Years' experience in HR Practice	3-5 years	5
				6-9 Years	10
				10-13 Years	15
				More than 13	20
10.	<b>Total Score</b>	<b>100</b>	<b>Minimum Passing Score</b> required in order to Technically Qualify for the Assignment = <b>70 Marks</b>  Financial Proposals of only Technically Qualified Firm will be opened.		

FOR REFERENCE ONLY

**FINANCIAL BID PERFORMA**

<b>Sr. No.</b>	<b>Description of Services</b>	<b>Amount in PKR Inclusive of all taxes</b>
A.	HR Manual Review/Revision.	

**Note:**

- I. The total Payable amount of HR Consultancy fee for GWMC shall not exceed the 'Total Contractual Amount' agreed between the Client and HR Consultancy Firm. The contract shall naturally come to end after reaching its maximum value.

**Financial Evaluation**

For Financial Evaluation,

**The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.**

**The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:**

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

**FOR REFERENCE ONLY**





## **AGREEMENT FOR HR CONSULTANCY SERVICES** **(DRAFT)**

This agreement is made on \_\_\_\_\_ between the **Gujranwala Waste Management Company (GWMC)**, Gujranwala a public sector organization established under section 42 of the Companies Act 2017, located at **2<sup>nd</sup> Floor, Gujranwala Chamber of Commerce & Industry, Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala** (Hereinafter called client / 1<sup>st</sup> Party), as represented on the one part and M/s \_\_\_\_\_ located at \_\_\_\_\_ (Hereinafter referred as the 2<sup>nd</sup> Party.)

**WHEREAS** the parties hereto agree as under:-

### **1. Scope of Work**

1. Carry out a review of existing HR Policies, Procedures, Systems & Processes
2. Update/Develop the organizational structure and required schedule of establishment.
3. Update/Develop all the policies for running the GWMC affairs.
4. Update/Develop the job description, role and responsibility for each level of employee/position.
5. Update/Develop a transparent Result Based Performance Management system which ensures a thorough monitoring and assessment of achievements of targets.
6. Update/Develop KPI's for the core team of GWMC with the complete monitoring systems/parameters.
7. Update/Develop policies especially career development process, a suitable promotion policy with career ladders, compensation and reward system, & etc to ensure high performance and increased retention rate keeping in view the best market practice under Public Sector Companies/ organizations.
8. Update/Develop recommendations on improvement in employee wellbeing systems to promote dedication, commitment, and optimum output.
9. Update/Develop disciplinary regime and grievance redress system.
10. Update/Develop & introduce new policies applicable on Public Sector Companies (PSCs)/ in line with Government Rule.
11. Update/Develop procedures and workflow for various activities to be undertaken by HR department for effective and efficient implementation of HR strategy.
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### **Note:**

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resource committee of board for committee members review, input and approval. **Final draft** of the HR manual will be presented to Board of Directors, GWMC by the consultant after incorporating the input/ feedback of Board HR committee members & obtain approval by the Board for execution & implementation.

## 2. Responsibility of 1st Party:

- 2.1 The 1<sup>st</sup> Party shall provide all necessary information, data, documents, instruments/ forms or policies to be followed and reasonably required to enable us to perform the engagement.
- 2.2 To the best of knowledge, all information provided by the 1<sup>st</sup> Party will be accurate and complete in all material respects.
- 2.3 A dedicated resource of the 1<sup>st</sup> Party shall coordinate all communications / correspondence with on behalf of the 1<sup>st</sup> Party. The authorized representative of 2<sup>nd</sup> party shall be \_\_\_\_\_ (Engagement Partner), while \_\_\_\_\_ will be the coordinating officially on behalf of 2<sup>nd</sup> Party.
- 2.4 The 1<sup>st</sup> Party shall make payments to the 2<sup>nd</sup> Party for the “**Professional Fee**” in lieu of this agreement.
- 2.5 The 1<sup>st</sup> Party acknowledges and agrees that 2<sup>nd</sup> Party will not make decisions on part of the 1<sup>st</sup> Party’s management, and that the 1<sup>st</sup> Party has the ultimate responsibility for all the management decisions.
- 2.6 The 1<sup>st</sup> Party is responsible for the following:
  - 2.6.1 The 1<sup>st</sup> Party will not restrict to provide information as required by 2<sup>nd</sup> Party, which are relevant to its HR affairs,
  - 2.6.2 The respective quarters of the 1<sup>st</sup> Party will be liable to respond to the queries raised by representatives of the 2<sup>nd</sup> Party.

## 3. Fees / Remuneration:

The 1<sup>st</sup> Party will pay to the Second Party professional as follows:

Sr. No.	Details	Amount (Rupees)	Payable on
1	HR Manual Review/Revision Fee		The Fee will be payable to 2 <sup>nd</sup> Party on completion of assignment.

## 4. Duration of the Assignment:



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The duration of the consultancy services will initially be three months starting from \_\_\_\_\_ to \_\_\_\_\_. The Liquidity Damages on service delay will be charged  
Applicable rate: 0.1% of contract price/Purchase Order price per day or part thereof to a maximum  
deduction: 10 % of contract price/Purchase Order price

## Contact Persons:

Notice to the Consultant (2 <sup>nd</sup> Party)	Name of Contact Person	Mailing Address
	Contractor Name	
Notice to the Authority (1st Party)	Gujranwala Waste Management Company	

## 5. General Terms and Conditions:

As per our firm's policy, this assignment shall be subject to fulfillment of general terms and conditions, as stated in the annexure letter. We hope that you will return us the copy of this letter duly signed by you expressing your agreement / acceptance with the terms mentioned in this letter which will continue to enforce for the duration of the assignment and will be renewed with the mutual consent of both the parties.

**IN WITNESS WHEREOF**, the Parties have set their hands on the day and the year first above written.

**FOR & ON BEHALF OF THE 1<sup>st</sup> PARTY**

**FOR & ON BEHALF OF THE 2<sup>nd</sup> PARTY**

Signing Authority:-  
Name:-  
Designation:-

Signing Authority:-  
Name:-  
Designation:-

**Witnesses:**

**Witnesses:**

Name:  
CNIC#

Name:  
CNIC#