



## Revised Expression of Interest Document

### Shortlisting of Human Resource Searching Firms/Companies

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<b>Per-Bid Meeting</b>	<b>31 December,2019 at 3.00P.M.</b>
<b>Last Date for Submission:</b>	<b>28 January , 2020 at 2.30 PM</b>
<b>Tender Opening Date:</b>	<b>28 January , 2020 at 3.00 PM</b>

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**Note:** The prospective bidder is expected to examine the EOI Document carefully, including all Terms & Condition. 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 would result in the rejection of the Bid.

Tender No.BOK/Proc/HR/19/Dec/2019

## **Scope of Work**

The Bank of Khyber requires to invite sealed EOI for Shortlisting from reputable firms/companies for Human Resources Searching. Following are Scope of Work:

The Outsourced Recruitment Company will work with Human Resources office at Bank of Khyber. The Bank will advise the Company on:

1. Developing the position announcement;
2. Developing and implementing a recruitment plan (e.g., advertising, posting and, intentionally committing to institutional diversity by aggressively seeking out qualified candidates of all backgrounds);
3. Recommending top candidates for interview;
4. Reference checking and phone interviews;
5. Notifying candidates who have been eliminated from further consideration.

## **Pre-Recruitment Phase**

1. The Company must work with the designated Officer, HRD-Bank of Khyber to ascertain required information regarding ideal candidates for the position.
2. Develop a candidate profile, including the knowledge, skills, and abilities required to become a successful candidate for each position. Coordinate with designated Officer to ensure the list meets its requirements / desires.
3. Evaluate the competitive strengths and weaknesses of the national market for the position opening(s).
4. Develop a strategy specifically designed to attract a diverse pool of highly qualified and competitive candidates, including women, men, and members of underrepresented groups.
5. Market executive level position and identify a qualified and diverse pool of talent for each position.

## **Recruitment Phase**

1. Screen potential applicants for the specific positions identified; identify those meeting minimum qualifications and follow up with telephone interviews to clarify each applicant's credentials. Keep the HRD apprised of screening activities, screening activities that will be completed at a later time, and screening activities that the executive search firm does not intend to complete and why.
2. Assist candidates with submitting an appropriate application for the position as required by the Bank and develop candidate profiles, including, comprehensive background (education and work experience) and relevant reference information.
3. Provide a list of candidates with the most promising qualifications.
4. Prepare and provide the Bank a written summary for candidates with the most promising qualifications.

## **Post-recruitment Phase**

1. Debrief with the HRD of the Bank following interviews and consider additional candidates, if required.

2. The Company will guarantee each placement for a period of twelve (12) months, beginning on the start date of the appointment. If a placed candidate is terminated by the Bank during the first twelve (12) months of his/her employment, the Company will conduct a new search to replace the candidate for no additional retainer, charging only expenses incurred.

**Mandatory requirement and eligibility criteria**

Bidders are required to submit its Proposal in accordance with the Mandatory and criteria for short listing as per below mentioned eligibility criteria. Failing to which the proposal will not be considered.

#	Mandatory and Criteria for short listing	Attached (Yes / No) Reference
1	Company must be registered with relevant Government agency of Pakistan. Incorporation certificate to be attached	
3	Bidders having minimum 5 (Five) years of relevant experience of Human Resource Searching, shall be eligible to participate.	
4	Bidder must have similar scope of work agreements with at least 2 schedule banks. Copies to be attached	
5	Copies of satisfactory human searching services certificates from the clients.	
6	The bidder should provide Undertaking on stamp paper dully attested by notary public that it is not being blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan. And must provide List of arbitration/legal suits/unsettled disputes with the financial sector clients (if any) in last five years. Declaration required under State Bank of Pakistan BPRD Circular No.13, dated 11.12.2014.	
7	The bidder must submit Annual Audited Report for the last 03 Financial years.	
8	The bidder must have legal presence in Pakistan. The firm must submit List of Offices across Pakistan.	
9	Copies of Tax/Sale Tax/GST payer active status.	
11	Copy of active registration certification with KPRA (Khyber Pakhtunkhwa Revenue Authority). In case of fresh application for enlistment with KPRA, KPRA acknowledgement shall be attached.	
12	Bidders must sign and stamp each paper of this Short Listing document, and submit with proposal.	
13	Bidder shall provide integrity pact on stamp paper duly attested by notary public.	

## TERMS & CONDITIONS

1. The Expression of Interest for Short of listing firms/companies shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014.
2. Company seal / stamp must be fixed on the Proposals.
3. All the bidders applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the mandatory requirements. If any firm fails to qualify the criteria, Expression of Interest bid shall be considered as nonresponsive bid.
4. Bids not complying with all the given clauses in this tender document are liable to be rejected.
5. The Bank of Khyber will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
6. Any bid submitted after due date and time will not be entertained.
7. The Bank shall ask rates for searching of human resource on case to case basis as per scope of work from all shortlisted firms/companies, and assignment shall be given to lowest offered rate firm/company.
8. Shortlisted firm(s)/company(ies) shall execute agreement with BOK for one year, which can be extendable for further two years, on annually renewal basis.
9. BOK reserve the right to assign work to any shortlisted firm(s)/company(ies) that offer lowest rates for completion of assignment of per human resource search.
10. Pre bid meeting will be held on, 31 December 2019 at 3.00 PM in the Office of, Incharge Procurement Department, 29 A The Mall, Peshawar Cantt.
11. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request through email/ mail or courier service five day before the opening date.
12. Bidders are required to submit sealed proposals to the office of the In-Charge Procurement Department, The Bank of Khyber on or before 28 January 2020, at 2.30 PM tender opening will be held same day at 3.00PM.

In-Charge Procurement Department  
The Bank of Khyber  
29-A, The Mall, Peshawar Cantt.  
Phone No: 0915275352.

Company Name:

Authorized contact Person:

Cell Number:

Landline Number:

Email Address:

Mailing Address:

**(On stamp paper without mentioning the Bid Amount)**

**INTEGRITY PACT**

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS,  
WORKS & CONSULTING SERVICES, CONSULTANCY SERVICES

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ Contract Value: \_\_\_\_\_ Contract Title: \_\_\_\_\_, [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from The Bank of Khyber or any administrative subdivision or agency thereof or any other entity owned or controlled by The Bank of Khyber through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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 The Bank of Khyber, except that which has been expressly declared pursuant hereto.

[name of Supplier] 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 The Bank of Khyber and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] 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 rights and remedies available to The Bank of Khyber under any law, contract or other instrument, be voidable at the option of The Bank of Khyber.

Notwithstanding any rights and remedies exercised by the Bank of Khyber in this regard, [name of Supplier] agrees to indemnify The Bank of Khyber for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to The Bank of Khyber in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 The Bank of Khyber.

Name of bidder

Signature: .....[Seal]

**Notary Public:**