



# OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

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No. DUHS/W&S/2022/(Cor-2)/88

Dated: September 15, 2022

## CORRIGENDUM-II

Reference to Notice Inviting Tender (N.I.T) No: **DUHS/W&S/2022/770**, Dated: **27-08-2022** published in Daily Newspapers The Dawn (English), Daily Jang (Urdu) and Daily Kawish (Sindhi) as on 29<sup>th</sup> August, 2022.

**HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED AND UNSKILLED HUMAN RESOURCE.  
(REF. NO. DUHS/W&S-NIT/2022/088)**

The bidding document has been amended / corrected / modified above-referred tender. All the interested eligible bidders are requested to please furnish their bid in accordance with the amended / corrected / modified specifications, which may be downloaded from Dow University of Health Sciences (DUHS) and Sindh Public Procurement Regulatory Authority (SPPRA) website at PPMS NIT ID No. T00573-22-004.

Tender purchase and opening date for the subjected tender is further extended up-to **24<sup>th</sup> September, 2022** till 14:00 Hrs. Bids shall be opened on **26<sup>th</sup> September, 2022** at 11:30 Hrs. All others terms and condition will remain the same.

  
**ENGR. ABDUL RAHIM KHAN**  
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No. DUHS/W&S/2022/(Cor-2)/88

Dated: September 15, 2022

## CORRIGENDUM

Reference to the Notice Inviting Tender (NIT) No. **DUHS/W&S/2022/770**, Dated: **27-08-2022** (Ref: No: DUHS/W&S-NIT/2022/088) appeared in Daily Dawn, Daily Jang and Daily Kawish as on 29<sup>th</sup> August, 2022 and uploaded on Dow University of Health Sciences (DUHS) and Sindh Public Procurement Regulatory Authority (SPPRA) website at PPMS ID No. T00573-22-004 for the **HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED & UNSKILLED HUMAN RESOURCE. (REF. NO. DUHS/W&S-NIT/2022/088).**

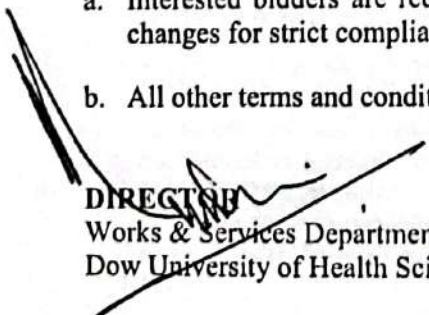
Following changes have been made in the above-referred tender:

1. Clause 19 "**Bid Evaluation of Criteria**" of bidding documents has been corrected / modified, which may be downloaded from Dow University of Health Sciences (DUHS) and Sindh Public Procurement Regulatory Authority (SPPRA) website at PPMS NIT ID No. T00573-22-004.
2. In clause 9 Eligibility Criteria for HR Firm (Mandatory Requirement) at sub clause (v) which has been corrected / modified, which shall be read as Reference letters or Job Completion certificates / POs / works order /agreements of any two (2) ongoing or completed projects having contract value of Rs. 100.000 Million or above for providing the HR Services during the last 5years
3. In clause 9 Eligibility Criteria for HR Firm (Mandatory Requirement) at sub clause xii "**Original**" word has been corrected / modified, which shall be read as "**Copies**" of satisfactory performance certificate with agreement, work order must be attached as an evidence.
4. In **Section IV of proposal formats** at clause 6 of **Fin1: "Financial Proposal of the Respondent"** of bidding documents has been corrected / modified, which may be downloaded from Dow University of Health Sciences (DUHS) and Sindh Public Procurement Regulatory Authority (SPPRA) website at PPMS ID No. T00573-22-004.
5. Joint Venture / Consortium shall not be eligible to participate in the bidding process.
6. The closing date for tender purchasing and submission has also been extended as per following schedule.

Last Date for Tender Purchase	Bids Delivery Date & Time	Bids Opening Date & Time
24 <sup>th</sup> September, 2022 till 14:00 Hrs	26 <sup>th</sup> September, 2022 at 11:00 Hrs.	26 <sup>th</sup> September, 2022 at 11:30 Hrs.

### NOTE:

- a. Interested bidders are requested to note the aforementioned corrections / modifications / changes for strict compliance.
- b. All other terms and conditions of the tender shall remain unchanged.

  
DIRECTOR  
Works & Services Department,  
Dow University of Health Sciences, Karachi

**HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING  
FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED &  
UNSKILLED HUMAN RESOURCE.  
(REF. NO. DUHS/W&S-NIT/2022/088).**

**NIT NO. DUHS/W&S/2022/770, DATED: 27-08-2022**

**CORRECTED / MODIFIED CLAUSE 19 OF BIDDING DOCUMENTS**

The Procurement Committees of DUHS shall evaluate the proposals.

- 19.1. THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS. The bidder which attains the highest combined weighted technical and financial score according to the following criteria shall be SELECTED
- 19.2. The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and REJECTED
- 19.3. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
- 19.4. Bidders achieving minimum 70% points / marks will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
- 19.5. Only those Financial Proposals will be announced / considered which were technically qualified by the committee

**TECHNICAL PROPOSAL EVALUATION CRITERIA**

Sr. No.	Evaluation Criteria	Total Marks	Marks Obtained
a.	<b>Head office and Regional offices:</b> <i>(Please attach list of all offices with complete contact information &amp; evidences)</i>	<b>10</b>	
	• Head Office with 4 or more regional offices	10	
	• Head Office with 3 regional offices	8	
	• Head Office with 2 regional offices	6	
	• Head Office with 1 regional office	4	
b.	<b>Reference, Past Experience &amp; Clientele</b> <b>NOTE:- If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project/ single yearly contract(s). No point shall be given for less than 12 month's period</b>		
i.	<b>Experience in handling outsourcing HR Service contracts throughout Pakistan</b> <i>(Credible documentary evidence must be provided in the form Registration of the company, work order, contract agreement, satisfactory performance letter etc.)</i>	<b>20</b>	
	• More than 15 years	20	
	• Between 13 – 15 years	16	
	• Between 9 – 12 years	12	
	• Between 5 – 8 years	8	
	• Less than 5 years	4	
ii.	<b>Number of projects having contract value of 20 million or above for providing the HR Services during the last 5 years</b> <b>NOTE: - If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project/ single yearly contract(s). No point shall be given for less than 12 month's period</b> <i>(Credible documentary evidence must be provided in the form or work order, contract agreement, satisfactory performance letter)</i>	<b>10</b>	

	• More than 10 Projects	10		
	• Between 8 – 10 Projects	8		
	• Between 5 – 7 Projects	6		
	• Between 2 – 4 Projects	4		
	• Less than 2 Projects	0		
iii.	Maximum number of personnel provided for outsourcing services annually to largest client in last 5 years <b>NOTE:- If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project/ single yearly contract(s). No point shall be given for less than 12 month's period (please provide certificate in the form or work order, contract agreement, satisfactory performance in this regard, which will be subject to verification by the DUHS)</b>		20	
	• Above 600 Personnel	20		
	• Above 500 Personnel	16		
	• Above 400 Personnel	12		
	• Above 300 Personnel	8		
	• Below 200 Personnel	4		
c.	<b>HR Requirement &amp; Services</b>			
i.	Availability of ERP/MIS System (modern and specialized HR software): (Credible documentary evidence must be provided)		10	
	• Yes	10		
	• No	0		
ii.	Relevant & valid ISO Certification (Credible documentary evidence must be provided)		10	
	• Yes	10		
	• No	0		
d.	Average Annual Turnover during last three (03) financial years (Audited Statements of Accounts and Income Tax Return Forms must be attached as supporting documents)			
i.	• Above 250 Million	20	20	
	• Above 200 Million	15		
	• Above 150 Million	10		
	• Above 100 Million	5		
	• Below 50 Million	00		
<b>Total Marks</b>			<b>100</b>	

**Total Points = 100**

**Minimum Qualification Points = 70**

#### **EVALUATION AND SCORING OF FINANCIAL PROPOSAL**

- 19.6. Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.
- 19.7. Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- 19.8. Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

- 19.9. Bids not accompanied by the Bid security of required amount and form shall be rejected.
- 19.10. Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
- 19.11. The formula for technical scoring is "Technical Marks / Score = Total Technical Marks of the respective bidder x 0.75".
- 19.12. The formula for financial scoring is that the lowest bidder gets 25% Marks and the other bidders score 25 multiplied by the ratio of the lowest bid divided by the quoted price

**EXAMPLE:**

**TECHNICAL EVALUATION**

The formula to calculate the technical points / marks / score of the bidder is given below:

Technical Marks / Score = Total Technical Marks of respective bidder x 0.75

- **Solved Example of Financial Scoring:**  
 Technical scoring out of 100 = 85  
 Carried Forward & Prorated Technical scoring = 85 x 0.75

**FINANCIAL EVALUATION**

The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:

- **Financial Evaluation Score of individual quoted Product:**  
 = [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score

- **Solved Example of Financial Scoring:**  
*If the lowest quoted price of an item is Rs. 25 million the same lowest will obtain score as below:*  
 = [25 ÷ 25] x 25 = 25  
 = 25 marks being the lowest bidder for the quoted item

*If the next higher quoted price of the same item is Rs. 30 million the marks obtained will be:*  
 = [25 ÷ 30] x 25 = 20.83

*If the next higher quoted price of the same items is Rs. 37 million the marks obtained will be:*  
 = [25 ÷ 37] x 25 = 16.89 Marks and so on.

**6. FIN 1: FINANCIAL PROPOSAL OF THE RESPONDENT**

The handling charges for providing skilled, semi-skilled and unskilled HR described in scope of work as per the requirement and conditions listed in this RFP are as follows: -

S #	Break-up of Payment	%age / amount
1.	Handling charges of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury. PEPM	
2.	SESSI Contribution Mandatory deduction as per Govt. Rate. PEPM	
3.	EOBI Contribution Mandatory deduction as per Govt. Rate. PEPM	
4.	Sindh Sales Tax Mandatory deduction as per Govt. Rate. PEPM	
5.	Income Tax Mandatory deduction as per Govt. Rate. PEPM	
6.	Each Employee Gratuity Mandatory as per prevailing Labor Laws. PEPM	
7.	Other Charges (if any, provide details).	
8.	Other Charges (if any, provide details).	

- The "handling Charges of HR Firm per staff shall be quoted; however, EOBI / SESSI / SALES TAX / GRATUITY and other Government deductions will be billed AT ACTUAL.
- Expected induction of employees 220 Nos. on third party arrangement.
- Average salary per employee Rs. 25,000/- per month (only for calculation purpose).
- Calculation of total Annual Cost / Bid price shall be calculated as per below formulae  

$$(Average\ Salary\ per\ employee\ per\ month + Handling\ charges\ of\ HR\ firm\ per\ employee\ per\ month) \times 12\ months \times 220\ Nos = TOTAL\ ANNUAL\ COST/ BID\ PRICE$$
- Handling charges is applicable on the net salary of employees.
- DUHS reserve the right to increase or decrease the number of outsources employees during the contract period.
- This rate is inclusive of all applicable taxes, other liabilities and payments that may arise from time to time.
- The Respondent undertakes to claim no more than this percentage as charges for providing services as listed out in this RFP.
- Sales Tax and Income Tax from the income/handling charges of HR Firm will be deducted / withhold by DUHS at prescribe rate.
- Attach the tax exemption certificate (if any).
- Total Annual Cost / Bid Price of the Proposed Hiring including taxes will be  
 Rs. \_\_\_\_\_ (In Words Rupees \_\_\_\_\_ only)  
 Bid Security = 2.5% of Total Annual Cost / bid price will be Rs. \_\_\_\_\_ (In Words Rupees \_\_\_\_\_ only)

We, hereby accept all the terms and conditions as given above.

Signature.....

In the capacity of.....

Duly authorized to sign proposal for and on behalf of.....

Date..... Place..... Affix Rubber Stamp .....