



Dow University of Health Sciences

Directorate of Procurement

No. DUHS/DP/2020/ 114-A

Dated 07 October 2020

All the interested Bidders

Subject: HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRM (HR FIRM) FOR PROVIDING SKILLED, SEMI-SKILLED AND UNSKILLED HUMAN RESOURCE
RFP Ref No. DUHS/DP/2020/114 Dated 23 September 2020

In response to the query received on 07 October 2020 from an interested bidder in respect of subjected tender, Procuring agency would like to clarify / elaborate the following provisions of the bidding documents in accordance with the SPP Rule 23.

TECH 3: Financial Strength Of The Organization (Page No. 22 of bidding document):

Proposal References No. _____

Name of the Respondent: _____

Annual Income / Revenue of the Respondent			
2016-2017	2017-2018	2018-2019	Average

(Note: The provision has been revised due to the extension in the deadline for the filing of income tax returns for the financial year 2019-20)

FIN 1: Financial Proposal Of The Respondent (page No. 26 & 27 of bidding document)

The commission / services 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.	Service Charges / Commission Rate of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury.	
2.	SESSI Contribution Mandatory deduction as per Govt. Rate	
3.	EOBI Contribution Mandatory deduction as per Govt. Rate	
4.	Sindh Sales Tax Mandatory deduction as per Govt. Rate	
5.	Income Tax Mandatory deduction as per Govt. Rate	

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S #	Break-up of Payment	%age / amount
6.	Each Employee Gratuity Mandatory as per prevailing Labour Laws	
7.	Other Charges (if any, provide details)	
8.	Other Charges (if any, provide details)	
TOTAL		

- The lowest %age of **Service Charges / Commission Rate of HR Firm** per staff shall be considered as lowest bid. **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. 20,000/- per month (only for calculation purpose).
- **Calculation of Bid Security @ 2% of Service Charges / Commission Rate of HR Firm shall be calculated as per below formulae:**

Average Salary x No. of Employees x 12 (months) x Service Charges / Commission Rate of HR Firm (amount of %age) x 2% = BID SECURITY

- Commission rate 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/commission of HR Firm will be deducted / withhold by DUHS at prescribe rate.
- Attach the tax exemption certificate (if any).
- Total Annual Cost of the Proposed Hiring including taxes 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

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Clause: 3.5 of Service Agreement (page No. 33 of bidding document):

The SERVICE PROVIDER will ensure maintaining a contractual liability insurance coverage in respect of all of Service Provider's employee against direct pecuniary losses to Client which might result from act of dishonesty or frauds by the Service Provider's employee in the course of Employment with the Service Provider and in the course of rendering services to the Client where their services are assigned subject to a maximum claim of PKR 200,000/- (Rupees Two Hundred Thousand) per person per incident with an aggregate total of PKR 1,000,000/- (Rupees One Million) per annum.

NOTE:

- *All the interested bidders are requested to please furnish their bid in accordance with the above clarifications.*
- *All the other terms and conditions of the bidding documents will remain unchanged.*

Director Procurement

Dow University of Health Sciences, Karachi