



**SINDH INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED
MINISTRY OF PLANNING DEVELOPMENT AND SPECIAL INITIATIVES.
GOVERNMENT OF PAKISTAN**

**SIDCL (Engineering Wing) Camp Office, Gate No. 04 Governors House
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No. SIDCL/GM(F&A)/2021/9624

Dated: 3rd September, 2021

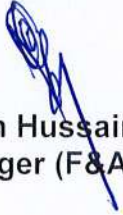
ALL BIDDERS

**SUBJECT: ADDENDA TO BID DOCUMENT/ MINUTES OF PRE-BID MEETING
ADDENDUM # 1**

**PROJECT: HEAD HUNTING SERVICES FOR ASSISTANCE IN RECRUITMENT WITH
DIFFERENT CADRES OF SIDCL ON AS-AND-WHEN REQUIRED BASIS**

Attached is the subject Addendum # 1

Please ensure the acknowledgement of this addendum in writing immediately.


**(Khadim Hussain Mirani)
General Manager (F&A), SIDCL**

Copy for information to:

1. The Chief Executive Officer, SIDCL
2. The General Manager (Engg/Ops), SIDCL
3. The Chief Engineer, SIDCL
4. The Manager Contracts, SIDCL
5. Technical Evaluation Committee, SIDCL
6. Master File.

HEAD HUNTING SERVICES FOR ASSISTANCE IN RECRUITMENT WITH DIFFERENT CADRES OF SIDCL ON AS-AND-WHEN REQUIRED BASIS.

ADDENDUM # 1
MINUTES OF PRE-BID MEETING

Held on:

31st August, 2021

Venue:

SIDCL's Head Office, Karachi

Meeting Starting Time : 11:00 hour

Meeting Ending Time : 12:15 hour

Participants:

SIDCL

Mr. Khadim Hussain Mirani
Mr. M Bux Qureshi
Mr. Farhan Hasnain

General Manager (F&A), SIDCL
Manager Contract, SIDCL
Assistant Manager Contract, SIDCL

BIDDERS:

Ms. Sadia
Mr. Rasheed Jumani
Mr. Irfan
Maria Ashir
Ms. Mariam Khairi

M/s. Human Resource Solution International
M/s. Umar Munshi Associates
M/s. Rozee.pk
M/s. AASA Consulting Pvt. Ltd
M/s. HRSG PBP

The meeting started with recitation from Holy Quran. The General Manager (F&A), SIDCL Welcomed the participants of the meeting.

The General Manager (F&A) informed the participants that, the bidders were to submit their questions in writing prior to Pre-bid meeting. He asked the bidders to submit their written questions for the reply/response. It was clarified that any points raised in the meeting will be answered but firm replies to the questions (if required) will be issued to the Bidders in the form of Minutes of Meeting, which will be issued as Addendum to the Bidding Document.

Following are the queries raised by the bidders forwarded through letter and responses are as under:-

S No.	Queries by Bidders	Response
M/s. AASA Consulting Pvt. Ltd		
1	This is a 3 year contract. The number of positions and vacancies are given. Can you share the number of positions to be recruited, their level and their expected salary range?	Kindly refer to Form-Z (page No. 38) where initial requirement is mentioned. If any future requirement may occur can be referred to HR firm by SIDCL management.

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S No.	Queries by Bidders	Response
2	In the recruitment business, fees are based on monthly/annual salary, its percentage rather than flat fees. Also the fee varies from position to position. Can you share the salary levels (even if it is by Junior, Middle and Senior range) because we can only quote a fee once this information is available . This will also determine the bid and performance security.	Agreed Attached in Annexure-A of this addendum. Where salary bench marks are given.
3	We use 3 rd parties to conduct the tests for us, such as, testing agencies and universities. So would this be acceptable in the proposal	Regardless of 3 rd Party, HR Firm is responsible for conducting any assessment test. Whereas its cost may accordingly be included in financial proposal

M/s. Human Resource Solution International

1	Advertisement cost should not be included in the financial proposal; it should be charged at actual as & when required	Agreed. Advertisement cost will pay on actual basis. Updated Form Z - Financial Proposal submission sheet with score calculation is attached at Annexure-B of this addendum.
2	Test should be conducted on line for ease of management & cost effectiveness, results will be shared with SIDLC in hard / soft copy	Agreed
3	In order to submit financial proposal SIDCL is requested to share a range of compensation details for all the roles shared in RFP	Agreed Attached in Annexure-A of this addendum. Where salary bench marks are given.
4	We would request for an extension in submission of tender date since we can only start work on RFP once the above points are answered	Agreed. New date will be Friday 17 th September, 2021. Corrigendum / EOT published in Newspapers.

M/s. Rozee.pk

1	Newspaper Job Advertisement cost to be kept open/variable	Agreed. Advertisement cost will pay on actual basis. Updated Form Z - Financial Proposal submission sheet with score calculations are attached at Annexure-B
2	Salary range to be mentioned against each Job Title for the purposes of Financial Proposal and Bid Security Calculation	Agreed Attached in Annexure-A of this addendum.
3	Online Testing should be allowed as a replacement to Physical Class Room Tests.	Agreed

Shahid Hussain

S No.	Queries by Bidders	Response
4	Submission date to be extended as needed.	Agreed. New date will be Friday 17 th September, 2021. Corrigendum / EOT published in Newspapers.

The General Manager (F&A), SIDCL thanked all the participants and meeting ended with vote of thanks to the chair by all present.

Submitted for your information.


General Manager (F&A), SIDCL

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List of Employees to be HiredSenior Management

S No	Designation	Salary Range
1	Project Director	Rs. 450,000 to 500,000
2	Chief Internal Auditor	Rs. 250,000 to 300,000
3	General Manager (Operation)	Rs. 400,000 to 500,000

Middle Management

S No	Designation	Salary Range
1	Company Secretary	Rs. 200,000 to 250,000
2	Manager Admin & HR	Rs. 200,000 to 250,000
3	Communication / Public Relation officer	Rs. 150,000 to 200,000
4	Accounts Officer	Rs. 75,000 to 100,000

Junior Management

S No	Designation	Salary Range
1	Accountant / Financial Operations	Rs. 50,000 to 150,000
2	Data Analyst	Rs. 50,000 to 75,000
3	Supervisor / Quality Control inspectors	Rs. 50,000 to 75,000
4	IT Assistant	Rs. 50,000 to 75,000
5	Accountant	Rs. 50,000 to 75,000
6	Personal Assistant	Rs. 50,000 to 75,000
7	Sr. Doc Controller	Rs. 75,000 to 120,000
8	Doc Controller	Rs. 75,000 to 120,000
9	CAD Operator	Rs. 50,000 to 75,000
10	Help Desk	Rs. 50,000 to 75,000

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Form-Z
Financial Proposal Submission Sheet

Bid Title: Procurement of Head-Hunting Services for Assistance in Recruitments Within Different Cadres of SIDCL on As-And-When Required Basis

In connection to aforesaid bid, it is declared that the price for our original Technical Proposal, inclusive of all applicable taxes, is:

S No	Task	Qty	Charge Rate	Total
1	For Advertisement (irrespective of number of vacancies) One Advertisement means Three Publication (i.e. One English, One Urdu & One Local)		Deleted On actual basis	
2	For positions of Senior Management (per candidate)	3		
3	For positions of Middle Management (per candidate)	6		
4	For positions of Junior Management (per candidate)	21		
Total Amount				

Signed _____

Name _____

In the capacity of _____

Duly authorized to sign for and on behalf of M/s _____

Dated _____



4.4 Evaluation Criteria for Financial Proposals, on Page No. 23 of RFP is deleted and

Add the following

4.4 Evaluation Criteria for Financial Proposals

The total amount shall be quoted inclusive of all applicable taxes in Pakistan in the financial proposal.

The formula for determining the financial score is the following:

$$[SF=100 \times Fm / F]$$

Where, Sf is the financial score; Fm is the lowest price and F the price of the bid under consideration.

Combined Score

The consultant getting maximum marks on 80-20 weightage (80% for technical and 20% for financial) shall be selected as the successful consultant. The weights given to the technical (T) and financial proposals (F) are: T = 0.80 and F = 0.20 respectively. The formula for calculating the combined score is the following:

$$\text{Combined Score} = TS \cdot S_t + FS \cdot S_f$$

The technical proposals shall be assigned marks/ score on the basis of the criteria.

Technical Score = 80%

Financial Score = 20%

Consultant offering the lowest price would be awarded a score of 100. Rest of the consultants would be awarded a lower score proportionately in accordance with their quoted price.

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