



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
Headquarters, F-5/1, Islamabad
<http://www.pta.gov.pk>

"SAY NO TO CORRUPTION"

REQUEST FOR EXPRESSION OF INTEREST (EOI)

[PROVISION OF RECRUITMENT SERVICES-FINANCIAL POSITIONS]

Pakistan Telecommunication Authority (PTA), is a statutory body, established under Pakistan Telecommunication (Re-Organization) Act, 1996 to regulate the establishment, operation and maintenance of telecommunication systems and provision of telecommunication services in Pakistan. PTA invites Expression Of Interest (EOI) from the interested HR recruitment and advisory Firms/Companies, for recruitment services. Method of selection will be quality & cost based selection.

2. Expression of Interest documents, (containing detailed terms of reference and specific conditions, etc.) are available at the office of the undersigned and can be obtained during the working hours upto **07th February, 2017 by 2:30 pm**. Price of the Eoi documents is Rs 500/- (non-refundable cash/ pay order/demand draft in favour of PTA). Alternatively, Eoi documents can also be downloaded from www.pta.gov.pk free of cost.
3. The Expression of Interest prepared in accordance with the instructions in the Eoi documents, must reach at the office of Director General (Coordination), Pakistan Telecommunication Authority (PTA), Headquarters Islamabad on or before **07th February, 2017 by 2:30 pm**. The technical proposals will be opened on the same day at **3:00 pm**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Director General (Coordination)
Tel: (051) 2878154, Fax: (051) 2879978
Email: wasi@pta.gov.pk



GOVERNMENT OF PAKISTAN
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD
Phone: 051-9225329- 31



REQUEST FOR PROPOSALS

FOR

PROVISION OF RECRUITMENT SERVICES

REQUEST FOR PROPOSALS - PROVISION OF RECRUITMENT SERVICES

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1. **LETTER OF INVITATION**

REQUEST FOR EXPRESSION OF INTEREST (EOI) [PROVISION OF RECRUITMENT SERVICES-FINANCIAL POSITIONS]

Pakistan Telecommunication Authority (PTA), is a statutory body, established under Pakistan Telecommunication (Re-Organization) Act, 1996 to regulate the establishment, operation and maintenance of telecommunication systems and provision of telecommunication services in Pakistan. PTA invites Expression of Interest (EOI) from the interested HR recruitment and advisory Firms / Companies, for recruitment services. Method of selection will be quality & cost based selection.

2. Expression of Interest documents, (containing detailed terms of reference and specific conditions, etc.) are available at the office of the undersigned and can be obtained during the working hours upto 7th February, 2017 by 2:30 p.m. Price of the EOI documents is Rs 500/- (non-refundable cash / pay order / demand draft in favour of PTA). Alternatively, EOI documents can also be downloaded from www.pta.gov.pk free of cost.

3. The Expression of Interest prepared in accordance with the instructions in the EOI documents, must reach at the office of Director General (Coordination), Pakistan Telecommunication Authority (PTA), Headquarters Islamabad on or before 7th February, 2017 by 2:30 p.m. The technical proposals will be opened on the same day at 3:00 p.m. This advertisement is also available on PPRA website at www.ppra.org.pk.

Director General (Coordination),
Pakistan Telecommunication Authority (PTA),
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 2878154, Fax: (051) 2879978
Email: wasi@pta.gov.pk

2. INSTRUCTIONS TO CONSULTANT FIRMS / COMPANIES

2.1 Queries regarding RFP

Prospective firms/companies may request in writing for clarification of any of the provisions of the RFP documents not later than seven (07) days before the proposal's submission date. Any subsequent queries will neither be entertained nor be responded. Any request for clarification must be sent in writing by facsimile, or electronic mail to PTA's address indicated below. PTA will respond by facsimile or electronic mail to such requests and will send written copies of the response to all the participants.

Director General (Coordination),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1, Islamabad, Pakistan
Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

At any time, before the submission of proposals, PTA may, for any reason, whether at its own initiative or in response to a clarification requested by a firm /company, amend the RFP and notify to the parties. Any amendment shall be issued in writing through addenda and it shall be sent by facsimile, or electronic mail to all firms/companies and will be binding on them.

PTA may extend the deadline for the submission of proposals.

2.2 Preparation of Proposal

Prospective firms/companies are requested to submit their proposals not later than 2:30 p.m of 7th of February, 2017. Proposals must be in English language. All proposals must meet the mandatory eligibility criteria placed at **Annexure-A**. The Proposals that do not meet mandatory eligibility criteria shall not be accepted and shall not be evaluated further and their financial proposal will be returned unopened to the concerned.

2.3 Submission, Receipt, and Opening of Proposals

The original Proposals (Technical and Financial) shall be prepared without any interlineations or overwriting. An authorized representative of the applicant firm /company will initial all pages of the proposal with official stamp affixed on the same. The other terms and conditions, as laid down in PPRA Rules 36(b) are as follows:-

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical proposal and the Financial proposal;
- ii. the envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion;
- iii. initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iv. the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of PTA without being opened;
- v. PTA shall evaluate the technical proposal as per the technical evaluation criteria, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals of technically shortlisted companies shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- viii. The financial proposals of firms / companies which have not been short listed on the basis of technical evaluation shall be returned un-opened to the respective bidders; and

The outer envelope should bear the following: **"Proposal for Provision of Recruitment Services"**

The completed Proposal must be delivered at the submission address on or before 2:30 p.m of 7th of February, 2017. Any proposal received after the closing time for submission shall be returned unopened to the concerned.

2.4 Technical Proposal

In preparing the Technical Proposal, firms/companies are required to examine the scope of work and all related documents constituting to this RFP in detail. Material deficiencies in providing the information as requested may result in non acceptance of the proposal.

2.5 Core Team Members / Evaluation Panel:

The firm /company will ensure availability of a dedicated professional team with relevant specialized qualifications preferably based at Islamabad or have a branch office at Islamabad. The members of core team should possess appropriate relevant experience and expertise. The detailed resumes/CVs of the proposed core team should be provided in the proposal.

2.6 Team Leader:

The firm /company will nominate team leader/focal person responsible for overall completion of the recruitment and evaluation process. The team leader should have considerable experience in carrying out tasks of similar nature or higherscope.

Reports to be issued by the firms /companies as part of this assignment must be in English. The prospective firms/companies should have knowledge of PTA's functioning. The firms / companies interested in submitting a proposal may have a meeting with PTA in this regard before submitting a proposal.

2.7 Technical Proposal Components:

Technical proposal shall be submitted on 'Technical Proposal Format' (**Annexure-B**) with following details:

- i. Background information of the firm / company including Certificate of Registration/Incorporation, location and branch offices along with the number of employees and financial position of the firm / company (**Annexure - D**).
- ii. Related and similar (specific) experience of the firm /company relating to this assignment should be provided. (**Annexure – E**)
- iii. Detailed general experience shall be provided as per **Annexure - F**
- iv. A description of the methodology and adequacy of work plan for performing the assignment should be provided (**Annexure – G**).
- v. Detailed CVs of proposed professional staff and the authorized representative submitting the proposal should be attached. Key information should be entered into the table in (**Annexure -I**) which will include qualifications and total number of years of work experience.
- vi. Authority letter for the authorized representative to deal with PTA for the purpose of submitting proposal and all related steps throughout the assignment till its completion.
- vii. Details of the proposed core team members that would be assigned to each task and their total number of years of experience (**Annexure – H**).

The Technical Proposal shall not include any financial information.

2.8 Financial Proposal:

The prospective firm /company shall provide all details of their respective Financial Bid in the form of fixed fee inclusive of all applicable GoP taxes/duties/levies. The Technical and Financial Proposals shall be furnished in separate sealed envelopes as per the prescribed proformas at **Annexures -B &C** and enclosed in the duly sealed main envelope. The initial gross salary at the start of the scale and the respective salary scale for each level of the position being recruited for are given at AnnexureK.

2.9 Earnest Money:

Earnest money in the form of pay order or bank draft only in favour of Pakistan Telecommunication Authority, Islamabad amounting to 2% of the total amount of bid inclusive of all the applicable GoP taxes/duties/levies should be attached with the Financial Proposal. Cheque will not be accepted.

Financial Bid not accompanied with earnest money shall be rejected.

Earnest money of successful bidder shall be retained till completion of project. However, earnest money of unsuccessful bidders will be returned on issuance of engagement letter to the successful bidder.

2.10 Completion of Assignment / Project:

The assignment shall be carried out as per scope mentioned in the RFP. The assignment shall be completed within the time line as mentioned in the RFP. In case project is delayed by the firm /company 1% of the project/contract amount shall be deducted as penalty for every week from the payment for the whole period of delay .

2.11 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the prospective agencies/firms who submitted the proposals or to other persons not officially concerned with the process, until the successful firm/company has been notified that it has been awarded the contract.

3. TERMS OF REFERENCE

3.1 Scope of Work and Expected Output

PTA is looking to appoint a recruitment firm / company for hiring of accounting and finance employees for PTA. The recruitment must be strictly on merit in accordance with the criteria provided in PTA Employees Service Regulations -2008. **The main objective of PTA in this recruitment is to appoint officers for Finance/Audit/Commercial Affairs Divisions of PTA who have excellent qualifications and excellent adequate relevant experience with thorough knowledge and grounding in Accounting in IFRS compliant Private/Public Sector organizations.** The selected recruitment firm / company shall be responsible for the following:

- i. Independent and objective assessment of qualifications and suitability of the applicants and carry out the essential filtering, short-listing on criteria established mutually by PTA and the firm/company
- ii. Evaluate a pool of applicants, through multi-tiered interview, for assertion of experience and credentials;
- iii. To perform reference check of selected applicants;
- iv. Present pool of top Five (5) most suitable candidates who secured highest marks to PTA against each slot in order of merit within 6 weeks of the award of contract and to set up final interviews. Such final interviews will be undertaken either by PTA or jointly by the recruitment firm/company and PTA;
- v. Provide PTA any other relevant information required related to the applicants such as past salary details, notice period etc with evidence (Salary Slip etc);
- vi. Correspondence with candidates during the whole assessment process.
- vii. Maintain strict confidentiality at all levels and stages during the whole process;
- viii. Provide reference check of the successful candidate finalized by PTA within 4 weeks of PTA's intimation of the successful candidate to the HR advisory and recruitment firm.
- ix. The recruitment process shall be completed within 10 weeks' time after award of contract. The time line / step by step process detail is attached at **Annexure L**(part of Draft Agreement)

The recruitment firm /company shall undertake to provide services with the highest standards of professional and ethical competence and integrity with production of verifiable and auditable record (both hard and soft) for the whole assessment process;

3.2 Assignment Background and Needs

Pakistan Telecommunication Authority (PTA) is looking for a HR Advisory and recruitment firm / company for the hiring of employees for PTA having relevant educational qualifications, and adequate experience for the following positions:,:

POSITIONS	NO OF POSTS
Director General (Finance)	01
Director General (Commercial Affairs)	01
Director General (Audit)	01
Director (Finance)	01
Director (Payroll & Cash)	01
Director (Market Analysis) for Economic Affairs Department, Commercial Affairs Division	01
Assistant Director (Finance)	03
Assistant Director (Commercial Affairs)	03
Assistant Director (Audit)	01
Total	13

4. EVALUATION CRITERIA

4.1 General Terms of Proposed Evaluation

If any prospective firm /company wishes to contact PTA on any matter/query related to its proposal, it should do so in writing at the above mentioned address.

Any effort by the bidders to influence PTA, in the proposal evaluation, proposal comparison or contract award process shall result in automatic disqualification.

Offers are liable to be rejected if all mandatory requirements as mentioned at Annexure – A are not fulfilled.

4.2 Evaluation Criteria

The Technical Proposal and the Financial Proposal shall respectively constitute 80% and 20% of the total score.

The technical evaluation committee, constituted by PTA as a whole and each of its members individually, evaluates the proposals on the basis of their responsiveness to the scope of work. Responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP. Relative marking will be given to the individual firms on each item of marks.

Sr #	Description	Marks
1.	Specific Relevant Experience of Firm	50
2.	Specific Relevant Projects in Hand	25
3.	General Experience of Firms. Projects other than specific i.e audit & training will only be considered in this category.	5
4.	Academic Qualification of Staff Marks will be awarded on the following criteria for the Lead Staff who will be engaged in PTA Project HR Specialist = 10 Marks Maximum a. Ph.D (HRM) = 2.5 Marks b. M.Phil / M.S = 2 Marks c. MBA (HRM) = 1.5 Marks Finance Specialist = 40 Marks Maximum Finance Specialists will be considered in this category and will be awarded marks as per following criteria:- a. FCA / ACA = 5 Nos b. CMA UK / Canada = 4 Nos c. Ph.D Finance (Reputable Foreign University), = 3 Nos d. MBA (Accounting / Finance) = 2 Nos	50

	The short listing / evaluation / interviewing / selection team(s) must be headed by an experienced and senior Chartered Accountant and at least 50% of the proposed team shall comprise of experienced CAs particularly knowledgeable in Accounting. The proposed team has to comprise of financial Specialists including HR Specialists having extensive experience of hiring of accounting and finance executives staff, 20% of the team can be HR Specialists.	
5.	Methodology Methodology will be evaluated and marks will be awarded by the Technical Evaluation Committee, on the basis of its assessment.	10
	Total Marks	140

*** All Supporting documents pertaining to fulfillment of criteria shall be attached**

The lowest financial bid will obtain the highest score. Criteria for evaluation of financial Proposal is as under:-

Criteria	Points
Points will be awarded based on quoted bid of successful bidder. The lowest bid will obtain the highest score.	Max. 20 Prospective firms / companies are requested to quote bid against every post (post wise). Formula for award of marks is as under: (20 marks x Lowest Bid)/Bid amount to be evaluated

4.3 Award of Contract

The contract shall be awarded to the firm /company obtaining aggregate highest marks in technical and financial evaluation. The sample of the contract / agreement is attached with the RFP as **Annexure J**

5 TYPE OF CONTRACT

Lump sum contract will be awarded to the winning firms. The format of the contract is attached with the RFP as **Annexure J**.

Mandatory Requirements

All proposals must meet the mandatory eligibility requirements. The Proposals that does not meet mandatory eligibility requirements will be rejected and will not be evaluated further.

Sr. #	Mandatory Requirements	Yes	No
1.	Bid Security - Bid Security 2% of the bid amount to be attached with Financial Proposal.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of Certificate of Incorporation or Registration or equivalent in case of firm/company	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of National Tax Number (NTN)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of Experience (3 years as a Minimum)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proof of Relevant/ Similar Job Completed. List of clients separately for private and public sector along with the positions for which recruitment was made for them.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Clientele testimonials (References / Recommendations)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Profiles of all employees who will carry out this assignment.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Affidavit that the Bidder is not insolvent or bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Affidavit on letter head that Bidder was never blacklisted or barred by Public Procurement Regulatory Authority, Government, Semi-Government, Private, Autonomous body or any other organization.	<input type="checkbox"/>	<input type="checkbox"/>

Technical Proposal Submission Form

[Location, Date]

Director General (Coordination),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1, Islamabad
Pakistan Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

Sir,

We, the undersigned, offer to provide the HR Advisory / Consulting and Recruitment services for recruitment in accordance with your Request for Proposal dated **[Advertisement Date]**. We are hereby submitting our Technical Proposal in sealed envelope.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name of Signatory:
Designation of Signatory:
Name of Firm:
Address:
Cell No:
Telephone No.
Extension:
Fax No:
Email address:

Financial Proposal Submission Form

[Location, Date]

Director General (Coordination),
Pakistan Telecommunication Authority,
PTA Headquarters, F-5/1, Islamabad
Pakistan Tel: (051) 2878154,
Fax: (051) 2879978
Email: wasi@pta.gov.pk

Sir,

We, the undersigned, offer to provide the HR Advisory / consulting and recruitment services for recruitment in accordance with your Request for Proposal dated **[Advertisement Date]**. We are hereby submitting our Financial Proposal, in sealed envelope.

We hereby quote Rs. _____ inclusive of all applicable GoP taxes/duties/levies as our fee against HR recruitment and advisory services.

We understand that you are not bound to accept any proposal you receive

We remain,

Yours sincerely,

Authorized Signature:

Name of Signatory:

Designation of Signatory:

Name of Firm:

Address: / Cell No:/Fax No: /Email address:

FIRM/COMPANY'S PROFILE

The firm/company profile shall contain the following information. In addition the applicant may provide whatever information they feel is relevant and useful for the purpose.

- a. Name of Firm: _____
- b. Date of Establishment/registration of Business: _____
- c. Address: _____
- d. Contact Person _____
- e. Telephone No: _____ Ext: _____ Fax No. _____
- f. Mobile No. _____

Sr.#	Description	
	Profile of the Firm/company: <ol style="list-style-type: none"> i. Names of CEO/ Directors/ Partners ii. Nature of registration (sole proprietor, partnership, (Pvt) Ltd.) Proof of registration shall be provided 	
	No of Offices and No. of Employees <ol style="list-style-type: none"> i. Location of agency office/sub office ii. Number of branches Local / Foreign iii. Number of total employees Pakistan / Abroad 	
	Financial Position <ol style="list-style-type: none"> i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of latest Annual Audited Accounts iv. Tax Registration (NTN/STN) 	

SPECIFIC / SIMILAR EXPERIENCE

Relevant/similar services carried out in the last five years that best illustrate past experience and track record of the firm/company.

Using the format below, provide information on each assignment for which your firm/company, either, firm or as a corporate entity, or as one of the major companies within a legally formed association. Supporting documentary evidence i.e Engagement Letter/ Certificate for successful completion issued by the Clients may be attached with Technical Proposal.

A separate form shall be filled for each assignment. In addition to the following the applicant, may provide any other information they feel is relevant and useful for the purpose.

Assignment Name:	Professional Staff provided by your Firm / Entity (profiles):
Name of Client: Client Address:	No. of Staff:
Address:	No. of Staff recruited..... Period in which the assignment was completed
Start Date (Month/Year): Completion Date (Month/Year):	Value of Contract (in PKR):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of the Project: Titles of the Positions Recruited with the Deptt:	
Description of Actual Services Provided by Your Firm/Staff:	

GENERAL EXPERIENCE IN DETAIL

(Detailed experience other than Recruitment shall be provided)

**Description of the Methodology and the Work Plan for Performing the
Assignment with Timelines (Dates or No. of Days)**

**QUALIFICATION AND EXPERIENCE OF
TEAM LEADER AND MEMBERS**

Sr No.	Name	Qualification	Position / Organization	No. of years of Experience	No. of Years of Recruitment Experience

CORE TEAM (TEAM LEADER& MEMBERS)

Personnel Summary (Complete for Team Leader and each Core Team Member and attach detailed CVs

Name of Employee:	
Position:	
General Information	Date of Birth:
	Telephone:
	Fax:
	Years with Present Employer:
	Total years of experience:
	Recruitment Experience: _____ Years

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Technical experience
From	To	

Education:

Highest Level of Degree	Relevance of Degree to the Assignment
Chartered Accountant , FCA/ ACA	
Management Accountant FCMA/ ACMA UK / Canada	
PhD	
MBA / MS Finance	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the above data correctly describes me, my qualifications, and my experience.

_____ Date: _____

_____ Signature] Day/Month/Year

Full name :

Contact No. Tel:

Mobile

Email Address

Note:- A separate form shall be completed for each team member.

The form of Team Leader shall mention that it is the Team Leader's form.

6. PROPOSED CONTRACT FORMAT

CONSULTANCY AGREEMENT (FOR PROVISION OF RECRUITMENT SERVICES)

This Service Agreement (the "Agreement") for the provision of Recruitment Services is made at _____ on this _____ 2017.

by and between

Pakistan Telecommunication Authority (PTA), a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principal office at PTA H/Q, F-5/1, Islamabad through Director (Human Resource), (hereinafter referred to as "PTA" which expression where the context so permits including its successors, administrators or assignees) of the One Part and;

M/s

having its place of business atthrough _____ bearing _____ (hereinafter referred as the "HR Recruitment and Advisory Firm / Consultant" which expression where the context so permits shall include its successors, administrators and permitted assignees) of the Other Part;

(when and where applicable the Party of the One Part and the Party of the Other Part shall hereinafter be collectively referred to as the 'Parties' and individually as 'Party' as the context of this Agreement requires).

WHEREAS,

1. PTA is desirous to acquire the recruitment services for induction of new employees, as prescribed in the "scope of work" in the RFP document issued on..... and for the positions provided in the RFP in accordance with the PTA Employee Service Regulations, 2008.
2. The HR Recruitment and Advisory Firm / Consultant, has agreed to provide the services to PTA on the terms and subject to the conditions as set forth hereunder.
3. The HR Recruitment and Advisory Firm / Consultant represents that it has the relevant expertise and holds valid and subsisting license / permission, authorization / approval which is / or may be required from the Government of Pakistan, and that it has the requisite expertise and resources to provide top quality of requisite services to PTA in accordance with the highest standards and satisfaction of PTA. The HR Recruitment and Advisory Firm / Company undertakes that the Services shall be provided only through the staff / workforce that has the requisite expertise and experience in this regard.
4. Upon the basis of the representations and warranties of the HR Recruitment and Advisory Firm/ Company contained herein, PTA wishes to appoint the HR Recruitment and Advisory Firms / Company to provide the services.
5. It is agreed that PTA shall pay to the HR Recruitment and Advisory Firm / Company Rs. _____ inclusive of all types of applicable taxes/duties/levies on account of services rendered by the HR Recruitment and Advisory Firm / Company in accordance with the provisions as contained in this agreement and the RFP. The payment

shall be made through crossed cheque credited to the account of the HR Recruitment and Advisory Firm / Company i.e. M/s _____ for rendering the services mentioned below.

6. **NOW THEREFORE**, for the consideration provided herein the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, PTA and HR Recruitment and Advisory Firm / Company hereby agree as follows:

1. **SCOPE OF AGREEMENT**

Scope of Work and Expected Output

PTA is looking to appoint a recruitment firm / company for hiring of Accounting and Finance, Audit and commercial Affairs employees for PTA. The recruitment must be strictly on merit in accordance with the criteria provided in PTA Employees Service Regulations -2008. **The main objective of PTA in this recruitment is to appoint officers for Finance/Audit/Commercial Affairs Divisions of PTA who have excellent qualifications and excellent adequate relevant experience with thorough knowledge and grounding in Accounting in IFRS compliant Private/Public Sector organizations.** The selected recruitment firm / company shall be responsible for the following:

- i. Independent and objective assessment of qualifications and suitability of the applicants and carry out the essential filtering, short-listing on criteria established mutually by PTA and the firm/company
- ii. Evaluate a pool of applicants, through multi-tiered interview, for assertion of experience and credentials;
- iii. To perform reference check of selected applicants;
- iv. Present a pool of top Five (5) most suitable candidates who secured highest marks to PTA against each slot in order of merit within 6 weeks of the award of contract and to set up final interviews. Such final interviews will be

undertaken either by PTA or jointly by the recruitment firm/company and PTA;

- v. Provide PTA any other relevant information required related to the applicants such as past salary details, notice period etc. with evidence (Salary Slip etc);
- vi. Correspondence with candidates during the whole assessment process.
- vii. Maintain strict confidentiality at all levels and stages during the whole process;
- viii. Provide reference check of the successful candidate finalized by PTA within 4 weeks' of PTA's intimation of the successful candidate to the HR advisory and recruitment firm.
- ix. The recruitment process shall be completed within 10 weeks' time after award of contract. The time line / step by step process detail is attached at

Annexure L

The recruitment firm /company shall undertake to provide Services with the highest standards of professional and ethical competence and integrity with production of verifiable and auditable record (both hard and soft) for the whole process of assessment;

- i. The assignment shall be covering recruitment to the following 13 positions:-

POSITIONS	NO OF POSTS
Director General (Finance)	01
Director General (Commercial Affairs)	01
Director General (Audit)	01
Director (Finance)	01
Director (Payroll & Cash)	01
Director (Market Analysis) for Economic Affairs Department, Commercial Affairs Division	01
Assistant Director (Finance)	03
Assistant Director (Commercial Affairs)	03
Assistant Director (Audit)	01
Total	13

1.1.1 **GENERAL INSTRUCTIONS**

- a) The HR Recruitment and Advisory Firm / Company shall provide recruitment services, as prescribed in the RFP.
2. The HR Recruitment and Advisory Firm / Company shall ensure that all the services are efficiently carried out in accordance with time lines set out in this agreement
3. The Agreement shall be **effective** from the date of signing this contract between PTA and HR Recruitment and Advisory firm / Company.
4. **Termination:** Notwithstanding anything contained herein, PTA shall have exclusive right to terminate this Agreement at any time without assigning any reason.
 - a. **without advance notice**, in case the HR Recruitment and Advisory Firm / Company is in breach of any of the terms of this Agreement, or in case PTA is not satisfied with the quality of services being provided by HR Recruitment and Advisory Firm / Company;
 - b. PTA shall not be liable for any kind of compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the HR Recruitment and Advisory Firms / Company. The HR Recruitment and Advisory Firms / Company can terminate the Agreement by giving 10 days' notice.

5. **PAYMENT**

- (a) All payments due under this Agreement to HR Recruitment and Advisory firm / Company shall be made in accordance with this Agreement. In this connection PTA shall deduct at source all applicable GoP taxes, duties, levies in force at the time of payment before making the disbursement.
6. The HR Recruitment and Advisory Firm / Company shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its employee(s) who shall be deputed for completion of the assignment.
7. The HR Recruitment and Advisory Firm / Company shall make all arrangements for carrying out the assignment at its own i.e logistic / administrative etc. under this agreement and shall in no way **bear** any liability on PTA.
8. The **payment** will be made through cheque to the HR Recruitment and Advisory Firm / Company after submission of invoice / bill having GST invoice duly signed / stamped by the Authorized Representative of the HR Recruitment and Advisory Firm / Company and, after deduction of all types of applicable GoP tax(es) at source applicable at the time of payment.
9. All payments under the Agreement shall be made subject to issuance of completion certificate of all deliverables by Director (HR).

Confidentiality of Information

10. The HR Recruitment and Advisory Firm / Company, its staff, workers, employees, personnel, agents or any other person acting for him and / or on his behalf shall hold in confidence and maintain complete confidentiality pertaining to all documents and other information supplied to the HR Recruitment and Advisory Firm / Company as well as to its Employees / Personnel, Agents etc. by or on behalf of PTA or which relates to PTA under this Agreement.

Dispute

11. If any **dispute** arises between the parties as to the terms of this Agreement or as to the performance or non-performance of the terms thereof or in connection with or arising out of this agreement, the same shall be referred for resolution to Director (Human Resource) at the first stage.

12. In case the dispute is not resolved at the first stage. The HR Recruitment and Advisory Firm / Company shall refer the matter to Chairman PTA. The decision of Chairman PTA shall be final and binding on the HR Recruitment and Advisory Firm / Company.

13. The HR Recruitment and Advisory Firm / Company will **work in collaboration and close contact with Director (Human Resource)** and all such issues connected to the carrying out of the services will be dealt with by Director (Human Resource).

14. **Contractual amount** as mentioned in the Financial Proposal of Request for Proposal submitted by the HR Recruitment and Advisory Firm / Company is inclusive of cost of assignment and all types of applicable GoP taxes, duties and levies and no claim whatsoever will

be entertained for any extra or additional payment in this regard. However, any new tax / duty / levies imposed / levied by the GoP after signing the contract will be raised through invoice by HR Recruitment and Advisory Firm / Company and will be borne by PTA and if any tax/duty/levies are reduced by the GoP during the currency of the contract the same will also be reduced by the HR Recruitment and Advisory Firm / company from the invoice. The invoice will be submitted / revised accordingly.

15. Security Deposit/Retention Money: Earnest Money of HR Recruitment and Advisory Firm / Company will be retained and shall be released after successful completion of the task to the satisfaction of PTA subject to a completion certificate issued by Director (Human Resource) PTA.

16. Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event. For the purpose of this Agreement a “Force Majeure Event” shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of this Agreement. The Party initially affected by a Force Majeure shall promptly but not later than seven (07) days following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its

obligations ("Force Majeure Notification"). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists. Upon cessation of the effects of the Force Majeure the Party initially affected by the Force Majeure shall promptly notify the other of such cessation.

17. The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the applicable laws of Pakistan.

18. A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

19. The invalidity or unenforceability of any provision(s) of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

20. All additions, amendments and variations to this agreement shall be binding only if in writing and signed by the Parties or their duly authorized representatives.

21. This Agreement may not be assigned by either party to any other party other than by mutual agreement between the Parties in writing.

22. Both Parties have agreed and signed this agreement before the witnesses on this day.

<p>_____ (Mr/Ms. _____) S/o _____ NIC # _____ Address:- _____ For and On Behalf of Name of HR Recruitment and Advisory Firm / Company</p>	<p>_____ Director (Human Resource) For and On Behalf of Pakistan Telecommunication Authority (PTA)</p>
<p>Witness:</p> <p>1. _____ _____ _____</p> <p>2. _____ _____ _____</p>	<p>Witness:</p> <p>1. _____ _____ _____ _____</p> <p>2. _____ _____ _____</p>

Annexure 'K'

Initial Gross Salary at the Start of the Scale and the Respective Salary Scale for Each Level of the Position

POSITIONS	NO OF POSTS	Respective Salary Scale	Monthly Gross Salary of the Position Excluding Perks
Director General (Finance)	01	SEG-I	240,358/-
Director General (Commercial Affairs)	01	SEG-I	240,358/-
Director General (Audit)	01	SEG-I	240,358/-
Director (Finance)	01	EG-IV	171,238/-
Director (Payroll & Cash)	01	EG-IV	171,238/-
Director (Market Analysis) for Economic Affairs Department, Commercial Affairs Division	01	EG-IV	171,238/-
Assistant Director (Finance)	03	EG-II	121,123/-
Assistant Director (Commercial Affairs)	03	EG-II	121,123/-
Assistant Director (Audit)	01	EG-II	121,123/-
Total	13		

DELIVERABLE & TIMELINE STEP-BY-STEP PROCESS

Sr #	Description of Step by-Step Process	Indicative Time Allocation
1.	Communication of Draft Advertisement for Hiring by PTA to the Firm for Suggestion / Comments, before its publication	On the day of signing contract
2.	Communication of draft criteria by the firm to PTA	After three working days of feedback on draft advertisement
3.	Feedback by PTA on the draft criteria	Three working Days
4.	PTA will provide Applications Received alongwith list of applicants to the Firm for Preliminary Screening	Two working days after closing date of submission of applications
5.	Provision of Preliminary Screening by the Firm to PTA alongwith Method of Preliminary Screening	Five Working days
6.	Provision of result of Preliminary Interview by the Firm alongwith Parameters	Ten Working days
7.	Provision of Panel of five (5) Candidates to PTA for Final Interview by PTA	Three working Days
8.	Verification of credentials / reference check and antecedents verification by the firm from the concerned agency.	Twenty Working Days

Note:- The timeline given above are indicative. The selected firm may develop their own timeline. However, the overall assignment has to be completed within 10 weeks excluding the time PTA will take to interview the panel of 5 short listed candidates, provided by the firm and communicating the final selected candidate to the firm.