



RFP No. 03/HR/Head Hunting/ JPCL/2025

**REQUEST FOR PROPOSAL/ BIDDING DOCUMENTS
THROUGH NATIONAL COMPETITIVE BIDDING**

FOR

**HIRING OF HR HEAD HUNTING FIRM FOR SHORT LISTING
RECRUITMENT AND SELECTION OF VARIOUS POSITIONS
FOR JAMSHORO POWER COMPANY LIMITED**

JAMSHORO POWER COMPANY LIMITED

NOVEMBER-2025



SUMMARY OF PROPOSAL/BIDDING DOCUMENTS

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NOTICE TO INVITE PROPOSAL / BID
REQUEST FOR PROPOSAL THROUGH NATIONAL COMPETITIVE BIDDING
SINGLE STAGE ONE ENVELOPE PROCEDURE WITH QUALITY COST BASED SELECTION
RFP No. 03/HR/ Head Hunting / JPCL/2025

1	Scope	Hiring of HR Head Hunting Firm for Recruitment and Selection of various Positions for Jamshoro Power Company Limited (JPCL) Jamshoro.
2	Eligibility of Proposers/ Bidders	i) Registered with Security Exchange Commission of Pakistan ii) Registered in FBR iii) Registered in Sindh Revenue Board.
3	RFP /Bidding Procedure	RFP/Bidding shall be conducted on Single Stage One Envelope Procedure as per PPRA Rules. The evaluation will be carried out with Quality and Cost Based Selection to select as “Most Advantageous Proposer”
4	Submission	Electronic Submission through EPAD
5	Closing Date and Time of submission of proposal/Bid	08.12.2025 On or Before 11.00 hrs.
6	Date and Time of Opening	08 .12.2025 at 11.30 hrs.
7	FPR /Bid Document can be had from	The document can be downloaded from PPRA Website through EPADs
8	Proposal / Bid Security	Rs. 50,000/ in shape of Pay Order Or CDR.
9	Proposal Validity	90 Days after opening of the Proposal
10	Right of Rejection	JPCL reserve the right to cancel / reject all the bids at any time before award of contract under the provisions of Rule-33 of Public Procurement Rules-2004
11	Contact Details	For any query please contact the officer address given below; Pone-022-9213710

Chief HR & Admn Officer
Jamshoro Power Company Limited
Mohra Jabal Dadu Road Jamshoro



General

1. Scope of Bid

Jamshoro Power Company Limited is state owned entity having business office at Mohra Jabal Dadu Raod Jamshoro hereinafter called “Company”, invites bids from tax registered and renowned HR Consultant / Firms for Recruitment and Selection. The bidding process is open to all bidders who meet the eligibility criteria i.e., attached at **Annexure –A. Scope of Work / Terms of Reference** available at **Annexure – B**

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

All prices / costs must be quoted in Pak Rupees. The Bidder will bear all costs associated with the preparation and submission of its bid and JPCL will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. 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 will be at the Bidder’s risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the dead line for submission of bids, JPCL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for HR Consultancy for Recruitment and Selection. Initially, contract will be signed for a period of One (01) Years which may be extendable upon mutual agreement of both the parties. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/Provincial Government/Federal Government at the time of submission of bids. Any subsequent change in applicable direct / indirect taxes/ duties levied by the government will accordingly be adjusted. Bid prices must be valid for 90 days from the date of opening of Financial Proposal till the award of contract to the successful bidder.



Submission of Bids

6. Dead line for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. JPCL may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders pertaining to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

JPCL will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

JPCL for any arithmetic errors will check bids determined to be substantially responsive. JPCL on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(a) of PPRA Rules. i.e., Single Stage –One Envelope procedure. Bids will be evaluated by following the Quality Cost Based Selection, with 60% weightage to quality and 40% weightage to Cost/Financial Proposal

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure -C**) who shall be able to provide information about services rendered by the firm.

11. Bid Security

All bidders are required to submit amount of **Rs. 50,000/-** as bid security enclosed with their financial proposal. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the JPCL on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.



Award Criteria

12. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant as per PPRA rules.

13. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per Rule -33 of Public Procurements Rules-33.

14. Payment

Payments will be made by JPCL against each completed assignment against invoice/s raised by the successful company / Bidder. No advance payment will be admissible.

15. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

16. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format. **(Annexure-D)**

17. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.



Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Hiring of HR Head Hunting Firm for Recruitment & Selection.
2.	<u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Designation: Chief HR & Admn Officer Email: ceo@jpcl.com.pk , ceojpcl@yahoo.com Address: Mohra Jabal Dadu Road Jamshoro Phone: 022-9213710
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(a) of PPRA Rules. i.e., Single Stage –One Envelope procedure. The Evaluation is based on Quality Cost Based Selection (QCBS)
5.	Bid prices must be valid for 90 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ
6.	The Company's address for the purpose of bid submission is: The bids should be submitted through EPADs
7.	The deadline for uploading of bids will be 08.12.2025 at 11:00 am. Proposals/Bid will be opened on same day at 11:30 am through EPADs



CRITERIA FOR HIRING OF HEAD-HUNTING

1- Mandatory / Eligibility Criteria (Pass/ Fail)

The bidder must meet all the following;

S.No	Criteria	Requirements
1	Legal Status	<ul style="list-style-type: none">• Incorporated as a Private Limited / Partnership / LLP / Consultancy entity in Pakistan.• Valid SECP registration (where applicable)
2	Minimum Years of Experience	<ul style="list-style-type: none">• At least 10 years of verifiable experience in head-hunting, executive search, HR outsourcing, or talent acquisition.
3	Tax Compliance	<ul style="list-style-type: none">• Active Taxpayer under ATL (FBR)• Valid GST registration (if applicable).
4	Affidavit of Non-Blacklisting.	<ul style="list-style-type: none">• An affidavit on stamp paper confirming the firm has never been blacklisted by any Government / Semi-Government / Private entity.
5	Presence in Major Cities	<ul style="list-style-type: none">• Must have at least one fully operational office in Pakistan (Islamabad/Karachi/Lahore).. Preference will be given to those having office in Karachi.
6	Proof of Similar Assignments	<ul style="list-style-type: none">• Completion certificates / work orders for minimum 5 executive search assignments in the last 5 years.

2- Technical Evaluation Criteria (100 Points/ marks)

The bidder must obtain Sixty (60) points/ marks

S.No	Description	Points / Marks	
1	Company Profile	20	Year of Experience- 10 Points 15+ years – 10 points 10–15 years – 07 points Below 10 years - 01 Point Size & Strength of Firm- 10 Points 40+ full-time staff – 10 points 15–39 staff – 07 points



JAMSHORO POWER COMPANY LIMITED (GENCO-I)

			Below 15 staff – 01 points
2	Relevant Experience	20	<p>Experience in Power Sectors including IPPs – 20 Points</p> <p>Executive Search assignments in public sector / SOEs / Other than Power Sector -10 Points</p> <p>Other experience will be given 0 marks</p>
3	Proposed Team	10	<p>Team Lead – HR/Management Qualification + 10 years exp - 10 Points</p> <p align="center">OR</p> <p>Team Members – At least 4 HR specialists with 5+ years exp- 10 Points</p>
4	Annual Turnover	20	<p>Average annual in last 3 years verifiable from income tax return equal or greater than 50 million- 20 Points.</p> <p>Average annual in last 3 years verifiable from income tax return equal 49-30 million- 10 Points.</p> <p>Average annual in last 3 years verifiable from income tax return below 30 million- 02 Points</p>
5	Methodology & Approach	20	<p>Evaluated through presentation & documentation to senior management of JPCL and the BoD.</p> <p>Search strategy & talent mapping;</p> <ul style="list-style-type: none"> ✓ Screening methodology ✓ Assessment tools. ✓ Background verification process ✓ Sector-specific sourcing capability ✓ Timeline commitment ✓ Database strength (local & international)
6	IT Tools, Database & Global Linkages	10	<p>In-house candidate database > 20,000 profiles -10 Points.</p> <p>In-house candidate database < 20,000 profiles -02 Points</p>
Total		100	

3- Financial Evaluation



Financial Evaluation (40% Weightage)

Financial score = **40 points**

Formula:

FS = 40 × (Lowest Bid / Bidder's Bid) Final Score = (Technical × 60%) + (Financial × 40%) , Award will be made to the bidder with the **highest combined score**.

4- Scope of Work for Head-Hunting Firm

- a) Develop job descriptions for positions.
- b) Advertise (if required) and source candidates.
- c) Conduct longlisting and shortlisting.
- d) Perform screening interviews.
- e) Conduct **psychometric tests / competency assessment**.
- f) Prepare evaluation report for each candidate.
- g) Assist in interview scheduling with the selection committee.
- h) Conduct reference & background checks of selected candidates.
- i) Maintain full confidentiality and data protection.
- j) Submit final recruitment report.

5. Deliverables

- a) Long list of all candidates with CVs.
- b) Shortlist (5–7 candidates per position).
- c) Assessment sheets & scoring summary.
- d) Final interview panel report.
- e) Reference verification report.

6. Contract Period

- One year contract (extendable based on performance).

7. Penal Provisions

- Delay beyond agreed timeline → **1% penalty per day** up to max 10%.
- Poor-quality candidate pool → contract termination.
- Misrepresentation → blacklisting.



Scope of Work / Terms of References

A. Introduction:

- 1- Jamshoro Power Company Limited (JPCL) is stated owned Power Generation Company business office at Mohra Jabal Dadu Road Jamshoro

B. Terms of Reference

1. JPCL intends to hire services renowned HR Consultant /Head Hunting Team to carry out recruitment process at senior and middle management positions ensuring selection of right person for the right job JPCL will contact the Consultant for required position and accordingly share the following information:
 - a. Job Title
 - b. Location of the position
 - c. Number of Vacancies
 - d. Job Description and Job Specification of the Position
2. The HR Consultant shall ensure that all the applications with respect to the advertised positions shall be collected and will perform initial screening against the basic job specifications, maintain a compressive database of all applications, prepare list of all received applications containing the reasons for their shortlisting or rejection and provide the same to JPCL within 7 days after the closing date of the advertisement.
3. CVs of the best five shortlisted candidates shall be shared with JPCL along-with related input and profiles of the candidates.
4. The replacement of the position should be provided without additional cost in the case when the candidates has not fulfilled the required criteria or leave the position within prescribed probation period.

C. Scope of the Assignment:

1. The services of Consultant shall be utilized for hiring of Forty (40) positions mentioned at **(Annexure-E)**
2. The selected Consultants shall ensure the following but not limited to:
 - a. Analyze/ scrutinize the information provided by JPCL and shall give consent for accepting the assignment.
 - b. The Consultant will design and publish job advertisement without mentioning JPCL name, clearly mentioning job Description, eligibility criteria, application procedure and closing date for submission of application. Final draft advertisement will be shared with JPCL for approval.
 - c. The Consultant will receive applications against the advertisement and shortlist the applications on the basis of minimum eligibility criteria advertised and segregate them into eligible & ineligible



candidates by clearly mentioning the reasons of ineligibility and share list to JPCL within 7 days of closing date of the advertisement.

- d. Consultant shall be responsible for accurately and fully disclosing all relevant information and CVs. If required by JPCL, the shortlisting may be performed mutually by Consultant and Group of JPCL.
 - e. JPCL will inform the Consultant about accepted CVs and if required, may also ask for more CVs.
 - f. After finalization of shortlisting, the Consultant will conduct initial interviews of the shortlisted candidates as per the job description and the advertised criteria. JPCL can nominate its representatives for participation in the initial interview process.
 - g. After conducting initial interview of shortlisted candidates, the HR Consultant will share a maximum of five shortlisted candidates against each position with JPCL for further interviews along with their CNIC and last pay drawn certificate including all related benefits.
 - h. The Consultant shall provide all the record of initial interviews including attendance sheet and interview assessment sheets. No TA/DA shall be given to the candidates for interviews.
 - i. Final interviews will be conducted by JPCL. JPCL will coordinate with the HR Consultants regarding the schedule of interview and venue etc.
 - j. JPCL shall communicate the name of selected candidates to the HR Consultant; otherwise the process will be repeated till a suitable candidate is selected for the position.
 - k. All further communication with the selected candidates pertaining to salary finalization and other terms & conditions for employees will be made by JPCL directly or through HR Consultant.
 - l. The HR Consultant shall inform through SMS/Email/Letter to all the unsuccessful applicants about the outcome of their applications and satisfy query of any applicant in this regard at any forum.
 - m. A successful pre-employment medical fitness examination is mandatory for all the selected candidates whereas, offered job shall remain conditional upon satisfactory verification of all the documents and credential.
3. In case of no response from a candidate, refusal of offer, ineligibility on verification of credential documents, or a selected candidate resign/ leaves JPCL within prescribed probation period, the replacement of the position will be provided by the Consultant without additional cost in this regard.
 4. The duration contract will be for a period of three (03) years which may be extendable upon mutual agreement of both the parties.
 5. The period for completion of services is THREE (03) months.



Client References

(Must be filled in by the bidder)

Reference One(1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
ReferenceTwo(2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	



Bid Form

(To be printed on bidder's letter head)

To:
Chief Executive Officer
Jamshoro Power Company Limited
Mohra Jabal ,Daud Road Jamshoro

Dated:

Technical Proposal

Tender for Hiring of HR Head Hunting Firm for Recruitment & Selection

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid prices must be valid for 90 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2025

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Integrity Pact

Tender for Hiring of HR Head Hunting Firm for Recruitment & Selection

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] 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 GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] 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 right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

For and On Behalf Of

Signature: _____

Name: _____



Bid Form

(To be printed on bidder's letter head)

To:
The Chief Executive Officer
Jamshoro Power Company Limited
Mohra Jabal, Dadu Road Jamshoro

Dated:

Financial Proposal

Tender for Hiring of HR Head Hunting Firm for Recruitment & Selection

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid prices must be valid for 90 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2025

[Seal & signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____.



Financial Proposal

Tender for Hiring of HR Head Hunting Firm for Recruitment & Selection

Please quote per position Recruitment & Selection fee/charges based on Annual Gross Salary which will be decided by JPCL.	_____ %
<i>Quoted percentage must be inclusive of all applicable taxes and allied expenses such as Out of Pocket Expenses etc.</i>	

Quoted Percentage in Words: _____

Note:

1. Quoted percentage should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
2. Quoted percentage must be in-line with the Scope of Work/ToRs and other terms and condition specified in this document.
3. Bidder shall not claim or charge any other Out of Pocket expense other than quoted above
4. The quoted percentage once offered by the bidder will not be changed.
5. Successful firm shall submit the invoices / bills at the end of successful completion of assignment(s) up to the satisfaction of JPCL
6. Invoice/Bills must have valid NTN and Sales Tax Number clearly written.

Company Stamp and Authorized Signature



JAMSHORO POWER COMPANY LIMITED (GENCO-I)

(Annexure-E)

Position	Nos.
OFFICERS	
Manager (Finance & Accounts)	01
Manager (HR/Admin)	01
Manager (Technical)	01
Manager (Procurement & Inventory)	01
Manager (MIS)	01
Manager (SHE)	01
Deputy Manager (Legal)	01
AM (Audit)/Audit Officer	01
AM (Accounts)	01
AM (Compilation/ Tax)	01
AM (Banking, Payroll & Insurance)	01
AM HR/Admin)	01
AM (Technical)	01
AM (Procurement)	01
AM (Inventory)	01
AM (SHE)	01
AM (ERP/Cyber Security)	01
STAFF	
Accounts Officer	02
Admin Officer	01
Office Secretary	05
Stock Verifier	01
Executive-I (Accounts)	03
Executive-I (Legal)	01
Executive-I (HR)	01
Executive-II (Accounts)	01
Executive-II (HR)	01
Executive-II (Security)	01
Storekeeper	02
Record keeper	01
Security Inspector	03