



SUKKUR WATER & SEWERAGE CORPORATION GOVERNMENT OF SINDH

No. SW&SC/Admin/- 208 of 2026

dated: 02-06-2026



(TENDER NOTICE)

The Sukkur Water and Sewerage Corporation (SW&SC) has been established with the primary mandate of supplying potable (safe and clean) water and efficiently disposing of sewage within the territorial limits of Sukkur Municipal Corporation. The Sukkur Water and Sewerage Corporation (SW&SC) invites sealed bids electronically on through "E-Pak Acquisition and Disposal System (EPADS)" on website <http://portalsindh.eprocure.gov.pk/> -Single Stage One Envelope- bidding procedure from the registered and well-reputed firms / companies, having valid/active registration with SRB & FBR, for the provision of following services to SW&SC.

S. No	Name of work	Earnest Money	Tender Fee	Period
01	Hiring of HRM firm to fill the vacant Positions	0.100 (M)	Rs. 3,000	1 Year
02	Acquiring of Office Premises on Rental Basis	0.500 (M)	Rs. 3,000	3 Years
03	Provision of Security Service	1.000 (M)	Rs. 3,000	1 Year
04	Provision of Janitorial Services	0.100 (M)	Rs. 3,000	1 Year

TENDER SUBMISSION DEADLINE AND OPENING PROGRAMME

	1 st Attempt	2 nd Attempt
Bidding Documents can be downloaded after hosted on SPPRA EPADS System website http://portalsindh.eprocure.gov.pk/ / Deadline for submission of E-Bids on SPPRA EPAD is	23-06-2026 @ 11:00 AM	07-07-2026 @ 11:00 AM
Opening of E-Bids in the presence of Procurement Committee / Participating Contractors / Firm's / JV/ Consortium authorized Agents who may attend.	23-06-2026 @ 11:30 AM	07-07-2026 @ 11:30 AM

TERMS AND CONDITIONS

1. The Blank Tender/Bidding Documents/RFP containing the detailed Terms and Conditions and Evaluation Criteria are available and can be seen or downloaded from the official website <http://portalsindh.eprocure.gov.pk/>. Tender Fee (Non-Refundable) in shape of Pay Order / Demand Draft (in favour of **Sukkur Water & Sewerage Corporation**) and the bid security as mentioned above in the shape of call deposit / pay order / demand draft as per manner prescribed in SPP Rules (in favor of **Sukkur Water & Sewerage Corporation**) both of them shall be delivered to the Procuring Agency on or before the deadline of submission of E-Bids. Otherwise such tender will not be considered and stands non participated.
2. If the any Procurement Committee Members is out of Head Quarter or observance of any public holiday the tenders will be opened on next working day.
3. The Bid Security would be pledge in the name of **Sukkur Water & Sewerage Corporation**, in the shape of Call Deposit / Pay Order / DD as per manner prescribed in SPP Rules from any scheduled bank and must be submitted before deadline of submission of bid, otherwise it will not be entertained.
4. Bidding Process "**National Open Competitive**". Procurement Method "**Single Stage – One Envelop**"
5. Bid Validity is 90 Days.
6. Bid Opening Venue and Contact Detail is as under:-
Office of the Executive Engineer (Civil), Sukkur Water & Sewerage Corporation at Sukkur Municipal Corporation, Ph: 071-9310307, Email. swsc.sukkur@gmail.com
7. Evaluation Criteria, sub-criteria, for the evaluation of Full Technical Proposals is based on Yes / No OR Pass / Fail, if a bidder fails to obtain yes or pass in any criteria or sub-criteria then he / it shall not be qualified.
8. Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.
9. Original and Fresh dated affidavit on Judicial E-Stamp Paper worth Rs. 500/- that, with effect that all the documents / particulars / information furnished are true and correct. In case of Bogus / Tempered or false information / certificates provided by the company / firm shall be liable to be black listed at any stage.
10. Undertaking on E-stamp worth Rs:500/- that firm is not involved in any kind of litigation with, any departmental rift, abandoned or unnecessary delay in completion of any work.
11. The undertakings/affidavits mentioned at S. No. 9 and 10 in original must be reached to the Procuring Agency in original along-with Call Deposit and Tender Fee before the deadline of submission of E-Bids.
12. The Tender should be submitted along with the above required documentation / information. If any such required documents / information lacking then the tender will not be considered by the procuring committee and no excuse will be entertain.
13. This NIT can also be seen on SPPRA (EPAD) Govt. of Sindh Website <http://portalsindh.eprocure.gov.pk/>
14. All SPPRA rules/notifications (amended to date) must be followed


UNDER FOLLOWING CONDITIONS BIDS WILL BE STANDS REJECTED

1. Hard copy of bid or by hand is not accepted.
2. No conditional bid/tenders shall be accepted.
3. Bid not accompanied by Bid Security of required amount and manner as prescribed in the Bidding Documents / Tender Notice.
4. Submitted documents if found forged at any stage.
5. participated firm found Black listed firms.
6. The Procuring Agency reserves the right to reject any or all the tenders / bids as per SPPRA Rules 2010 (amended up to date).

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

C.C to:-

- ✓ The **Chairman**, Sukkur Water & Sewerage Corporation for kind information.
- ✓ The **Secretary**, Government of Sindh, Local Government Department, Karachi for kind information
- ✓ The **Chief Executive Officer / Chief Operating Officer**, SW&SC for kind information.
- ✓ The **Procurement Committee** (Members (All)), Sukkur Water & Sewerage Corporation for information with request to remain available on above schedule.
- ✓ **SPPRA EPAD Web Portal and Notice Board.**


Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

SUKKUR WATER & SEWERAGE CORPORATION



EOI / RFP DOCUMENTS

Single Stage – One Envelope Procedure

**EOI/RFP No. No. SW&SC/Admin/- 208 of 2026
Sukkur dated: 02nd June , 2025**

HIRING OF HRM FIRM TO FILL THE VACANT POSITIONS

**OFFICE OF THE
CHIEF EXECUTIVE OFFICER
SUKKUR WATER & SEWERAGE CORPORATION**

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SECTION I: INVITATION FOR PROPOSALS



SUKKUR WATER & SEWERAGE CORPORATION GOVERNMENT OF SINDH

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- Original and Fresh dated affidavit on Judicial E-Stamp Paper worth Rs. 500/- that, with effect that all the documents / particulars / information furnished are true and correct. In case of Bogus / Tempered or false information / certificates provided by the company / firm shall be liable to be black listed at any stage.
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Executive Engineer (Civil)

Sukkur Water & Sewerage Corporation

1. **Background.**

The Sukkur Water & Sewerage Corporation is a Corporate Body as define in Rule 3 (ii) of The Sukkur Water & Sewerage Corporation Act – 2023 under umbrella of Local Government & HTP Department, Government of Sindh, Sindh Province Pakistan, for providing WASH facilities to the locality of Sukkur City with in jurisdiction of Sukkur Municipal Corporation.

2. **Objective(s) of the Assignment.**

The Sukkur Water & Sewerage Corporation having intends to procure and engage an Implementation Partner as a firm of National / Provincial level in order to carry out this assignment. It will be empowered by the Sukkur Water & Sewerage Corporation to fill up the shortfall of Human Resource by complied all codal Government Rules and Regulations.

7. **Detailed Scope of the Services**

1. The firm shall advise and facilitate SW&SC in executing recruitment processes for approved positions as per the Schedule of Establishment.
2. The firm shall develop and implement standardized recruitment procedures in compliance with Government of Sindh rules and applicable laws.
3. The firm shall advertise positions, manage applications, and ensure transparency and equal opportunity.
4. The firm shall conduct screening, shortlisting, testing and interviewing, including:
5. Written / Aptitude / Technical Tests
6. Psychometric assessments (where applicable)
7. The firm shall present a merit-based shortlist in case of multiple position 2-3 minimum candidates per position and where the position in single digit minimum 3–5 candidates per position to SW&SC for final evaluation.
8. Final selection, interviews, and hiring decisions shall remain exclusively with SW&SC.
9. The firm shall conduct comprehensive background checks for the candidates finalized by SW&SC, including:
10. Academic degree verification (HEC or relevant bodies)
11. Experience verification
12. Reference checks
13. Criminal record check / Police verification (where required)
14. The firm shall maintain a complete recruitment database (hard & soft copies) and ensure proper documentation and audit trail.
15. The firm should provide end-to-end candidate communication support through SW&SC-approved channels.
16. The firm shall ensure confidentiality, data protection, and integrity of the recruitment process.
17. The firm shall ensure compliance with quotas and applicable government policies (if applicable).
18. Any additional services shall be subject to prior written approval of SWSC.

3. **Consultancy Period**

The total period of services will be continued on one (1) year **from the commencement of services (which is extendable).**

The Sukkur Water& Sewerage Corporation invites E-Bid through “E-Pak Acquisition and Disposal System (EPADS)) eligible firms/ joint venture(s) / consortium of National / Provincial level with specific and proven competence and experience in hiring of Local Government / Local Council and indicate their interest in providing the services. Eligible firm(s) should submit Expression of Interest /RFP in the English language along with complete relevant details of the qualifications and experience.

Interested consulting firms/joint venture(s) must be provide information, indicating that they are qualified to perform above said services **e.g., brochures, Registration of Firms, FBR Registered etc.**

Detail of General Experience, description of similar assignments, Curriculum Vitae’ of Professionals, values of previous assignments along with contact details of past clients for each

assignment specifically in Local Government Department, experience under similar conditions, availability of appropriate professionals etc.

The firms may associate to enhance their qualifications i.e., HR Firms interested to participate in Joint Venture / Consortium should submit information for each partner, which will be assessed independently regardless of capacity/experience of the other partner. Such arrangements should be clearly mentioned in Expressions of Interest/ RFP Response.

The firm(s) / Joint Venture(s) / Consortium will be selected in accordance with the procedures set out in the Sindh Public Procurement Rules 2010 (amended).

The interested Firms can be obtained documents Expression of Interest / RFP from the address given below after issuance of this publication on submission of written application on company letter head during office hours upon payment of a nonrefundable fee **Pak Rupees (3000/)** **Three Thousand Only in Bank Draft / Pay Order** in favour of “**Sukkur Water & Sewerage Corporation**”.

The procurement process shall be “**National Open Competitive**” and Procurement Method shall be “**Single Stage –One Envelope Procedure**” govern by Sindh Public Procurement Rules, 2010 (Amended 2019).

Request for Expression of Interest / RFP must be comply with the Mandatory Evaluation Criteria along-with the RFP Documents, brochure of the company & etc should submit on EPADS (<https://portalsindh.eprocure.gov.pk>) and all documents in shape of book (hard copy) be delivered in a to the address below **(in person or by mail) by 23rd June 2026 till 1100 PST.** **REOI / RFP will be opened on the same day at 1130 PST.**

Special Instructions: The authority reserves the right to accept or reject any or all of the REOI/RFP or annul the REOI/RFP process at any stage whether and without incurring any liability to the affected applicant(s).

This REOI / RFP is also available on the websites: <https://portalsindh.eprocure.gov.pk/>

SECTION II: INSTRUCTIONS TO RESPONDENT

1. DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this EOI/ RFP have the following meanings:

- a. “Applicable Law” means the laws and any other instruments having the force of law in “Islamic Republic of Pakistan”.
- b. “Proposal” means the Technical & Financial Proposal / bids submitted by respondents in response to this EOI / RFP issued by SW&SC for **HIRING OF HUMAN RESOURCE MANAGEMENT FIRM TO FILL-UP THE VACANT POSITIONS**
- c. “SW&SC” means Sukkur Water & Sewerage Corporation
- d. “Competent Authority” means the Board of SW&SC
- e. “Committee” means Procurement Committee constituted by Local Government Department..
- f. “HR FIRMS” means such legal entities which have the capacity, human resource experience and the capability as per the criteria of designated person. .
- g. “Agreement Price” means the price payable to the HR FIRM hired by SW&SC under this procurement for the complete and proper performance of its contractual obligations.
- h. “Agreement” means the agreement signed by the parties along with the entire documentation specified in this EOI / RFP.
- i. “Day” means Calendar day.
- j. “Effective date” means the date on which the agreement comes into force and effect.
- k. “GCA” mean General Conditions of Agreement.
- l. “ITR” means Instructions to Respondents, specified in Section II of EOI / RFP.
- m. “IFP” means Invitation for proposals, specified in Section I of EOI / RFP.
- n. “Government” means the Government of Sindh.
- o. “Member” means any of the entities that make up the joint venture / consortium / association, in relation to responding to this EOI / RFP.
- p. “Personnel” means professional and support staff provided by the HR FIRM and assigned to perform services to execute an assignment and any part thereof in pursuance of the EOI / RFP.
- q. “Respondent” means any HR FIRM that has placed an offer / proposal / bid for performance of services sought in this EOI / RFP.
- r. “SOW” means Scope of Work for the Respondents, specified in Section III of EOI / RFP.
- s. “Services” mean the work to be performed by the HR FIRM pursuant to the EOI / RFP to be signed by the parties and in pursuance of any other specific assignment awarded to them by SW&SC

2. INTRODUCTION

The Sukkur Water & Sewerage Corporation is a Corporate Body as define in Rule 3 (ii) of The Sukkur Water & Sewerage Corporation Act – 2023 under umbrella of Local Government & HTP Department, Government of Sindh, Sindh Province Pakistan, for providing WASH facilities to the locality of Sukkur City with in jurisdiction of Sukkur Municipal Corporation.

SW&SC intends to hire services of reputed and experienced Human Resource Firm (hereinafter called "HR FIRM") for Filling-Up the vacant positions in the Schedule of Establishment of Sukkur Water & Sewerage Corporation.

3. CONFLICT OF INTEREST

SW&SC requires HR FIRM to provide professional, objective and impartial advice and at all times hold its interest's paramount, strictly avoid conflicts with other assignments / jobs or their own corporate interests and act without any consideration for future work. The HR FIRM should abide by all conditions listed in this EOI / RFP.

4. VALIDITY OF PROPOSALS

Proposals shall remain valid for a period of ninety (90) days after the date of proposal opening. A proposal valid for shorter period shall be rejected as non-responsive. SW&SC may solicit the Respondents' consent to an extension of proposal validity (but without modification in proposals).

5. RIGHT TO ACCEPT / REJECT PROPOSAL

SW&SC reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per SPP Rules 2010 (Amended).

6. FRAUD AND CORRUPTION

SW&SC requires that HR FIRM hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of SW&SC by any person of Respondent in Agreement execution.
- ii. "Fraudulent practice" mean a misrepresentation of facts, in order to influence procurement process or the execution of an agreement to SW&SC, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive SW&SC of the benefits of free and open competition;
- iii. "Unfair trade practices" mean supply of services different from what is ordered on, or change in the Scope of Work in Section III.
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.
- v. SW&SC would reject a proposal for award, if it determines that the Respondent recommended for award, has been engaged in practices listed at 6(i) to 6(iv) above.
- vi. SW&SC would Declare a HR FIRM ineligible, either indefinitely or for a stated period of time, for awarding the agreement, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for or in executing, the agreement.

7. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

7.1.EOI / RFP CLARIFICATIONS

During technical evaluation of the proposals, SW&SC may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by SW&SC.

7.2.AMENDMENTS IN EOI / RFP

At any time prior to deadline for submission of proposal, SW&SC may for any reason, modify the EOI / RFP. The prospective Respondents having received the EOI / RFP shall be notified of the amendments through email/mail and such amendments shall be binding on them.

8. PROCESS FOR HIRING OF SERVICES

This enquiry is in the nature of EOI / RFP intended to result in the hiring of Services of HR FIRM. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified respondent would sign an agreement with SW&SC which would specify the assignment that the selected respondent is expected to perform. Evaluation of the proposals shall be carried out in two stages, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time, any proposal or part of proposal received after the closing time for submission of proposals shall be returned unopened. No amendment to the technical or financial proposal shall be accepted after the dead line.

At first the technical proposals will be opened and evaluated in conformity with the provisions of the EOI / RFP. The financial proposals shall remain sealed until they are opened publicly.

The Procurement Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter. The evaluation shall be carried out in full conformity with the provisions of the evaluation criteria enunciated in the EOI / RFP.

The respondents who qualify on the basis of technical evaluation would be informed about the date and time of opening of their financial proposals through letter, Fax or Email as communicated by the Respondent in their proposals.

After rejecting the offers securing less than the minimum qualifying marks in the technical proposal, the financial proposals of the qualifying HR FIRMs shall be opened. Work will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).

9. ELIGIBILITY CRITERIA FOR HR FIRM (MANDATORY REQUIREMENT)

HR FIRMs applying for being selected under the EOI / RFP must fulfill the following eligibility criteria:

- i. Original and Fresh dated affidavit on Judicial E-Stamp Paper worth Rs. 500/- that, with effect that all the documents / particulars / information furnished are true and correct. In case of Bogus / Tempered or false information / certificates provided by the company / firm shall be liable to be black listed at any stage.
- ii. Undertaking on E-stamp worth Rs:500/- that firm is not involved in any kind of litigation with, any departmental rift, abandoned or unnecessary delay in completion of any work.
- iii. Having minimum experience of five (5) years in similar nature of services.

- iv. HR FIRM should have audited financial statement for the last three years from reputable audit firms.
- iii. Average annual turnover (total income) in preceding three (3) years (on closing of last fiscal year) should be at least Rs. 50.0 million. demonstrated through **Income Tax Returns (ITR – FBR)**, with audited statement of accounts details to be submitted
- v. Reference letters or Job Completion certificates / POs / works order /agreements of any two (2) ongoing or completed projects having contract value of Rs. 10.00 million or above for providing the HR Services during the last 5 years. if the Original project is extended then it would be considered a single project only. Extension of project cannot be considered as a project.
- vi. Having the valid Sindh Sales Tax (SST) Registration Certificate.
- vii. HR FIRM must be available on ‘List of Active Tax Payers’ of FBR (for Income Tax) and SRB (For Sales Tax) websites.
- viii. Having the valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).
- ix. Having the valid certificate of Social Security Registration of employees.
- x. HR FIRM must attach the valid documentary evidence in support of eligibility / qualification and evaluation criteria and conformity with required terms and conditions of Scope of Work / Services given in the EOI/RFP Document.
- xi. Bidders past experience for Hiring of Services of Human Resource Firm (HR Firms) for similar assignment specifically in Local Government. Copies of satisfactory performance certificate with agreement, Work order must be attached as evidence.
- xii. Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates of recent contracts for respective periods of services from the registered office duly signed and stamped. No other certificates will be accepted for eligibility.
- xiii. Complete Soft Copy must be submitted on EPADS (<https://portalsindh.eprocure.gov.pk>) and submit Original CDR, Pay order of Tenders and required Affidavit in shape of Hard before deadline of E-Bid submission.

10. DISQUALIFICATIONS

SW&SC through its committee may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project.
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive.

- v. Failed to provide clarifications related thereto, when sought.
- vi. Declared ineligible by the Federal or Provincial Government for corrupt and fraudulent practices or blacklisted by any Government organization (Federal / Provincial) or convicted by courts.
- vii. Submitted a conditional proposal with price adjustment / variation provision.
- viii. Not fulfill any mandatory eligibility condition as mentioned in clause 9.
- ix. Alternate Bids shall **NOT BE ALLOWED**, if any bidder elects to submit alternative bid(s) / proposal(s), both bids **ORIGINAL** and **ALTERATIVE** will be rejected straightaway.

11. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the EOI / RFP. Failure to furnish all the necessary information as required by the EOI / RFP on submission of a proposal not substantially responsive to all the aspects of the EOI / RFP shall be at Respondent's own risk and may be liable for rejection. When Respondents receive the EOI / RFP, and if they can meet the requirements of the EOI / RFP and the commercial and contractual conditions, they should make arrangements necessary to prepare a responsive proposal.

If the Respondents find in the EOI / RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from SW&SC well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents should ensure that they submit a fully responsive proposal including all the supporting documents requested in the EOI / RFP.

Once proposals are received and opened, respondents shall not be permitted to change the proposal.

Non-compliance with Eligibility criteria for HR FIRM will result in rejection of the proposal.

12. PRE PROPOSAL QUERIES

The prospective Respondent, requiring any clarification on EOI / RFP may contact SW&SC and seek required clarification as per the Rule 23 of SPP Rules 2010 (Amended). However, no relaxation or exemption shall be provided to the respondent on any term or condition of the EOI / RFP for reasons of non- receipt of any clarification.

13. PREPARATION OF PROPOSAL

The Respondent shall comply with the following requirements during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to the prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal.

- ii. The proposal shall be typed or written in indelible ink and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization or written power of attorney shall accompany the proposal.
- iii. In addition to the identification, the covering letter (Tech 1) shall indicate the name and address of the Respondent to enable the proposal to be returned in case it is declared late, and for any other matching purposes.
- iv. Proposals received by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.
- v. Respondents are not permitted to modify, substitute, or withdraw proposal after its submission.
- vi. All the pages of the proposal should be initialed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this EOJ / RFP.
- vii. Technical and financial proposals should be submitted in separate envelopes and set has to be prepared as :
 - a) Technical and financial proposals shall be prepared and each to be put in a separate envelope.
 - b) There shall be following title on each envelope containing the technical and financial proposals - HIRING OF HUMAN RESOURCE MANAGEMENT FIRM TO FILL-UP THE VACANT POSITIONS.
 - c) Both the envelopes prepared above shall then be put in another big envelope which shall have the following title marked on it - HIRING OF HUMAN RESOURCE MANAGEMENT FIRM TO FILL-UP THE VACANT POSITIONS.

All envelopes mentioned above should also have the name and contact details of the respondent clearly mentioned on them. This shall facilitate return of envelopes to the respondent, if required, as per EOJ / RFP.

14. SUBMISSION OF PROPOSALS

Respondent shall submit responses (referred to as 'Proposals' herein) to the address mentioned in **Clause 7 of Section I** as per the procedure specified in this RFP. The list of documents to be submitted as part of proposals is provided in **Clause 9 & Clause 16 Section II**.

15. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals from Respondents, completed in all respects must be received by SW&SC at the address specified in **Section I Clause 7 as per schedule listed in Section I Clause 6**.

16. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

16.1. TECHNICAL PROPOSAL

All the submitted forms must be arranged in ascending order:

- a. General information about the respondent as specified and required in **Tech - 2**, and in various related clauses of the EOJ / RFP (whichever is applicable).
- b. Financial Strength of the organization in **Tech -3**.

- c. Summary of relevant project / work experience in **Tech -4**.
- d. Technical proposal of respondent for the SOW in **Tech -5**.
- e. Any other supporting information and documents that are relevant to the technical proposal and are required to be submitted as per various clauses of this RFP.
- f. Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions; one (1) original and One (1) copies. The original and all copies of the Technical proposal shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Original & copies of the document should be separately clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- g. The soft copy of proposal should be uploaded on EPADS (<https://portalsindh.eprocure.gov.pk>).

All the above papers should be duly signed by the authorized signatory.

16.2. FINANCIAL PROPOSAL

- a. The financial proposal will be filled in **Fin - 1** separately. py
- b. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount) in word and figure
- c. The financial proposals should be in the form of a single figure inclusive of all types of costs / taxes/ levies/ fees/ payments that are to be made by the respondent in pursuance of the assignment undertaken under the Agreement obligation of this EOI / RFP.
- d. Tax exemption in any case would be subject to "Tax Exemption Certificate" issued by FBR, verifiable through online verification system of FBR.
- e. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- f. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.

17. RECEIPT OF PROPOSALS.

The proposals would be received at the address specified in **Section I, Clause 7** The proposals will be kept in safe custody till they are opened in presence of respondents who choose to be present as per the schedule listed in **Section I, Clause 6**.

18. PROPOSAL OPENING

SW&SC will open all proposals including withdrawals and modifications, in public, in the presence of respondents / their authorized representatives who choose to attend, at the time, on the date and the place specified in EOI / RFP. Respondents / Representatives shall sign attendance as a proof.

19. BID EVALUATION OF CRITERIA

The Procurement Committees of SW&SC shall evaluate the proposals.

- 19.1. THE BIDS SHALL BE EVALUATED ON LOWEST BID BASIS. Evaluation Criteria, sub-criteria, for the evaluation of Full Technical Proposals is based on Yes / No OR Pass / Fail, if a bidder fails to obtain yes or pass in any criteria or sub-criteria then he / it shall not be qualified.
- 19.2. Bidders qualify the Technical Evaluation will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
- 19.3. Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.
- 19.4. The Bids for partial / limited item(s) shall not be considered and REJECTED.

Sr. No.	Evaluation Criteria	
a.	Head office and Regional offices: <i>(Please attach list of all offices with complete contact information & evidences e.g rental or property agreement)</i>	
	• Head Office with 4 or more regional offices	
b.	Reference, Past Experience & Clientele 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. No point shall be given for extensions and less than 12 month's period	
i.	Experience in handling HR Service Contracts throughout Pakistan <i>(Credible documentary evidence must be provided in the form Registration of the company, work order, contract agreement, satisfactory performance letter etc.)</i>	
	• Between 5– 12 years	
ii.	Number of projects having contract value of 15 million or above for providing the HR Services during the last 5 years in Local Government Department / Local Council 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. No point shall be given for extensions and less than 12 month's period <i>(Credible documentary evidence must be provided in the form or work order, contract agreement, satisfactory performance letter)</i>	
	3-5 Projects or More	

Sr. No.	Evaluation Criteria	
c.	Qualification and Relevant Experience of staff <i>(Credible documentary evidence in shape of CVs must be attached)</i>	
i.	10 – 20 Personnel or above	

d.	Specific experience of firm (Relevant to the assignment/ scope of services. Credible documentary evidence must be provided in the form of Work Order, Contract Agreement, Satisfactory Performance letter.	
i.	2 - 3 Projects or above	
e	Average Annual Turnover during last three (03) financial years. (Audited Financial Statements from Chartered Accountant must be attached as supporting documents)	
i.	20 - 40 Million or above	

20. AWARD OF CONTRACT

The bidder whose offered rate or handling charges of HR Firm is found lowest amongst other qualified bidder shall be considered for acceptance of the offer provided that it fulfills the laid down term and conditions of the tender, irrespective of their score in the previous step.

Initially, contract shall be signed for a period of one year (12 months), however, SW&SC at its own discretion can extend the period of the contract for a further period on mutual understanding HR Firm.

The HR FIRM is expected to commence the assignment on the agreed date.

21. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT / PERFORMANCE SECURITY DEPOSIT

Bid Security Rs. 1,00,000/- would be furnished by the respondent in form of Deposit at Call or Pay Order or Demand Draft in favour of **SUKKUR WATER & SEWERAGE CORPORATION** issued by a scheduled bank in Pakistan valid for a period of 28 days beyond the bid validity period. The Bid Security shall be attached with the E-Bid and original hard copy must be submitted to the Procuring Agency on or before deadline of E-Bid Submission. Bid security amount will be refunded if the Respondent is not finally selected.

The selected respondent will have to furnish a **Performance Security Rs. 2,00,000/-** in the shape of Call Deposit / Bank Draft / Pay Order / Bank Guarantee issued by a scheduled bank of Pakistan, in favour of the **SUKKUR WATER & SEWERAGE CORPORATION**. The Performance Security submitted should be valid for the contract period. No interest will be paid on Performance Security / Bid Security.

Performance Security amount will be retained till the completion of project. In case selected respondent refuse to sign the agreement within the reasonable time may result in blacklisting of company and forfeiting of bid security.

22. CONFIDENTIALITY

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any Respondents or any other person not officially concerned with such process until the selection process is over. The undue use by any Respondent of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of SW&SC, the Respondent and the personnel shall not at any time communicate to any person or entity any confidential information acquired during the course of the agreement.

All work products, including reports is the property of SW&SC, and may not be used in any manner except to fulfill the terms of this agreement.

23. OWNERSHIP OF DOCUMENTS PREPARED BY THE HR FIRM

All the reports, database, software, protocols, strategies and other documents prepared by the HR FIRM as part of the execution of contract shall remain the sole property of SW&SC and the HR FIRM shall not later upon termination or expiry of this agreement, deliver / share, if not already delivered / shared, all such reports, database, software, protocols, strategies and other documents to the SW&SC, together with a detailed inventory thereof.

The HR FIRM shall not use any of the reports, database, software, protocols, strategies and other documents for purposes unrelated to this Agreement during its currency without the prior written approval of the SW&SC. A certificate to this effect shall be provided by the HR FIRM whenever the SW&SC shall require.

24. INTEGRITY PACT

Pursuant to **Rule 89** of SPP Rules 2010 (Amended 2019), HR FIRM undertakes to sign an integrity pact in accordance with prescribed format attached hereto at Section V for all procurements.

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

SECTION III: SCOPE OF WORK (SOW)

1. BACKGROUND

This section details the scope of work for the HR FIRM hired to FILL-UP THE VACANT POSITIONS AVAILABLE ON THE SCHEDULE OF ESTABLISHMENT OF SUKKUR WATER & SEWERAGE CORPORATION

2. ABOUT THE PROJECT

The Sukkur Water & Sewerage Corporation having intends to procure and engage an Implementation Partner as a firm of National / Provincial level in order to carry out this assignment. It will be empowered by the Sukkur Water & Sewerage Corporation to fill up the shortfall of Human Resource by complied all codal Government Rules and Regulations and also assists re-structure the organization chart of Sukkur Water& Sewerage Corporation.

3. ROLE OF HR FIRM

1. The firm shall advise and facilitate SW&SC in executing recruitment processes for approved positions as per the Schedule of Establishment.
2. The firm shall develop and implement standardized recruitment procedures in compliance with Government of Sindh rules and applicable laws.
3. The firm shall advertise positions, manage applications, and ensure transparency and equal opportunity.
4. The firm shall conduct screening, shortlisting, testing and interviewing, including:
5. Written / Aptitude / Technical Tests
6. Psychometric assessments (where applicable)
7. The firm shall present a merit-based shortlist in case of multiple position 2-3 minimum candidates per position and where the position in single digit minimum 3–5 candidates per position to SW&SC for final evaluation.
8. Final selection, interviews, and hiring decisions shall remain exclusively with SW&SC.
9. The firm shall conduct comprehensive background checks for the candidates finalized by SW&SC, including:
10. Academic degree verification (HEC or relevant bodies)
11. Experience verification
12. Reference checks
13. Criminal record check / Police verification (where required)
14. The firm shall maintain a complete recruitment database (hard & soft copies) and ensure proper documentation and audit trail.
15. The firm should provide end-to-end candidate communication support through SW&SC-approved channels.
16. The firm shall ensure confidentiality, data protection, and integrity of the recruitment process.
17. The firm shall ensure compliance with quotas and applicable government policies (if applicable).
18. Any additional services shall be subject to prior written approval of SWSC.

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

SECTION IV: PROPOSAL FORMATS

SW&SC invites the proposals from Respondents for providing the Human Resource as listed in preceding paragraphs. The hiring of HR FIRM services would be done by examining the technical proposals before opening the financial proposal. There would be two categories for submission of formats:

1. Technical proposal related formats
2. Financial proposal related formats

S No	Form No	Detail	Remarks
1	TECH 1	Covering Letter for Hiring of Services of HR FIRM	Formats for technical proposal
2	TECH 2	General Information About the Respondent	
3	TECH 3	Financial Strength of the Respondents	
4	TECH 4	Summary of Relevant Projects/Work Experience	
5	TECH 5	Proposal of the Respondent for the SOW	
6	FIN 1	Financial Proposal	Format for financial proposal

1. TECH I: COVERING LETTER FOR HIRING OF SERVICES OF HR FIRMS
(On Respondent's letterhead)

Date: _____
Proposal Reference No. xx/2023

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

Sub: Proposal for Hiring of Services of HR Firm

Dear Sir,

1. Having examined the EOI/ RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of HR services provided for activities to be undertaken under EOI / RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of EOI / RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of ninety (90) days from the date fixed for submission of proposal as stipulated in the EOI / RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. If we are / I am entrusted an assignment, we undertake to deposit the required bid security.
6. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
7. We / I understand SW&SC is not bound to accept any proposal it receive.
8. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of EOI / RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
9. We / I are submitting herewith a Pay-order/demand draft / Bank Guarantee No. _____ Dated _____ in favor of "Sukkur Water & Sewerage Corporation" drawn on (Bank Name & Address) as bid security / earnest money deposit for consideration of our proposals is attached with financial proposal.
10. The letter of authorization by the competent authority is also attached herewith.

Dated this [date / month / year] Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm Affix rubber stamp Email/Fax
No. Income Tax Certificate Return Submitted

2. TECH 2: GENERAL INFORMATION ABOUT THE RESPONDENT

Proposal Reference No.

1. Name of Organization :
2. Category :
3. Address of Registered Office :
4. Details of the website of the organization (if any) :
5. Address of local office:
6. Details of designated person:
 - a. Name:
 - b. Designation:
 - c. Telephone:
 - d. Fax Number:
 - e. Mobile Number:
 - f. E-mail address:
 - g. CNIC:
7. Registration Details (attach documentary proof) :
8. Income Tax registration number/NTN details (attach documentary proof) :
9. Other applicable tax documents (attach documentary proof) such as sales tax registration certificate:
10. Other details of the Association:
 - i. Status of the Association (whether Partnership, etc.) :
 - ii. Locations and addresses of offices (in Pakistan and overseas) :
11. Information about the constitution of the organization and memorandum of the association (attach certified documentary proof) and article of association.
12. Details of members of the organization / Board of Directors along with their CNIC/SNIC and addresses.
13. Purpose/mission/vision of the organization (attach certified articles of association which describes the same).

14. Information (in brief) about the work done by the organization in related fields in last 5 years (attached detailed note/report along with Tech 3) – Certificate of such firm / organization / assignment / contracts completed.

15. Details of person authorized duly approved by board/ Competent Authority to sign the proposal (please attach proof document (i.e. authority letter by the competent authority, Board minutes only attested by Board Secretary, power of attorney etc.) and extent of liability covered under the authority.
 - a) Name
 - b) Designation
 - c) Address
 - d) Telephone
 - e) Fax
 - f) Mobile
 - g) E-mail
 - h) Website
 - i) Legal Status (attach proof)
 - j) Signature.....
 - k) In the capacity of.....
 - l) Duly authorized to sign proposal for and on behalf of.....
 - m) Date.....
 - n) Place.....
 - o) Affix Rubber Stamp

3. TECH 3: FINANCIAL STRENGTH OF THE ORGANIZATION

Proposal References No. _____

Name of the Respondent: _____

I/we hereby declare that, our firm's Annual Income in last 3 fiscal years (on closing of last fiscal year) is as follow:

Annual Income / Revenue of the Respondent (Only last 03 years)			
F. Y. ONE	F. Y. TWO	F. Y. THREE	Average

Signature.....

In the capacity of.....

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

Date.....

Place.....

4. TECH 4: SUMMARY OF RELEVANT PROJECT / WORK EXPERIENCE

Proposal Reference No. _____

Section: Tech 4 (a)

(Use separate sheet for each project/ work)

S No	Item	Details
General Information		
	Customer Name/Govt. Department	
	Address	
	Name of the Contact Person and Contact details for the Project	
Project Details		
	Project/Related Work Experience	
	Start Date/End Date	
	Current Status (work in progress, Completed)	
	Agreement Tenure	
	Locations	
	Man-month Effort Involved	
	Other Details Relevant to Project	
Brief description of scope of consulting / work / in-service assignments (Provide specific details of experience in any of the relevant as per Scope of Work:		
Size of the Project		
	Order Value of the Project (Rs. in Millions)	

(Provide Certificate of Completion for completed projects from Authorized officials in the Government Departments along with supporting documents (contract agreement, contract award etc.) as proof.

As the points will be awarded for the project having the contract value of Rs. 20 Million or above, so only attach Rs. 20 Million and above projects with proof, without proof as mentioned above no point will be given.

Section: Tech 4 (b)

(Use separate sheet for each Personnel)

Summary of Key Human Resource mentioned at Section II Para 19.1 (5)

FORMAT OF CURRICULUM VITAE OF EXPERTS

1. The discipline/Expertise:
2. Name of the firm:
3. Name of Expert:
4. Date of Birth:
5. Years with the firm:
6. Nationality:
7. Professional Qualifications:
8. Academic Qualification:
9. Employment Record:
10. Language and Degree of Proficiency: (in Speaking, reading and writing as
Excellent- Good – Fair – Poor)
11. Details of relevant Projects handled:
12. Certification: I, the undersigned, certify that, to the best of my Knowledge and belief, these bio- data correctly describes myself, my qualifications and my experience.

Signature:

5. TECH 5: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Please carefully read and understand the complete RFP before preparing this proposal.

Proposal Reference No, _____

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following two chapters:

1. TECHNICAL APPROACH AND METHODOLOGY

Explain your understanding of the objectives of the assignment, approach to the services required to be rendered, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2. WORK PLAN

Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and proposals for monitoring. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

6. FIN 1: FINANCIAL PROPOSAL OF THE RESPONDENT

The charges for scope of work as per the requirement and conditions listed in this RFP are as follows: -

S #	Break-up of Payment	Amount
1.	HIRING OF HUMAN RESOURCE MANAGEMENT FIRM TO FILL-UP THE VACANT POSITIONS	
2.	Sindh Sales Tax Mandatory deduction as per Govt. Rate	
3.	Income Tax Mandatory deduction as per Govt. Rate	
4.	Other Charges (if any, provide details)	

- The Respondent undertakes to claim no more than this charge 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 SW&SC at prescribe rate.
- Attach the tax exemption certificate (if any).

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

SECTION V: INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letter head)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Agreement No: _____ Dated: _____
Agreement Value: _____ Agreement Title: _

..... [Name of HR FIRM] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from SW&SC or any administrative subdivision or agency thereof or any other entity owned or controlled by SW&SC through any corrupt business practice.

Without limiting the generality of the foregoing, ***[Name of HR FIRM]*** 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 judicial person, including its affiliate, agent, associate, broker, Organizations, 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 SW&SC, except that which has been expressly declared pursuant hereto.

..... ***[Name of HR FIRM]*** 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

SW&SC has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

..... ***[Name of HR FIRM]*** 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 rights and remedies available to SW&SC under any law, Agreement or other instrument, be voidable at the option of SW&SC.

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

Name of HR FIRM: Signature:

Seal: