



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT.) LTD.
MINISTRY OF INDUSTRIES & PRODUCTION, GOVERNMENT OF PAKISTAN



EXPRESSION OF INTEREST

HIRING OF HUMAN RESOURCE CONSULTANCY SERVICES

1. Pakistan Industrial Development Corporation Limited (PIDC), a public sector company, invites proposals from reputable HR Consultancy Firms/ Individuals for execution of a salary survey and upgradation of its grading and salary structure in order to bring them in consonance with market/ corporate best practices.
2. Participating consultancy firms/ Individuals will have to demonstrate their organizational capacity and relevant experience of having undertaken similar tasks.
3. RFP document including detailed TORs can be downloaded free of cost from EPADS (<https://eprocure.gov.pk>) / PPRA website (www.ppra.gov.pk) / PIDC website (www.pidc.com.pk).
4. In order to clarify the bidder's queries for the captioned work, a pre-bid meeting will be held on **3rd September, 2025 at 11 am** at below mentioned address.
5. Interested firms/ Individuals are requested to submit their proposals (Technical & Financial) electronically through PPRA EPADS on "**Single Stage Two Envelope**" procedure on or before **12th September, 2025 till 11 am**. Technical proposals will be opened through PPRA EPADS on the same day at **11:30 am**. Delayed / conditional / telegraphic proposals will not be entertained.
6. The Technical proposals shall be evaluated according to the criteria given in RFP. Financial proposals of only technically qualified firms shall be opened and will be awarded on a "**Quality and Cost Based Selection (QCBS)**" method.
7. The proposals should be accompanied by a **Bid security** (refundable) amounting to **Rs. 200,000/-** in shape of pay order from any scheduled bank in Pakistan in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of Bid Security shall be submitted along with the technical proposal on EPADS; however, the original bid security shall be submitted to PIDC office on the address given below before the deadline of submission.

MANAGER HR

Pakistan Industrial Development Corporation (Pvt.) Ltd.

2nd Floor PIDC House, Dr. Ziauddin Ahmed Road, Karachi-75530, Pakistan

Ph: 021-38266666

Web: www.pidc.com.pk Email: hr@pidc.com.pk



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT.) LTD.

MINISTRY OF INDUSTRIES & PRODUCTION, GOVERNMENT OF PAKISTAN



REQUEST FOR PROPOSAL (RFP)

HIRING OF HUMAN RESOURCE CONSULTANCY SERVICES FOR SALARY SURVEY & UPGRADATION OF GRADING & SALARY STRUCTURE

August 2025



**REQUEST FOR PROPOSAL FOR HIRING OF HUMAN RESOURCE
CONSULTANCY SERVICES FOR SALARY SURVEY & UPGRADATION OF
GRADING & SALARY STRUCTURE**

1. Background

The Pakistan Industrial Development Corporation (PIDC) is seeking proposals from qualified and experienced consultancy firms to conduct a comprehensive Employee Compensation Survey and Benchmarking exercise. The objective of this consultancy is to assess and benchmark the current compensation structure of PIDC employees against prevailing market standards to ensure fairness, competitiveness, and adherence to best practices.

2. Scope of Work (SOW)

The selected consultant will be responsible for the following key tasks:

- Identify benchmark organizations.
- Collect and analyze market compensation data.
- Assess PIDC's competitiveness in attracting and retaining talent.
- Present comparative tables and gap analysis.
- Review existing salary scales, allowances, and benefits.
- Present comparison of public sector and commercial industry standards.
- Recommend revisions to ensure equity and competitiveness.
- Suggest structured salary bands, if necessary.
- Propose changes for improvement in current performance management practices and method for applying annual increment.
- Presenting findings and recommendations to the PIDC management and HR & ESG Committee.

3. Duration

The consultancy is expected to be completed within a period of four (4) months from the date of contract signing.

4. Reporting

The consultant will report directly to the Deputy General Manager (DGM) of the HR Department and will work in close coordination with the HR Department and the senior management.

5. Deliverables

- The consultant shall submit two (02) color hard copies and soft copies of all below-mentioned reports/deliverables.
- The consultant is expected to provide the following deliverables from contract signing:

S. No.	Deliverables	Duration (Days)
1	Inception Report Workplan, Methodology, Stakeholder Engagement plan	15
2	Market Survey Report Market salary survey of comparable organizations and benchmarking	60
3	Draft Review Report Draft Compensation and Benefits Review Report	90
4	Final Report Final consolidated report and implementation roadmap	120
5	Management Presentation	120

6. Payment

- The payments will be made through cross-cheque to the consultant(s) on the completion and submission of deliverables after deducting applicable government taxes. The Consultant shall submit the invoice only after the approval by the Client.
- Financial Proposal shall be submitted on lumpsum basis, and should be inclusive of all travel expenses, overhead expenses, applicable taxes and cost of stamp duty on contract as per rule. Payments will be made as per below table on submission of verified deliverables:

S. No.	Deliverables	% of Total Fees
1	Inception Report Workplan, Methodology, Stakeholder Engagement plan	10
2	Market Survey Report Market salary survey of comparable organizations and benchmarking	20
3	Draft Review Report Draft Compensation and Benefits Review Report	25
4	Final Report Final consolidated report and implementation roadmap	30
5	Management Presentation	15
	Total	100%

7. Eligibility / Evaluation Criteria:

I. Eligibility Criteria

- Submission of proposal through PPRA EPADS is mandatory.
- Firm / Individual must be registered with applicable tax authorities.
- Affidavit confirming that firm / individual has not been Blacklisted by any Government organization.
- Successful completion of atleast one similar nature work of worth over 2 million PKR in last 5 years.

Notes:

- For completed work: provide completion certificate or contract / WO alongwith final payment invoice and receipt.
- Only eligible applicants will be considered for further evaluation.

II. Evaluation Criteria

- To qualify, applicant must score an aggregate 70 marks out of 100.
- Most Advantageous Bid will be considered as per Quality and Cost Based Selection (QCBS). QCBS will be followed according to combined technical (S_T) and financial (S_F) scores using the weights (T- the weight given to the technical score, P = the weight given to the financial score; and $T+P = 1$).
- The formula for determining the financial score is the following:

$$S_F = 100 F_L / F$$
 Where:
 - S_F = Financial score
 - F_L = is the lowest financial price of proposal
 - F = The financial price of the proposal under consideration
- The lowest evaluated Financial price (F_L) will be given maximum financial score (S_F) of 100. The weights given to the Technical and Financial proposals are as under:
 - Technical proposal (T) = 80%
 - Financial proposal (F) = 20%
- The detail of marks is provided below:

S. No.	Description	Max. Marks
1	Successful completion of similar nature work with Public Sector or Multi-national companies in last 10 years <ul style="list-style-type: none"> • 15 marks for each 	45
2	Successful completion of similar nature work in last 10 years <ul style="list-style-type: none"> • 10 marks for each 	20
3	Similar nature work in-hand awarded in 2025 <ul style="list-style-type: none"> • 5 marks for each 	10
4	Availability of professional & Certified evaluator (Mercer, Hay, Korn Ferry etc.) resource	10
5	Methodology <ul style="list-style-type: none"> • Applicant has to submit their proposed approach according to the SOW 	10
6	Average annual turnover in last 3 years <ul style="list-style-type: none"> • Full marks for average turnover of PKR 6 million or above • For values below PKR 6 million, marks will be awarded as: (Average Turnover / 6) x 5 	5
	Total	100

Note:

- *For completed work: provide completion certificate from client or contract / WO alongwith final payment invoice and receipt.*
- *For in-hand work: provide contract / WO alongwith latest invoice and receipt / communication from client.*
- *For turnover: provide audited accounts / tax returns of last 3 years.*
- *Experience as JV, will not be considered.*

8. Terms & Conditions

- The process of e-Procurement will be carried out on **Single Stage Two Envelope** procedure.
- The technical and financial proposals, properly prepared, must be submitted **ONLY through e-Pak Acquisition & Disposal System (EPADS)** at or before deadline mentioned in the Expression of Interest (EOI).
- The proposals should be accompanied by a **Bid security** (refundable) amounting to **Rs. 200,000/-** in shape of pay order from any scheduled bank in Pakistan in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd.
- Scanned copy of Bid Security shall be submitted along with the technical proposal on EPADS; however, the original bid security shall be submitted to PIDC office on the address given in EOI before the deadline of submission.
- Bid security of non-eligible bidders will be returned after announcement of technical evaluation result, whereas bid security of technically qualified bidders will be returned after the contract signing with Most advantageous Bidder.
- Financial Proposal shall be submitted on lumpsum basis, and should be inclusive of all travel expenses, overhead expenses, applicable taxes and cost of stamp duty on contract.
- Advance payment is not applicable.
- Application as JV partner is not applicable.
- Proposal shall remain valid till 90 days from the proposal submission, extendable as per PPRA rules.
- Venue, Date and Time of submission / opening is as stated in EOI.
- Procuring agency reserves the right to accept/reject any or all offers or part thereof as per PPRA rules.

(Client)

(Project Name)

DRAFT AGREEMENT FOR CONSULTANCY SERVICES

(Month) (Year)

(Name and address of the Consultant)

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AGREEMENT FOR CONSULTANCY SERVICES

This **AGREEMENT**, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this ---- day of ----- (month), 20____.

between

_____, (herein referred to as the "Client") of the first part;

and

_____, (herein referred to as "Consultant"), of the second part.

The parties hereto agreed as under: -

1. ARTICLE 1: THE PROJECT

The Project for which Services are required to be performed under this Agreement is described in the attached Appendix A.

2. ARTICLE 2: SCOPE OF SERVICES

2.1 The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the attached Appendix A.

3. ARTICLE 3: TIME SCHEDULE

3.1 Effective Date of Commencement

Effective Date of Commencement of Services shall be as defined in the attached Appendix-B.

3.2 Time Schedule of Services

The time schedule of Services is given in the attached Appendix B.

3.3 Extension of Time

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Consultant as and when required.

4. ARTICLE 4: MODE OF OPERATION

4.1 Obligations of the Consultant

- The Consultant shall perform Services as an independent consultant in accordance with recognized international standards, applicable laws and regulations.
- The Consultant shall appoint a Project Manager named in Appendix D who shall represent the Consultant for purposes of this Agreement and shall be responsible for the administration of the Agreement including performance of Services thereunder. He shall remain in contact with the representative of the Client to keep him fully informed on all matters relating to the provision of Services by the Consultant.
- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound practices.
- The Consultant shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic practice.
- The Consultant shall furnish the Client such information relating to the Services as the Client may from time-to-time reasonably request.
- Except with the prior written approval of the Client, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-contractor to perform any part of the Services.
- The Consultant agrees that no proprietary and confidential information received by the Consultant from the Client shall be disclosed to a third party unless the Consultant receives a written permission from the Client to do so.

4.2 Obligations of the Consultant

The Client shall provide to the Consultant:

- All necessary data/documents/reports, as listed in Appendix A, that may be required by the Consultant for performing the Services within the Time Schedule given in Appendix B.
- The Client shall designate a person named in Appendix D to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Project Manager of the Consultant.
- The Client shall take all necessary measures to make timely payments to the Consultant as stipulated in Article 5, hereof.

5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT

The remuneration for Services rendered by the Consultant and the mode

of payment shall be as described in the attached Appendix-C.

6. ARTICLE 6: ADDITIONAL SERVICES

The Client may ask the Consultant to perform Additional Services during the currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. the Consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the Client before the commencement of the Additional Services.

7. ARTICLE 7: TERMINATION

7.1 End of Services

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

7.2 Termination by the Client

The Client may, by a written notice of thirty (30) days to the Consultant, terminate this Agreement. All accounts between the Client and the Consultant shall be settled not later than sixty (60) days of the date of such termination.

7.3 Termination by the Consultant

The Consultant may suspend the Agreement by a written notice of thirty (30) days only if the Consultant does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the Consultant after thirty (30) days of notice of suspension, the Consultant may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the Consultant under such circumstances, the Client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the Consultant.

8. ARTICLE 8: FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15)

days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

9. ARTICLE 9: RESOLUTION OF DISPUTES

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix D, Special Conditions.

10. ARTICLE 10: APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix D, Special Conditions shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

11. ARTICLE 11: CONTRACT AMENDMENT

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

12. ARTICLE 12: NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client -----

To: The Consultant -----

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF
(The Consultant)

FOR AND ON BEHALF OF
(The Client)

Signed by: -----

Signed by: -----

Designation:-----

Designation:-----

(Seal)

(Seal)

Witness:

Witness:

Signed by:-----

Signed by:-----

APPENDIX A

THE PROJECT

&

SCOPE OF SERVICES

A-1 THE PROJECT / JOB / WORK
(Refer Article 1 hereof)

A-2 SCOPE OF SERVICES
(With reference to Article 2.1 give detailed scope of consultancy and other professional services to be performed by the Consultant under this Agreement including listing of deliverables such as reports, documents and number of copies thereof.)

A-3 DATA/DOCUMENTS/REPORTS
(With reference to Article 4.2 list the data, documents and reports which are to be provided by the Client and will be required by the Consultant for performing the Services.)

APPENDIX B

TIME SCHEDULE

B-1 Effective Date of Commencement of Services.

(The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the parties / or any other date agreed by both parties).

B-2 Time Schedule of Services

(With reference to Article 3.2 give time schedule of Services taking into account data/documents required from the Client and the time of approval(s) by the Client).

APPENDIX C

REMUNERATION FOR SERVICES

&

SCHEDULE OF PAYMENT

(With reference to Article 5)

C-1	Total Remuneration (lumpsum)
C-2	Schedule of Payments (On submission of verified deliverables, and within 2 weeks of submission of verified invoice)

APPENDIX D

SPECIAL CONDITIONS

D-1 PROJECT MANAGER (Refer Article 4.1)

D-2 REPRESENTATIVE OF THE CLIENT (Refer Article 4.2)

D-3 VENUE OF ARBITRATION (Refer Article 9)

D-4 LOCATION OF THE COURTS
HAVING JURISDICTION (Refer Article 10)