



Security Papers
LIMITED

Jinnah Avenue, Malir Halt, Karachi-75100, Pakistan.
Ph. No.(+92)(021) 99248536-37, Fax No.(+92)(021) 99248538

Tender No.11

Consultancy Services for Conducting
Compensation & Benefits Survey
and
Workload Analysis.

Technical Bid



Jinnah Avenue, Malir Halt, Karachi-75100, Pakistan.
Ph. No.(+92)(021) 99248536-37, Fax No.(+92)(021) 99248538

TENDER # 11

Sealed bids on prescribed tender form are invited from reputable firms / consultants registered for Income Tax and Sales Tax (with FBR & SRB) & whose name appear on the Active Taxpayers List of FBR for the following:

Description	Tender Submission Date and Time	Tender Opening Date and Time	Earnest Money (Refundable)
Consultancy Services for Conducting Compensation & Benefits Survey and Workload Analysis.	Upto 3:00 p.m. on 29-09-2021	3:30 p.m. on 29-09-2021	Rs.25,000/=

Tender form alongwith eligibility criteria and general terms & conditions can either be obtained from above mentioned address from 9:00 a.m. to 12:00 noon (Monday to Saturday) or can also be downloaded from our website: www.security-papers.com

Tender form fee is Rs.500/- (Non-refundable).

In case of downloaded tender form, fee will be received at the time of submission of tender documents.

Bidder must produce/submit copy of Income Tax and Sales Tax registration certificates at the time of purchase of tender documents.

Technical and Financial bids are required to be submitted in separate sealed envelopes.

Technical bids will only be opened on the above-mentioned date and time in the presence of bidders or authorized representatives, who may wish to attend. Bids which are conditional, incomplete, without earnest money and above mentioned required details and those received after due date, will not be considered. In case of holiday, bids will be opened on next working day.

Financial bids of only technically qualified bidders will be opened later under intimation to technically qualified bidders.

The Company reserves the right to accept or reject any or all tenders and / or to amend any of the terms and conditions, without assigning any reason, as per rule.

Senior General Manager



TENDER NO. 11

Description	Tender Submission Date and Time	Tender Opening Date and Time	Earnest Money (Refundable)
Consultancy Services for Conducting Compensation & Benefits Survey and Workload Analysis.	Upto 3:00 p.m. on 29-09-2021	3:30 p.m. on 29-09-2021	Rs.25,000/=

PREAMBLE FOR THE TENDER

1. Tenders are invited for the hiring of Consultancy Services for Conducting Compensation & Benefits Survey and Workload Analysis on the prescribed TENDER FORM. The above mentioned services are required for Security Papers Limited (SPL) factory located at Jinnah Avenue, Malir Halt, Karachi-Pakistan, subject to the Terms and Conditions of the Tender Documents. Tender Forms are available at the reception of SPL main gate, on payment of Rs.500/- (non-refundable).
2. Interested bidders are required to submit Technical and Financial Bids, along with Pay Order/Demand Draft from a Scheduled Pakistani Bank, for an amount of Rs.25,000/= (Refundable) as an Earnest Money drawn in favour of "SECURITY PAPERS LIMITED". Complete tender documents should be received upto 3:00 p.m. on 29-09-2021. Technical Bids only will be opened at 3:30 p.m. on 29-09-2021 thereafter in the presence of bidders or their representatives; who may wish to attend.
3. The Company may utilize amount of Earnest Money received from the successful bidder as security deposit from the date of its receipt till completion of services. The same will be returned against the written application in due course of time.
4. The envelopes containing separate Technical Bid and Financial Bid should be properly sealed and reference of above mentioned Tender, must be written on the envelope (besides the firm's name etc.) to facilitate identification/sorting. Tenders may be sent via registered post or can be dropped in the Tender Box, placed at the Main Gate, Security Papers Limited, Jinnah Avenue, Malir Halt, Karachi-75100, Pakistan. Bids sent by registered post must also be enclosed in double cover i.e. the inner cover should be sealed and marked with the Tender No.11 and date of Tender opening as 29-09-2021 & the outer cover should only bear the SPL address, and must indicate containing the Tender documents within. Bids received after due date & time, or not fulfilling the above conditions, will not be considered.

5. The bidder shall provide an undertaking on Rs.100/= NJ Stamp Paper that the bidder is not declared black listed by any Government/Semi-Government institution or by any other regulatory bodies in Pakistan or elsewhere.
6. Consultancy Fee must be filled/quoted very clearly, providing all the information required in the Tender Form. The Bidder shall mention Consultancy Fee **excluding** all taxes, duties, fee, levies, and other charges imposed under the applicable laws in Pakistan.
7. Services should conform strictly with eligibility criteria/TOR attached with the Tender Form.
8. Sealed Financial Bids of technically not qualified bidders will be returned accordingly.
9. SPL reserves the right to exercise powers to allocate orders on merit (and only the lowest bid is not a criterion to award the tender).
10. The successful bidder shall sign a Non-Disclosure Agreement with SPL before award of Contract. Other bidders who participated in the bidding process and were not successful shall also ensure that no information mentioned in this tender shall be shared with anyone keeping in view the sensitive nature of the organization and its services.
11. The Company reserves the right to accept or reject any or all tenders and / or to amend any of the terms and conditions, without assigning any reason.
12. The Financial Bid must remain valid for a period of ninety (90) days from the Technical Bid opening date.
13. The successful bidder(s) shall be responsible to complete the order for respective service, failing which the earnest money submitted against tender will be forfeited, besides other consequential losses, if any, to be recovered from the bidder.
14. The above terms & conditions or any other issued by the Company, must be complied by the bidder(s).
15. Bidder must filled-in and sign with seal the Tender Form and submit the same.
16. All pages of Tender documents must be stamped and signed by the bidder.



Jinnah Avenue, Malir Halt, Karachi-Pakistan.

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General Conditions

1. The Consultant will be selected after an open and transparent bidding process.
2. The Consultancy Fee mentioned in Financial Bids shall be in Pak Rupees (PKR) and **excluding** all applicable taxes, however, taxes should be separately mentioned.
3. Proposals shall be submitted in English language and clearly elaborated.
4. Consultancy services fee: In consideration of providing the consultancy services as per the eligibility criteria /TOR of services mentioned in tender documents, the Consultancy Fee shall be fixed in PKR. There will be no revision in the fee under any circumstances. The bidder shall be deemed to have obtained all information which may affect the bid price.
5. The Consultant shall not assign this service or any of its benefits or obligations to any other person, firm or Company.
6. Fee shall be paid to the successful Consultant is as follows:
 - a. 20% at the time of issuance of Purchase Order.
 - b. 80% after submission of Final report to the satisfaction of HR&A Department of SPL.



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TENDER # 11

Consultancy Services for Conducting Compensation & Benefits Survey
and Workload Analysis.

Scope of Work / Eligibility Criteria

Scope of the Survey:

The requisite services may include but not limited to:

- a. Conducting Compensation & Benefits Survey for Employees – as per attached TOR. (Annexure 'A')
- b. Workload Analysis – as per attached TOR. (Annexure 'B')

NB: The Bidders to submit detailed activity plan with time line – along with Technical Bid.

Eligibility Criteria:

1. The Consulting firm should be Registered for Income Tax and Sales Tax (with FBR & SRB) and should be on Active Tax Payers List of FBR.
2. The Consulting firm should have Minimum five (05) years of the general Management Consultancy which must include experience of Compensation & Benefits Survey as well as Workload Analysis of organizations of comparable scale and complexity.

Documents to be submitted with Technical Bid:

The bidder(s) should submit the following with their Technical Bid:

1. Original Earnest Money Pay Order / Demand Draft of Rs.25,000/=
2. Company profile consisting of professional strength, etc.
3. Supporting documents related to client feedback.
4. Details of similar services/jobs performed during last five (05) years.
5. Details of similar services/jobs in hand.
6. N.T.N. registration Certificate from FBR.
7. Proof of Active Taxpayer List (FBR).
8. Sales Tax registration Certificate from FBR & SRB.
9. Bank statement for the last three (03) years.
10. Legal status of the firm/consultant.
11. CVs of team lead and associates for assessing appropriate managerial capacity.
12. The Bidder shall provide an undertaking on Rs.100/= NJ Stamp Paper that the bidder is not declared black listed by any Government/semi-Government institution or by any other regulatory bodies in Pakistan or elsewhere.
13. Detailed Activity Plan with time line for completion of service/job.
14. Any other relevant documents/certificate in support of above.

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TENDER # 11

ANNEXURE – “A”

TOR OF COMPENSATION AND BENEFITS SURVEY

1. Survey of compensation and benefit in comparable organizations.
2. Study compensation of SPL's existing salary and benefit structure of all grades and comparison with the market.
3. Any questionnaires to be used during the survey to be submitted to SPL for approval.
4. The Consulting firm shall provide hard and soft copies of all the reports. The excel sheets shall also be provided along with the costing sheet of Total Remuneration.
5. The Consulting firm will assist/ make presentations to various forums like ExCom, Board HR&RC and Board of Directors etc. without any additional payment, if required.
6. A detailed legally vetted final report covering the following must be submitted in the form of both in hard and soft copies:
 - a. Comparative report on Total Guaranteed Cash (inclusive of cash allowances and cash compensation), Total Cash Pay and Total Remuneration by position and by grade.
 - b. Comparative report on benefits along with plan details.
 - c. Report for developing a mechanism for revision of salary structure.
 - d. Report on compensation of management cadre within the respective comparators.



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ANNEXURE – “B”

TOR OF WORKLOAD ANALYSIS

1. Study existing organization structure and highlight shortcomings.
2. Propose a new Organization structure to maintain existing growth momentum.
3. Study department structure to determine its alignment with company objectives.
4. Identify measurable events associated with a particular function and conduct work load analysis of each position through time and motion study where possible.
5. Check existing / available skill sets, determine skill sets needed by the organization and conduct gap analysis.
6. Identify overlapping functions in the existing organizational structure also determine the tasks that can be eliminated.
7. Develop flow charts and task lists for each area to improve overall workflow.
8. Conduct job analysis and update / develop job descriptions of each position.
9. **A detailed report based on the above points and including the following is to be submitted:**
 - 9.1 Report on organizational & departmental structure.
 - 9.2 Report on analysis of workload through time & motion study and scope of departments with recruitment needs.
 - 9.3 Report on job analysis of each benchmark positions with complete documentation (development of job descriptions/specifications).
 - 9.4 Report on overlapping functions.
 - 9.5 Give recommendations about actual/appropriate manpower requirements, size and structure of the department.
 - 9.6 Gap analysis of the qualifications / skill sets and competencies required by the organization and its existing inventory.

TENDER NO.11

CHECK LIST

PART OF TECHNICAL BID

<u>Sr.#</u>	<u>Description</u>	<u>Remarks</u>	<u>Agreed (Yes/No) / or Submitted (Yes/No)</u>
1.	Deduction of Income Tax	As per applicable Income Tax Rules. Companies holding Tax exemption certificate will be required to submit a copy of this certificate along with the bill / invoice.	
2.	Earnest Money	Rs.25,000/= in the form of bank draft/pay-order from any of the scheduled Bank of Pakistan or foreign bank of international repute acceptable to the SPL in favor of "SECURITY PAPERS LIMITED". Original pay order/demand draft should be kept in the technical bid.	
3.	Affidavit on Rs.100/- NJ Stamp Paper	That the bidder(s) should not have been black listed by Government / Semi-Government departments, or any others.	
4.	Provision of services / coverage	As per TOR. (Annexure 'A' & Annexure 'B').	
5.	Company Profile	With professional strength, etc.	
6.	Client Feedback	Support documents related to client feedback.	
7.	Similar Services/Jobs	Performed during last five (05) years (detailed).	
8.	Services/jobs in hand	Details of similar Services/Jobs in hand.	
9.	FBR Certificate	Copy of NTN Registration certificate.	
10.	FBR & SRB Certificate	Copy of Sales/Services Tax Registration certificate	
11.	Bank Account	Bank Statement for the last three (03) years.	
12.	Validity of Offer	90-Days from the date of tender opening	
13.	Payment Terms	[a] 20% at the time of issuance of Purchase Order. [b] 80% after submission of Final report to the satisfaction of HR&A Department of SPL.	
14.	Activity Plan	Detailed Activity Plan with time line for completion of service/job.	
15.	ATP List	Proof of Active Taxpayer List (FBR)	
16.	Legal Status of Firm/Bidder	Legal Status of Firm/Bidder with relevant documents to be submitted with bid.	
17.	CVs	CVs of team lead and associates for assessing appropriate managerial capacity.	

N.B.:

In case of any deviation & condition not acceptable to the Bidder, shall make the Bid non-responsive / conditional; as such shall be rejected & would not be considered for further evaluation.



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FINANCIAL BID



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TENDER NO. 11

Financial Bid

Description	Desired/Specified	Guideline	Bidder's Offer (To be filled in by Bidder)	Checked by SPL Officer
BID COST	To be quoted	Total Bid Cost	Rs.	
		Taxes	Rs.	
		Gross Bid Cost	Rs.	
EARNEST MONEY	Rs.25,000/= in the form of Pay Order / Demand Draft	Mention amount, name of Bank and form of submission i.e. Pay Order/ Demand Draft		
VALIDITY OF OFFER	90-days from the date of tender opening.	Agreed / Not Agreed		
PAYMENT TERMS	[a]. 20% at the time of issuance of PO. [b]. 80% after submission of Final report to the satisfaction of HR&A Department of SPL.	Agreed / Not Agreed		
INCOME TAX	As applicable in the laws. SPL is Withholding Agent as described in Income Tax Rules	Agreed / Not Agreed		
SALES TAX	As applicable in the laws. SPL is Withholding Agent as described in Sales Tax Rules.	Copy of Sales Tax registration attached / Not attached		
SERVICES TAX	As applicable in the laws.	Copy of Services Tax registration attached / Not attached		
COMPANY NAME/ ADDRESS				
CONTACT PERSON / NAME/CELL#				
COMPANY PHONE / FAX NO.				
COMPANY / INDIVIDUAL'S E-MAIL				
COMPANY'S WEBSITE				

Note: Please attach separate sheet if required.



Jinnah Avenue, Malir Halt, Karachi-Pakistan.

TENDER FORM

From: M/s. _____

Rs.500/-
(Non-Refundable)

Financial Bid

To: The Senior General Manager
Security Papers Limited, Jinnah Avenue,
Malir Halt, Karachi-75100 Pakistan.

Dear Sir,

With reference to your Tender # 11 dated 14/09/2021 having the opening date 29-09-2021, we hereby offer our Services/Consultancy for the following at the Charges quoted against respective item(s) in accordance with eligibility criteria and terms and conditions enclosed therewith. A Pay Order/Demand Draft of a scheduled Pakistani bank for Rs.25,000/= on account of Earnest Money is enclosed herewith. The Company may utilize amount of Earnest Money received from the successful bidder as security deposit from the date of its receipt till completion of services. The same will be returned against the written application in due course of time.

Sr. No.	Description	Consultancy Fee	
		In Figure (Rs.)	In Words (Rs.)
(a)	Consultancy Services for Conducting Compensation & Benefits Survey.		
(b)	Consultancy Services for Workload Analysis.		
		Total Bid amount [Sr.# (a) + Sr.# (b)] (Excluding Taxes)	
		Taxes details:	

Yours faithfully,

Signature _____
Name _____
Designation _____
Company Seal _____
Date _____