**QUAID E AZAM SOLAR POWER (PVT) LTD.**



**TENDER DOCUMENT**

***for***

**CONSULTANCY FOR FORMATION OF KPI BASED**

**PERFORMANCE APPRAISAL SYSTEM**

# Office: 3rd Floor, 83-A E/1, Main Boulevard, Gulberg III, Lahore

**Phone: 042-35790363-5,** **Fax: 042-35790366**

**BACKGROUND**

Quaid-e-Azam Solar Power (Pvt.) Limited is a public-sector for ‘profit company established by the Government of the Punjab. The company has been established for the setting up of renewable energy projects in general and Solar Energy Power Projects in particular with head office in Lahore and site office in Bahawalpur.

**INVITATION FOR BIDS**

Quaid-e-Azam Solar Power (Pvt.) Ltd. (QASPL) invites technical and financial bids in separate sealed envelopes (enclosed in an outer single sealed envelope) from corporate bodies/Companies/organizations (hereafter referred to as “HRMS Companies/Firms”) for provision of PERFORMANCE APPRAISAL SYSTEM for the Year 2018 for its employees, employed at Head Office, Lahore and Bahawalpur Site Office.

**INITIAL SCREENING**

The HRM companies must fulfil the following initial screening criteria failing which, their bids will be considered non-responsive.

|  |  |  |
| --- | --- | --- |
| **S.No.** | **DOCUMENTS REQUIRED** | **PROOF ATTACHED (Y/N)** |
| 1 | Registration with Income Tax Department |  |
| 2 | Registration with Sales Tax Department / PRA (any one of both) |  |
| 3 | Evidence of company’s registration/incorporation |  |
| 4 | Company/organization information shall be submitted as specified in **Annex-A** |  |
| 5 | CDR of Bid Security (to be attached with technical proposal) |  |
| 6 | Affidavit on stamp paper attested by the Oath Commissioner indicating that company is not blacklisted by any government, semi government or autonomous body |  |

**TECHNICAL PROPOSAL**

The technical proposal shall include the following information:-

|  |  |  |
| --- | --- | --- |
| **S.No.** | **DOCUMENTS REQUIRED** | **PROOF ATTACHED (Y/N)** |
| 1 | Complete organizational portfolio, organogram and addresses of offices in the province |  |
| 2 | List of 10 assignments at least have been made |  |
| 3 | Total professional experience with minimum 5 years of work experience with government, semi government and autonomous bodies of implementation and providing mentioning assignment description, client, location, duration (start and finish dates). |  |
| 4 | List of present clients including performance certificates from the customers |  |
| 5 | The bidder must have at least 2 certified resources who are adept in the implementation of the services (Provide Evidence). |  |
| 6 | List of certified professionals and staff members |  |

**Note:** Only authorized representatives of the company having authority letter in their favor (issued by their Head Office) can collect the information regarding detail of salient features from the given address or by sending a request via email at [hr@qasolar.com](mailto:hr@qasolar.com).

**EVALUATION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Description** | **Total Marks (60)** |
|  |  | **Assignments** | **20** |
|  |  | 10 | 10 |
|  |  | 11-15 | 15 |
|  |  | 16+ | 20 |
|  |  | **Professional Experience (Years)** | **10** |
|  |  | 5 | 5 |
|  |  | 6-9 | 8 |
|  |  | 10+ | 10 |
|  |  | **Overall clients with Company** | **10** |
|  |  | 20 | 5 |
|  |  | 21-30 | 8 |
|  |  | 31+ | 10 |
|  |  | **Number of Key certified professional Staff Members** | **10** |
|  |  | 5 | 5 |
|  |  | 6-10 | 8 |
|  |  | 11+ | 10 |
|  |  | **SAP Experience in the proposed solution** | **10** |
|  |  | 2 | 5 |
|  |  | 3-4 | 8 |
|  |  | 5+ | 10 |

**MANDATORY REQUIREMENTS:**

1. Configuration/Implementation of performance appraisal in SAP B1 HR Module.
2. The bidder to have SAP B1 experience with at least 2 or more than 2 national and multinational Organization (Public or Private Companies).
3. Brief methodology / steps to be followed while performing the desired role for the QASPL.
4. Discuss with Senior Managers on the needs and concerns to revise the Performance Appraisals & Evaluation system/mechanism.
5. To review and revise the Performance Appraisal system to include;
6. KPI measurement against annual work plans, and
7. Behavioral competencies measurement using 360 degree assessment.
8. To train and coach HR team on making the new appraisals mechanism and its forms, templates and procedures fully functional and operational.
9. Evaluation of each resource need/justification/necessarily and identification of separable resources.
10. Provide backup support to QASPL team as and when required.

The assignment will have the following tasks:

|  |  |
| --- | --- |
| **Tasks** | **Duration** |
| Gather information and Understand Current System | 1 Week |
| In-depth understanding and evaluation of HR policies of QSPL | 1 Week |
| Discussions with Senior Management Team | 1 Week |
| Strength Assessment & right sizing | 1 Week |
| Performance Appraisal System Design (to be discussed, finalized and approved by the management) | 1 Week |
| Draft Review of Performance Appraisal System (to be discussed, finalized and approved by the management) | 1 Week |
| Final Performance appraisal tool and guideline document (presentation) | 3 Days |
| Design and conduct of Awareness Raising Workshop for QASPL team | 2 Days |

**TERMS AND CONDITIONS**

* The bids should be submitted in sealed envelope clearly mentioned “**TENDER NOTICE FOR PERFORMANCE APPRAISALS SYSTEM”.**
* The bids shall remain valid for 90 days from the date of opening of bids and the prices quoted by the bidder shall remain valid for at least 12 months from the date of signing the contract/agreement.
* Rates quotes should be in Pak. Rupees inclusive of all applicable taxes (to be indicated separately). If not specifically mentioned in the Bid, it will be presumed that the prices are tax inclusive.
* The HRM companies will be bound to provide the service within 7 days of signing of the contract.
* Bids/proposals must be accompanied by Call Deposit Receipt (CDR) amounting to **Rs. 40,000/-** (within 5% of the estimated procurement budget) in the form of pay order or demand draft favoring **Quaid-e -Azam Solar Power (Pvt.) Ltd**.
* The sealed bids (marked bid title on envelope) along with CDR must be delivered to **Manager Human Resource, Quaid e Azam Solar Power (Pvt) Ltd, 3rd Floor, 83-A E/1, Main Boulevard, Gulberg III, Lahore,** by or before **1430 hours** on **14th May, 2019**. The same will be publically opened at **1500** **hours** in the presence of the interested bidders or their authorized representatives who may wish to attend.
* Late received bids after due time will be rejected and returned to the bidders unopened. No alteration or amendment will be allowed after bid submission.
* QASPL will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
* Tenders received through any other mode / addressed to any other person will not be entertained.

**Important Note:** QASPL may reject all of the bids/offers at any time prior to the acceptance of a bid/offer, in accordance with Punjab Procurement Rules 2014.

## Annexure-A

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Information** | | | |
| **S No.** | **Required Information** | **Response** | |
| 1 | Legal name of the organization |  | |
| 2 | Year of Registration / Establishment of the  Organization |  | |
| 3 | National Tax Number |  | |
|  | General / Punjab Sales Tax Number |  | |
| 5 | What is the legal status of your organization? Tick the relevant box (one box only). | Public Sector Organization |  |
| Section 42 Company |  |
| Public Ltd. Company |  |
| Private Ltd. Company |  |
| Private Partnership Firm |  |
| Others (Please specify) |  |
| 6 | Name and designation of ‘Head of  Organization’ |  | |
| 7 | Mobile: |  | |
| Phone/s: |  | |
| Email: |  | |
| Fax: |  | |
| Address of organization: |  | |
| Website address: |  | |
| 8 | Name and designation of ‘Contact Person’: |  | |
| Phone/s: |  | |
| Mobile: |  | |
| Email: |  | |
| Fax: |  | |