

Inter Bank Funds Transfer (IBFT)

Transfer Details

Beneficiary Details

Debit Account No.	237941699
Debit Account Name	HOUSE BUILDING FINANCE COMPANY LIMITED
Credit Account No.	PK17HABB0004540013100701
Transaction Currency	PKR
Transaction Amount	14,400.00
Transaction Date	16/05/2025
Transfer Category	OTHERS
Purpose Of Payment	PPRA
Remarks	PAYMENT OF RS.14400/- TO PPRA IN R/O BID NO HBFC/HOK/GSD/2025/07

**Transaction ID:
5333102729**

HBFC/HOK/GSD/2025/07

**Tender for Hiring of HR Consultant for
Recruitment & Selection**



House Building Finance Company Limited

Bid No. HBFC/HOK/GSD/2025/07

www.hbfc.com.pk

Invitation for Bids (IFB)

Tender for Hiring of HR Consultant for Recruitment & Selection

HBFC invites sealed bids from reputable HR Consultants for its recruitment & selection.

Bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Tender Notice along with Tender Document containing complete Scope of Work with terms and conditions are available for the registered suppliers on E-Pak Acquisition and Disposal System (EPADS) <https://eprocure.gov.pk> and HBFC website i.e., www.hbfc.com.pk. This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposal, must reach at address given below on or before **June 05, 2025 at 11:00 am**.

The Bids along with Fixed Bid Security amounting to **PKR 200,000/- (Rupees Two Hundred Thousand Only)** in shape of a Pay Order / Bank Draft (Scanned copy) along with required documents must be submitted by using **EPADS** electronically through **PPRA EPADS Portal**. Original Bid Security must be submitted (hard form in a sealed envelope) on or before the submission deadline mentioned above.

All Bids will be opened through **EPADS** in the presence of HBFC Procurement Committee and representatives the bidders who may wish to attend.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department

House Building Finance Company Limited

3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi Tel: 021-35641739/52



House Building Finance Company Limited

Bid No. HBFC/HOK/GSD/2025/07

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Head - General Services Department

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3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi Tel: 021-35641739/52



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring of HR Consultant for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2025/07

Date of Issue:	May 21, 2025
Last Date of Submission:	June 10, 2025 <i>on or before 11:00 am</i>
Proposal Opening Date:	June 10, 2025 at 11:30 am

Bid No. HBFC/HOK/GSD/2025/07

May 21, 2025

Invitation for Bids (IFB)

Tender for Hiring of HR Consultant for Recruitment & Selection

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Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **June 05 2025 at 11:00 am**.

The Bids along with Fixed Bid Security amounting to **PKR 200,000/- (Rupees Two Hundred Thousand Only)** in shape of a Pay Order / Bank Draft (Scanned copy) along with required documents must be submitted by using **EPADS** electronically through **PPRA EPADS Portal**. Original Bid Security must be submitted (hard form in a sealed envelope) on or before the submission deadline mentioned above.

All Bids will be opened through **EPADS** in the presence of HBFC Procurement Committee and representatives of the bidders who may wish to attend.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52

General**1. Scope of Bid**

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered and renowned HR Consultant for Recruitment and Selection. The bidding process is open to all bidders who meet the eligibility criteria i.e., attached at **Annexure – B. Scope of Work / Terms of Reference** available at **Annexure – A.**

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

2. Cost of Bidding

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

Bidding Documents**3. Contents of Bidding Documents**

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

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

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

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

Preparation of Bids**5. Bid Prices**

All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted. Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder.

Submission of Bids**6. Deadline for Submission of Bids**

- i. Bids must be submitted by using **EPADS** electronically through **PPRA EPADS Portal**. Original Bid Security must be submitted (hard form in a sealed envelope) on or before the submission deadline mentioned above.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders pertaining to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will not be acceptable.

Bids Opening and Evaluation**8. Bid Opening**

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

9. Correction of Errors

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

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

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - B** of **Technical Proposal**. Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal – Financial Proposal respectively.

11. Client References

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

12. Bid Security

The Bids along with Fixed Bid Security amounting to **PKR 200,000/- (Rupees Two Hundred Thousand Only)** in shape of a Pay Order / Bank Draft (Scanned copy) along with required documents must be submitted by using **EPADS** electronically through **PPRA EPADS Portal**. Original Bid Security must be submitted (hard form in a sealed envelope) on or before the submission deadline mentioned above.

Award Criteria

13. Award Criteria

The weighted average marks of technical and financial proposals of each bidder will be added and contract will be awarded to the most advantageous bidder having highest weighted average marks in total.

14. Performance Guarantee

Successful bidder will require to submit performance guarantee amounting to Rs. 1,000,000/- from AAA rated bank or AAA rated insurance Company.

15. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

16. Payment

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

17. Code of Conduct

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

18. Integrity Pact

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

19. Overriding Effect of PPRA-2004

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

Bid Data Sheet

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

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Hiring of HR Consultant for Recruitment & Selection Ref No. HBFC/HOK/GSD/2025/07
2.	<u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Name: Mr. Munir Ahmed Designation: Manager Procurement – General Services Department (GSD) Email: munir.ahmed@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641711-14 (Ext.727) <u>Technical Contact:</u> Name: Syed Rehan Ahmed Designation: Head - HRD Email: rehan.ahmed@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641719 (Ext. 719)
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – B of Technical Proposal . Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal – Financial Proposal respectively.
5.	Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ
6.	The Bids along with Fixed Bid Security amounting to PKR 200,000/- (Rupees Two Hundred Thousand Only) in shape of a Pay Order / Bank Draft (Scanned copy) along with required documents must be submitted by using EPADS electronically through PPRA EPADS Portal . Original Bid Security must be submitted (hard form in a sealed envelope) on or before the submission deadline mentioned above.
7.	The Company's address for the purpose of bid security submission is: <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752-39</p>



House Building Finance Company

8.	<p>The deadline for submission of bids will be June 05, 2025 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p>House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>
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Technical Proposal

Tender for Hiring of HR Consultant for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2025/07

Scope of Work / Terms of References**Tender for Hiring of HR Consultant for Recruitment & Selection****A. Introduction:**

1. House Building Finance Company Limited (HBFC) specializes in one of the fastest growing segments of the economy, i.e. housing finance. As the oldest housing finance institutions in Pakistan, HBFC enjoys a unique and dominant position. As a matter of its mandate, HBFC is focused on providing finance for the housing needs of lower and middle income citizens. Going forward, we are gearing ourselves towards enhancing mortgages rapidly so as to reduce the huge demand and supply gap of housing units in the country.

B. Terms of Reference

1. HBFC intends to hire services of renowned HR Consultant to carry out recruitment process at senior and middle management positions ensuring selection of right person for the right job. HBFC will contact the Consultant for required position and accordingly share the following information:
 - a. Job Title
 - b. Location of the position
 - c. Number of Vacancies
 - d. Job Description and Job Specification of the Position
2. The HR Consultant shall ensure that all the applications with respect to the advertised positions shall be collected and will perform initial screening against the basic job specifications, maintain a compressive database of all applications, prepare list of all received applications containing the reasons for their shortlisting or rejection and provide the same to HBFC within next 48 working hours after the closing date of the advertisement.
3. CVs of the shortlisted candidates shall be shared with HBFC along-with related input and profiles of the candidates.
4. The replacement of the position should be provided without additional cost in the case when the finalized candidate has not fulfilled the required criteria or leave the position within prescribed probation period.

C. Scope of the Assignment:

1. The services of Consultant shall be utilized for hiring on the following positions:
 - a. Vice President and above
 - b. Any other position lying vacant despite multiple advertisements floated in the press by HBFC
2. The selected Consultants shall ensure the following but not limited to:
 - a. Analyze/ scrutinize the information provided by HBFC and shall give consent for accepting the assignment.

- b. The Consultant will design and publish job advertisement without mentioning HBFC name, clearly mentioning job responsibility, eligibility criteria, application procedure and closing date for submission of application. Final draft advertisement will be shared with HBFC for approval.
- c. The Consultant will receive applications against the advertisement and shortlist the applications on the basis of minimum eligibility criteria advertised and segregate them into eligible & ineligible candidates by clearly mentioning the reasons of ineligibility and share list to HBFC, within next 48 working hours of closing date of the advertisement.
- d. Consultant will ensure to post job advertisement on all social media platforms.
- e. Consultant will utilize active recruitment tools and will approach suitable profiles as per criteria & pre-requisites within the timelines to provide best available pool.
- f. Consultant shall be responsible for accurately and fully disclosing all relevant information and CVs. If required by HBFC, the shortlisting may be performed mutually by Consultant and HR Group of HBFC.
- g. HBFC will inform the Consultant about accepted CVs and if required, may also ask for more CVs.
- h. After finalization of shortlisting, the Consultant may do primary interviews (Physical/telephonic/online) of the shortlisted candidates as per the job description and the advertised criteria. HBFC can nominate its representatives for participation in the initial interview process.
- i. After conducting initial interview of shortlisted candidates the HR Consultant will share list of shortlisted candidates with HBFC for further interviews along with their CNIC and details of last drawn salary including all related benefits.
- j. The Consultant shall provide all the record of initial interviews including attendance sheet and interview assessment sheets (if required).
- k. No TA/DA shall be given to the candidates for interviews.
- l. Final interviews will be conducted by HBFC. HBFC will coordinate with the HR Consultants regarding the schedule of interview and venue etc.
- m. HBFC shall communicate the name of selected candidates to the HR Consultant (otherwise the process may be repeated with mutual consent, if a suitable candidate has not been identified through recruitment drive).
- n. All further communication with the selected candidates pertaining to provision of original documents/pre-requisites till salary finalization and other terms & conditions for the finalized candidate will be made by HBFC directly or through HR Consultant (will be mutually decided).

- o. The HR Consultant shall inform through SMS/Email/Letter to all the unsuccessful applicants about the outcome of their applications and satisfy query of any applicant in this regard at any forum.
 - p. A successful pre-employment medical fitness examination is mandatory for all the selected candidates whereas, offered job shall remain conditional upon satisfactory verification of all the documents and credential.
 - q. The cost of advertisement will be charged as per actual or as per pre-decided terms & conditions.
 - r. Payment to consultant will be made after confirmation of candidate at HBFC.
- 3. In case of no response from a candidate, refusal of offer, ineligibility on verification of credential documents, or a selected candidate resign/ leaves HBFC within prescribed probation period, the replacement of the position will be provided by the Consultant without additional cost in this regard.
- 4. The duration of contract will be of two (02) years which may be extended with mutual consent for further two (02 years). However, at any point of time, contract can be terminated with mutual agreement.
- 5. Talent Acquisition contract with consultant will not be exclusive. HBFC may contact other consultants, if needed.

Compliance Based Eligibility Criteria
Tender for Hiring of HR Consultant for Recruitment & Selection

The bidder meeting the following criteria and obtained at least 50 marks shall qualify for opening of their financial proposal.

Bidder must be on ATL (Active Taxpayer list) and should not be backlisted by any public sector organization.

S. No.	Criteria	Criteria	Marks	Evidence Provided		Attach Evidences as Under
				Yes	No	
1.	Bidder must be providing recruitment & selection services for senior & middle level positions to at least 10 clients of comparable size. Please provide documentary proof such as Contracts, Work Orders of 05 Existing and 05 past clients.	a. At least 10 clients	10			Appendix – i
		b. 11 to 12 clients	15			
		c. above 12 clients	20			
2.	Bidder must have at least five (05) years experience in providing recruitment and selection services for senior and middle level positions to organizations of comparable size. Please provide verifiable details such as contracts etc.	a. At least 05 years’ experience	10			Appendix – ii
		b. 5 years + to 07 years’ experience	15			
		c. 7 years + experience	20			
3.	Working Experience in Financial Sector Banks/DFIs and proof of delivered hiring assignments at least three	a. At least 5 clients	10			Appendix – iii
		b. 5 to 8 clients	15			
		c. above 8 clients	20			
4.	Number of CEOs and CXOs (Direct reprtees to CEO) hired in the last three years.	a. 5 hirings	10			Appendix – iv
		b. 6-10 hirings	15			
		c. Above 10 hirings	20			
5.	Number of Mid level hirings apart from CEOs and CXOs, in last three years.	a. 10 hirings	10			Appendix – v
		b. 11-15 hirings	15			
		c. Above 15 hirings	20			
Total Marks			100			

Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal – Financial Proposal respectively.

a) Technical Evaluation Criteria:

Technical proposal of a bidder securing highest technical marks will be awarded full Weightage Technical Marks i.e 80. The formula for determining the weight of Technical Marks for remaining firms is as under:

$$WTM = T*80/Tm$$

WTM is the **Weighted Technical Marks** of proposal under consideration; **T** the **Technical Marks** of the Proposal under consideration and **Tm** is the Highest Technical Marks secured by any bidder.

b) Financial Evaluation Criteria:

Financial Proposal of a bidder having lowest bid will be awarded full weightage financial marks i.e 20. The formula for determining the weight of financial marks for remaining firms is as under;

$$WFM = Fm*20/F$$

Where, **WFM** is the **Weighted Financial Marks** of proposal under consideration; **Fm** is the **lowest bid offered** and **F** is the bid under consideration.

c) Weighted Average Marks:

The weighted average marks of technical and financial proposals of each bidder will be added and assignment will be awarded to the most advantageous bidder having highest weighted average marks in total.

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. Bidders must place their provided evidences as Appendix (clearly marked).
- iii. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- iv. The bid security of bids of unsuccessful bidders will be returned.

Client References

(must be filled in by the bidder)

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

Integrity Pact**Tender for Hiring of HR Consultant for Recruitment & Selection**

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

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement**Tender for Hiring of HR Consultant for Recruitment & Selection**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by**House Building Finance Company**

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Official)

Financial Proposal

Tender for Hiring of HR Consultant for Recruitment & Selection

Bid No. HBFC/HOK/GSD/2025/07

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Financial Proposal**Tender for Hiring of HR Consultant for Recruitment & Selection**

Dear Sir,

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

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

We agree to abide by this Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ

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

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

Dated this _____ day of _____ 2025

[Seal & signature] [In the capacity of]

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

Financial Proposal**Tender for Hiring of HR Consultant for Recruitment & Selection**

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

Quoted Percentage in Words: _____**Note:**

1. Quoted percentage should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
2. Quoted percentage must be in-line with the Scope of Work / ToRs and other terms and condition specified in this document.
3. Bidder shall not claim or charge any other Out of Pocket expense other than quoted above
4. The quoted percentage once offered by the bidder will not be changed.
5. An amount of Rs.50,000/- as Bid security must be submitted along with Financial Proposal in shape of Demand Draft / Pay Order in favor of HBFC.
6. Successful firm shall submit the invoices / bills at the end of successful completion of assignment(s) up to the satisfaction of HBFC.
7. Invoice / Bills must have valid NTN and Sales Tax Number clearly written.

Company Stamp and Authorized Signature



House Building Finance Company

Contact Form

(Must be filled in completely by the bidder)

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Telephone / Mobile No. _____

Contact Detail of POC assigned for HBFC. _____

Company Stamp and Authorized Signature