

SUBJECT: HIRING OF SALARY SURVEY FIRM

Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an Integrated Command, Control, and Communication system for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes.

2. PSCA intends to hire the services of Consultancy Firm to review its salary & compensation structure for all employees on the basis of its qualification and experience in accordance with Rule 46-A (Selection process of firm of consultants) of the Punjab Procurement Rules, 2014.

3. Interested Consultancy Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The detailed Terms of Reference are attached as **Annex-A**. The shortlisting criteria is attached as **Annexure-BI & BII**. The Financial Bid Performa is attached at **Annex-C**.

4. Technical & Financial Quotations along with all the supporting documents in sealed envelope must reach the office of Punjab Safe Cities Authority on or before 08-02-2023 till 1130 hours. Expression of Interests/Sealed Quotations (Technical proposal) will be opened on the same date at 1200 hours in the presence of bidders or their authorized representatives who may choose to attend with original CNIC.

5. Financial Quotations of Technically Qualified firms (only) shall be opened on the Pre-announced date and time afterwards.

6. For obtaining any further information or clarifications, please feel free to contact during office hours 0900 to 1600 (Monday to Friday) at procurement@pscagop.pk, Tel: (+92) (42) (99051605-7).

KASHIF MUSHTAQ WARRAICH,
Chief Law & Procurement Officer,
Punjab Safe Cities Authority,
Lahore.

CC:

1. The Managing Director/ Chief Operating Officer, PSCA Lahore

HIRING OF SALARY SURVEY FIRM

TERMS OF REFERENCE (TORs)

1. INTRODUCTION

The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an Integrated Command, Control, and Communication system for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes.

2. OBJECTIVE OF THE ASSIGNMENT

PSCA intends to seek the proposal to review its salary & compensation structure for all employees. The working would comprise of third party comparative market survey to ensure that its salary & compensation structure is competitive & comparable with the market ranges.

3. SCOPE OF WORK:

The overall objective of salary & compensation survey is to provide the direction and guidance to the management of PSCA in reforming its salary & benefit structure. The proposal should precisely address and elaborate the following;

- I. Identify benchmark parameters and select the organization for benchmarking in coordination with PSCA officials.
- II. Identify benchmark positions in related organizations that are comparable in qualifications, experience and responsibility level to those of the PSCA.
- III. Collect salary and benefits data from the benchmarked organizations.
- IV. Compare salary & benefits structure and salary grades of PSCA across the benchmark organizations for positions being benchmarked.
- V. Design incremental salary & compensation structure.
- VI. Identify and analyze anomalies in the current PSCA practices when compared to the already identified organizations.
- VII. Recommend changes to existing salary structure and employee compensation strategy based on the best practices.
- VIII. Succession planning in term of salary/benefits perspective.
- IX. Calculate incremental cost impact of the revised Salary & Compensation Strategy as compared to the existing structure.

- X. Keeping in view the benchmarks present detailed analysis and recommendations to the PSCA Senior Management and other committees etc.
- XI. Submission of a comprehensive survey report.
- XII. The firm shall ensure the confidentiality of the sensitive data.
- XIII. Any other requirement with mutual consent of both parties.

4. TIMELINE

The duration of the engagement of the Consulting firm for the Assignment shall be for a period of One (01) month from the effective date of Contract. If the Company chooses to cancel the contract during the course of the assignment, a notice period of seven (07) days shall apply.

5. REPORTING ARRANGEMENTS

The consulting firm shall report to the Chief Admin Officer, PSCA/ Executive Officer (Recruitment) on behalf of Managing Director/ Chief Operating Officer, PSCA. The focal person for this assignment will be Executive Officer (Recruitment).

6. GENERAL CONDITIONS

1. The assignment activities of the consulting firm will be supervised by the Chief Admin Officer, PSCA/ Executive Officer (Recruitment), PSCA.
2. All documentation, reports shall be submitted in the English Language.
3. All the data, documents and reports produced by the consulting firm for the said services shall be the property of PSCA. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Chief Operating Officer, PSCA.
4. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

EVALUATION CRITERIA

Following Quality & Cost based criteria shall be followed to evaluate the most suitable firm for the assignment:

For Bid Evaluation, the total score is calculated by weighting the technical and financial scores and adding them as per the formula given below. The Consultant Firm that achieves the highest combined technical and financial scores, may be invited for negotiations in accordance with PPRA rules.

The weights given to the Technical (T) and Financial (F) Proposals are:

T = 80% and

F = 20%

Proposals shall be ranked according to their combined technical and financial scores using the weights given to the Technical Proposal and Financial Proposal as above according to following;

$$CS = Ts \times T\% + Fs \times F\%$$

Ts = Technical Score Fs = Financial Score T = Technical %age F = Financial %age

CS = Combined Technical Score

$$T + F = 1$$

ANNEXURE-B-I

Sr. No	ELIGIBILITY CRITERIA (Mandatory Requirements)
1.	Existence as a Legal Entity (Registration under companies Law or Registrar of Firms)- Supporting Evidence
2.	An Operational History of at least 03 Years - Supporting Evidence
3.	Undertaking for Non-involvement in any litigation or black listed by any public/Pvt./national or international agency
4.	Registration with Tax Authorities <ul style="list-style-type: none"> NTN STRN/PST/GST

ANNEXURE-B-II

EVALUATION CRITERIA (Merit Point System)				
Sr. No	Criteria	Max. Marks	Min. Passing Marks	Description
1.	Experience of related Assignments/ Engagements with Federal / Provincial Government / Semi Government / Autonomous Bodies or Section 42 Companies (Proof of Experience (Assignments/ Engagements) must be attached)	20	10	05 Marks will be awarded for each Complied Experience on pro-rata Basis. The maximum marks shall not exceed 20 Marks for this criteria.
2.	Experience of related assignments for Private Sector Clients (Proof of Experience (Assignments/ Engagements) must be attached)	10	3.334	3.334 Marks will be awarded for each Complied Experience on pro-rata Basis. The maximum marks shall not exceed 10 Marks for this criteria.
3.	Personnel's Profile	20	20	<ul style="list-style-type: none"> Must be Public/Private sector organization official. Minimum 8-10 years of relevant recruitment experience and having specified knowledge and strong grip over the salary/compensation subject with a special focus on Law Enforcement Agencies. Good Information Technology Skills Proficient in use of MS Office Applications



THE FUTURE OF PUNJAB POLICE



PUNJAB SAFE CITIES AUTHORITY

PSCA Headquarters, Qurban Lines Lahore, Pakistan.



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				▪ English (spoken & written)
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	Total Score	50	33.334
			Minimum Passing Score required in order to Technically Qualify for the Assignment

Financial Proposals of only Technically Qualified Firm will be evaluated.

ANNEXURE-C

FINANCIAL BID PERFORMA

Sr. No.	Description of Services	Amount in PKR <i>Inclusive of all Taxes</i>
1.	Consultancy Services	

Financial Evaluation

For Financial Evaluation,

The lowest evaluated Financial Proposal (LFP) is given the maximum financial score (Fs) of 100.

The formula for determining the financial scores (Fs) of all other Proposals is calculated as following:

$$Fs = 100 \times LFP/PUC$$

LFP = Lowest Financial Proposal Fs = Financial Score PUC = Proposal Under Consideration