

# VENDOR ASSESSMENT PROFORMA

## HR OUTSOURCING COMPANIES

COMPANY'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DESIGNATION \_\_\_\_\_

TEL. NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_

FAX \_\_\_\_\_

E MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

### NOTE:

- The following factors have been considered as the basis of evaluation:

#### **Section A: Mandatory Requirement**

#### **Section B: Category Based Requirements**

- 1- *Status of the Outsourcing Companies.*
- 2- *References, Past Experiences & Clientele.*
- 3- *HR Requirement & Services.*

**You have any reservation in submitting any information, please let us have it in writing with proper justification.**

- **Submission of incomplete/false information in response to this query or late submission of information shall result in automatic disqualification.**
- **All parties who will be pre-qualified have to participate in tendering. Otherwise, PSO reserves the right not to consider their organization in future tendering and pre-qualification processes**

### INSTRUCTIONS:

1. Tick mark on the correct option. Use the Details field to elaborate or give comments.
2. Sign and stamp each page of all the documents being submitted.
3. Attach copies of all relevant Certificates/Documents wherein required. Attachments must have corresponding section number clearly written on top.
4. Submission of incomplete/false information shall result in automatic disqualification
5. For photographic evidence (if any), please mention (on the back of the picture) the question number to which the picture corresponds to.
6. Each section should be answered according to the directions given and there should be no deviations from the given format. Any section left blank shall be rated as nil.
7. Further queries (if any) shall be communicated to you accordingly.
8. This is without any commitment on our part at this stage

**Stamp & Signature of Applicant**

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## HR OUTSOURCING COMPANIES

### SECTION -A

### Mandatory Requirement

S.NO	Parameters	Yes	No
1	Has your Company ever been blacklisted by any firm? If yes, please provide details.		
2	NTN Registration Number _____		
3	Past Experience in providing HR outsource services to various entities (Public/ Private)		
4	Is your company at present, or ever been involved in any material litigation for the contracts executed in court of law? If yes, please provide details.		

If the response to S#1 is yes. Please provide complete details and requisite documentary evidence

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- For #1 please provide undertaking on Rs.50/- stamp paper that your firm is currently not blacklisted by any firm.
- For #4 please provide undertaking on Rs.50/- stamp paper that your firm at present is not ever been involved in any material litigation for contracts executed in court of law.

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## HR OUTSOURCING COMPANIES

### 1. STATUS OF THE OUTSOURCING COMPANY

Sr.	DESCRIPTION	DETAILS
1.1	<b>Type of Firm</b> <input type="checkbox"/> Public / Private <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietor <i>(Please attach copy of NTN certificate)</i>	
1.2	<b>Head Office &amp; Regional Offices:</b> <input type="checkbox"/> 1 Head office with 2 regional offices <input type="checkbox"/> 1 Head office with 1 regional office. <input type="checkbox"/> 1 Head office with no regional office. <i>(Please attach a list of all offices with complete contact information)</i>	
1.4	<b>Number of professional staff</b> <input type="checkbox"/> More than 50 <input type="checkbox"/> 10-50 <input type="checkbox"/> Less than 10 <i>(Please provide profiles of faculty as evidence)</i>	
1.5	<b>Number of HR provided annually</b> <input type="checkbox"/> 1000 or above <input type="checkbox"/> 500-1000 <input type="checkbox"/> Less than 500 <i>(Please provide copy of result documents as evidence)</i>	
1.6	<b>Is your company involved in any other business other than providing out-sourcing human resource?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide details on your company letterhead)</i>	
1.7	<b>Number of organizations to which you have provided out-sourcing services during the last one year</b> <input type="checkbox"/> Above 5 <input type="checkbox"/> Between 2-4 <input type="checkbox"/> Less than 2 <i>(Please provide relevant contracts as evidence)</i>	

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### 2. REFERENCES, PAST EXPERIENCE & CLIENTELE

Sr.	DESCRIPTION	DETAILS
2.1	<p><b>Extensive experience in handling HR service contracts throughout Pakistan</b></p> <p><input type="checkbox"/> 10 years or more  <input type="checkbox"/> Between 03 – 10 years  <input type="checkbox"/> Less than 3 years  <input type="checkbox"/> No experience</p> <p><i>(Please provide documents as evidence)</i></p>	
2.2	<p><b>Client Reference</b></p> <p><input type="checkbox"/> Oil &amp; Gas sector  <input type="checkbox"/> Public/Private Ltd Companies  <input type="checkbox"/> No Major Reference</p> <p><i>(Please provide reference letters from at least two clients)</i></p>	
2.3	<p><b>Max amount of a contract in providing HR outsourcing in last 1 year</b></p> <p><input type="checkbox"/> Above Rs. 500,000  <input type="checkbox"/> Between Rs.300,000 to 500,000  <input type="checkbox"/> Between Rs.100,000 to 300,000  <input type="checkbox"/> Below Rs. 100,000</p> <p><i>(Please provide copies of work/job orders as evidence)</i></p>	
2.4	<p><b>Number of organizations to which you have provided out-sourcing services during the last one year</b></p> <p><input type="checkbox"/> Above 15  <input type="checkbox"/> Between 10-15  <input type="checkbox"/> Between 5-10  <input type="checkbox"/> Less than 5</p> <p><i>(Please provide last year documents as evidence)</i></p>	
2.5	<p><b>Number of relevant contracts currently in hand.</b></p> <p><input type="checkbox"/> More than 4  <input type="checkbox"/> Between 2-4</p>	

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## HR OUTSOURCING COMPANIES

	<input type="checkbox"/> Less than 2 <input type="checkbox"/> No Contract <i>(Please provide copies of contracts as evidence)</i>	
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### 3. HUMAN RESOURCES REQUIREMENTS & SERVICES

Sr.	DESCRIPTION	DETAILS
3.1	<b>Experience of providing HR in major cities of Pakistan at same time</b> <input type="checkbox"/> More than 5 cities <input type="checkbox"/> 3-5 cities <input type="checkbox"/> 2-3 cities <input type="checkbox"/> Less than 2 cities <i>(Please provide copies of related contracts city wise as evidence)</i>	
3.2	<b>Professional qualified available in below motioned fields</b> -HR -Marketing -Finance -MIS -Supply Chain Management -Management -Mechanical -Electrical -Civil -Legal <input type="checkbox"/> All of the above <input type="checkbox"/> From 4-8 <input type="checkbox"/> Less than 4 <i>(Please provide copies of profiles of professionals employed as evidence)</i>	
3.3	<b>Please provide number of available HR with above qualifications</b> <input type="checkbox"/> Above 15 <input type="checkbox"/> Between 10-15 <input type="checkbox"/> Less than 5	

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	<input type="checkbox"/> None <i>(Please provide their profiles as evidence)</i>	
3.4	<b>Any documentation/ SOP/Manuals for the related services</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide copies of these documents as evidence)</i>	
3.5	<b>Please provide us with portfolios held by the HR provided by your company in various companies.</b> <input type="checkbox"/> Senior Management <input type="checkbox"/> Middle Management <input type="checkbox"/> Supervisory level <input type="checkbox"/> Labour cadre <i>(Please provide names of your HR provide in that company with designations as evidence)</i>	
3.6	<b>Services being provided by the company</b> <input type="checkbox"/> Salary processing <input type="checkbox"/> Monitoring Attendance <input type="checkbox"/> Taking disciplinary action <input type="checkbox"/> Conducting training sessions <i>(Please provide documents as evidence)</i>	
3.7	<b>Benefits for HR to be provided to companies</b> <input type="checkbox"/> Registration in EOBI <input type="checkbox"/> Registration in Social Security for minimum wage scale <input type="checkbox"/> Filling of Income Tax for Employees <input type="checkbox"/> Keeping track of leaves record <input type="checkbox"/> Health Insurance <input type="checkbox"/> Training <input type="checkbox"/> Loan and other adjustments <i>(Please provide documents as evidence)</i>	
3.8	<b>IT Support for HR data/records in Company</b> <input type="checkbox"/> Oracle or any other compatible Software to maintain employee data/record (from Hiring onwards) <input type="checkbox"/> Payroll software <input type="checkbox"/> Strong MIS System (to track attendance/monitor leaves/benefits etc) <i>(Please provide documents as evidence)</i>	