



BIDDING DOCUMENTS

(Single Stage-Two Envelope Bidding Procedure)

Tender No. 01/2018

FOR HIRING OF SERVICES OF TESTING AGENCY

National Electric Power Regulatory Authority

NEPRA Tower, Ataturk Avenue

G-5/1, Islamabad

Phone: 051-2013200, Fax: 051-9210215

www.nepra.org.pk

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**National Electric Power Regulatory Authority
(NEPRA)**

BIDDING DOCUMENTS

NEPRA Tender No. 01/2018

NEPRA, an autonomous body established through an Act of Parliament known as “Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997)”, invites applications from reputed Testing Agencies having experience of conducting the screening test(s) for the recruitment of human resource.

The firms/agencies fulfilling the following minimum criteria may submit bids:-

- (i) Registered with Tax Authorities;
- (ii) Active Tax Payer as per FBR’s list;
- (iii) Possess minimum experience of Four years;
- (iv) Registered with SECP;
- (v) Having office at Islamabad/near Islamabad.

2. Single Stage Two Envelope Bidding process will be adopted. Bidding documents, containing detailed terms and conditions, evaluation criteria, bid security etc. are available at the office of Director (HRM), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad at the cost of Rs. 100/- as per Rule16(2) of Public Procurement Rules, 2004. Bidding documents can also be downloaded from www.nepra.org.pk free of cost.

3. The proposals, prepared in accordance with the instructions provided in the bidding documents, must reach at the office of Director (HRM), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad on or before 10/04/2018 at 1400 hrs. Proposals will be opened on the same day at 1430 hrs. This advertisement is also available on NEPRA & PPRA websites.

(Anwar Malik)
Director General (Admin& HR)
NEPRA Tower, Ataturk Avenue (East)
G-5/1, Islamabad (Ph: 051-2013200)
Fax: 051-9210215, Email: info@nepra.org.pk

1. Introduction of employer:

The National Electric Power Regulatory Authority (NEPRA) was established pursuant to Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997. NEPRA is exclusively responsible for regulating the Power Sector of the country. The functions of the NEPRA, inter-alia, include:

- i. Grant of licenses for generation, transmission and distribution of electric power.
- ii. Prescribe procedures and standards for investment and power acquisition program.
- iii. Prescribe and enforce performance standards for generation, transmission and distribution companies.
- iv. Determine tariff, rates, charges and other terms and conditions for electric power services by the generation, transmission and distribution companies and recommend to the Federal Government for notification.
- v. Prescribe fee and fines for the contravention of the provision of the NEPRA Act.

2. Objectives of bidding documents:

NEPRA intends to hire a testing agency for selection of best human resource in an efficient and transparent manner. The selected testing agency is required to conduct screening test(s) for the selection processes and complete the process within 60 days (from the date of contract). The selected testing agency is required to comply with all instructions provided in the Scope of Services "SOS" as provided in this document. The objectives of these documents are as follows:

- a) To provide a basic understanding of requirements to the prospective bidder;
- b) To list general instructions for the prospective bidders;
- c) To provide the scope of work;
- d) To define eligibility criteria for the prospective bidders.

3. Invitation of Bids

NEPRA is interested to engage services of an experienced recruiting/testing agency for designing and conducting test(s) for recruitment of human resource against the vacant posts. All interested organizations are requested to complete the Information/Data Forms given in the document.

4. Procedure of Tender Opening

NEPRA will adopt least cost selection under single stage two envelopes bidding procedure as laid down in PPRA Rules. The bidders shall submit the technical and financial proposals in two separate envelopes and envelopes shall be marked as: "Financial Proposal" and "Technical Proposal". In first instance, "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in custody of the NEPRA. The NEPRA shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal, which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. A bidder has to obtain a minimum threshold of 70 points to qualify in technical evaluation. If a bidder does not qualify in technical evaluation, his financial bid will not be opened. After evaluation and approval of technical proposals, the NEPRA shall open financial proposals of the technically accepted bids, on a date/time to be announced by NEPRA. The financial bids of the technically non-responsive bidders shall be returned un-opened.

5. Terms & Conditions:-

- i. The sealed Proposals complete in all respects addressed to NEPRA must reach at NEPRA, Islamabad on prescribed dates as mentioned in the tender notice.
- ii. Technical and Financial proposals shall be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" should be clearly written on the top left corner of respective envelopes.
- iii. Technical Proposals will be opened on the same day at 1430 hrs in the presence of tenderers or their authorized representatives who wish to witness tender opening. After the Technical evaluation, Financial Proposals of only technically qualified organizations/companies shall be opened by NEPRA in the presence of their representatives.
- iv. The Financial Proposal shall be inclusive of all taxes.
- v. Financial proposal must be accompanied by Rs. 10,000/- (Bank Draft in favor of NEPRA) as bid security.
- vi. The Testing Agency shall provide the following documents:
 1. Details of legal status.
 2. Human Resource/Technical Expertise Profile.
 3. Experience of similar assignments.
 4. Testing facilities available.
 5. Audited financial statements of last 3 years.
 6. Tax registration certificate. Copy of NTN Certificate, Sales Tax Certificate and any other Certificate (whichever is applicable)
 7. History of litigations, if any.
 8. The bid security of amount Rs. 10,000/- in form of Bank Draft in favor of NEPRA, Islamabad.
 9. Affidavit that the company has never been blacklisted by any Government/semi Government department/autonomous body or private company.
- vii. The bid validity period shall be effective for a period of one year only.
- viii. The firm shall deliver services within 60 days after signing the contract.
- ix. NEPRA reserves the right to reject any or all the proposals in accordance with the provisions of PPRA Rules, submitted in response to this tender notice prior to acceptance.
- x. Incomplete proposals shall be rejected.
- xi. These bidding documents have also been posted/uploaded on NEPRA website <http://www.nepra.org.pk>

- xii. Bids received through Fax/Telex/Email and after due date/time will not be considered.
- xiii. Income Tax& GST will be deducted as per Income Tax Rules, if applicable, from the bidder.
- xiv. If the bidders fail to provide satisfactory services within agreed period or are found to be indulging in corrupt or fraudulent practices, the NEPRA shall proceed against the bidder under the relevant rules.
- xv. The NEPRA may constitute a Grievance Redressal Committee to redress the written complaint of bidder(s) received within 10 days after the announcement of the bid evaluation report and for any other issue which may need to be resolved. The Committee may investigate and decide the complaint within 15 days on the receipt of the complaint and mere fact of lodging of a complaint shall not warrant suspension of bidding process.
- xvi. NEPRA reserves the right to amend or add any condition(s) mentioned in the documents.

6. Scope of Services

The selected testing agency will be responsible for the following activities as per the Guidelines of NEPRA:

- i) The selected testing agency shall be required to register candidates for taking test(s) (objective, subjective & skills tests) for selection against the vacant posts.
- ii) The selected testing agency under no circumstances shall receive any application directly from any candidate in person/by hand. The selected agency shall only be responsible for registering candidates who send their forms via courier/registered postal mail/online.
- iii) The selected testing agency shall be responsible to prove the final and authentic/verified list of all candidates (eligible and not eligible), as per the requirements of NEPRA. In case the form of a candidate is incomplete, the agency will collect the necessary information from candidate and incorporate it, prior to sending the compiled information to NEPRA. All edits/corrections are required to be incorporated through verifiable means (preferably Fax, Email or other written documents).
- iv) The selected testing agency shall be responsible to keep record of all registration forms for at least two years after completion of project. Furthermore, the Testing Agency shall provide any registration form to NEPRA as and when required.
- v) The candidate registration process, including data entry of registration forms, shall be completed in consultation with NEPRA. Selected Testing Agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected Testing Agency shall ensure to advertise the list of registered candidates on its website and have a mechanism to make corrections/edits etc.
- vii) The selected Testing Agency shall be responsible for implementing a tracking system for all registration forms received prior to deadline. Registration forms

received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper record keeping.

- viii) The selected Testing Agency shall be responsible to collaborate with NEPRA to develop the “Guidelines for Candidates”, which would serve as a guiding tool for the candidates taking test(s).
- ix) The selected Testing Agency shall be responsible to prepare final test paper according to the syllabus provided by NEPRA. The agency shall however, ensure the secrecy of the final test paper and in no way the agency shall share the final paper with anyone including the employees of the NEPRA. In case of leakage, the agency shall be held responsible.
- x) The selected Testing Agency shall be responsible for issuing and dispatching Call Letters/ Roll Number Slips to the eligible candidates and ensure timely delivery.
- xi) The selected Testing Agency shall conduct test(s) including arranging all the logistics at Islamabad and the Provincial capitals simultaneously.
- xii) The selected testing agency must ensure that the test process is transparent, fair, secure and open to audit by auditors. This is a key requirement on the part of Testing Agency as the result of test(s) is a prime determinant for final selection.
- xiii) The selected testing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking test(s).
- xiv) The selected testing agency shall develop and grade test(s) for the recruitment of human resource, containing different sections including MCQs, descriptive answers, analytical writing and data analysis etc.
- xv) The questions in test paper should be in varying order to minimize the chances of copying answers. The selection of test center, seating arrangement and quality/quantity of Invigilators should be such that a conducive test environment is created. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
- xvi) The selected testing agency shall, on demand, provide an authentic and legible copy of any candidates’ answer sheet to NEPRA after announcement of the written and skill test result.
- xvii) The selected Testing Agency shall conduct Test(s) of the eligible registered candidates. The test(s) shall be conducted at Islamabad and all the Provincial capitals simultaneously.
- xviii) The selected Testing Agency shall provide a merit list for the candidates taking test(s) as per merit criteria provided by NEPRA. Merit list will include all details including (but not limited to) test marks, name of candidate, date of birth, gender, CNIC No., father name, employment record, address, domicile, mobile no, alternate phone, fax and Email etc.
- xix) The selected Testing Agency shall be responsible for setting up a helpline to facilitate candidates and answer their queries pertaining to registration and test(s).

- xx) The selected testing agency shall facilitate visits of monitoring teams of NEPRA at all test centers as well as organization's offices, as and when required.
- xxi) The selected testing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format.
- xxii) 50% of total test fee of candidates will be paid by NEPRA and 50% will be paid by the candidate in terms of Establishment Division OM No. F.53/1/2008-SP dated 18.08.2017.
- xxiii) The NEPRA's component of test fee to the testing agency shall be made after submission of test results to the satisfaction of NEPRA.
- xxiv) The pattern and sequence of Technical and Financial proposal must be same as per given format.

7. Important Note:

The competent authority may reject all bids at any time prior to acceptance of a bid as per the provisions of PPRA Rules. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

NEPRA may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by bidders(s), amend the Tender Document, on account of any reason, either to extend the deadline for the submission of Bid or otherwise which shall be notified to all prospective bidder(s) where after all such amendment(s) shall be considered part of the tender document and binding on the bidder(s) as per rules.

8. Technical Proposal Evaluation Criteria

1	Registration/Certification (i) Active Tax Filer (ii) Active Sales Tax Filer (iii) SECP Registration (iv) ISO Certification (v) NTN Certificate (vi) Never Blacklisted Certificate (Proforma of Affidavit is attached as Annex-I)	08 Points 01 points 01 points 01 points 02 points 01 points 02 points	To be filled by NEPRA
2	Financial Strength/Audited Financial Statement/Certified Accounts/ Statements showing Cash balances in the relevant years. (i) Amount Rs. 5-10 Millions (ii) Amount above Rs. 10 Millions	10 points 05 Points 10 Points	
3	Addresses alongwith phone numbers of each offices:- (i) Only Islamabad (ii) Islamabad and Provincial Capitals	05 points 02 Points 05 Points	

4	Company Profile: must be a registered body and having experience of Similar Work/Assignments of Test conducting:	10 Points	
	(i) <u>Number of employees:-</u>		
	(a) 50-100 employees	03 Points	
	(b) 101-200 employees	05 Points	
	(c) 201-300 employees	10 points	
	(ii) <u>Qualified Human Resource</u> (Certified Ph.D. Master, Technical etc)	10 Points	
	(a) Upto 03	05 Point	
(b) Upto 06 or more	10 Points		
(iii) <u>*Experience</u>	10 Points		
(a) 04 years	04 points		
(b) 05 years	05 points		
(c) 06 years	06 points		
(d) 07 years	07 points		
(e) 08 years	08 points		
(f) 09 years	09 points		
(g) 10 years & above	10 points		
(iv) <u>Projects Handled</u> Government/Autonomous Bodies Project Handled during that last 04 years	22 Points		
(a) Upto 5 Projects	05 points		
(b) 06 to 09 Projects	07 points		
(c) 10 to 15 Projects	10 points		
(d) 16-20 Projects	15 points		
(e) 21 & above	22 points		
(v) Conformity to the Schedule of requirements/TORs and other conditions of the bid documents.	05 Points		
(vi) Testing assignment/Projects handled with the tests conducted all over Pakistan at the same time and date	20 Points		
(a) 01-02 clients	10 points		
(b) 03-05 clients	14 points		
(c) 06-10 clients	16 points		
(d) More than 10 clients	20 points		
Total Points		100	
Qualifying Points		70	

N.B. The technical proposals without evidence/supporting documents will be rejected. The agency profile on the proforma attached at Annex-III must also be attached and signed.

The technical evaluation of bidders will be carried out first and on the basis of which, financial bids will be evaluated. Minimum points for qualification of technical proposal evaluation are 70.

Financial Proposal Submission Form

Islamabad the (Date)

Director General (Admin & HR)
NEPRA, Islamabad.

Sir,

We, the undersigned offer to conduct the “Registration and Conduct of Test(s)” for selection against vacant posts in National Electric Power Regulatory Authority (NEPRA) in accordance with bidding documents dated [Advertisement Date] and our proposal [Technical and Financial Proposals]. Our attached Financial Proposal (**Annex-II**) is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fee, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

2. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal i.e. [Date].

Name and Address

Amount in Pak Rs. (per candidate basis)

3. We understand you are not bound to accept any Proposal you receive.

Regards

Yours sincerely,

Authorized

Signature: Name and Title

Of Signatory: Name of Firm,

Address:

ANNEX-I

AFFIDAVIT

We, [Name & address of the Agency], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government/Semi Government department/ autonomous body or private company.
2. We acknowledge that we have read, understood and accepted the tender document.
3. We understand that the NEPRA shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

[Note: Affidavit to be furnished on Rs.50/- Non-Judicial Stamp Paper duly attested by the Oath Commissioner]

ANNEX-II**Financial Proposal Evaluation Criteria****(Charges/fee per candidate including all expenses/taxes)**

Sr. #	Description	Qty.	Quoted Rate (inclusive of all taxes)
1	Candidate appeared in the test	1	

Note: Invoice to NEPRA will be submitted for the actual number of candidates appeared in test enclosed with the attendance sheet and all other requisite documents as per the provisions of the agreement.

Authorized
Signature: Name and Title
Of Signatory: Name of Firm,
Address:

ANNEX-III**Company Information****COMPANY PROFILE**

S. No.	Required Information	Detail
1	Legal Name of the Agency	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Name & Designation of Head of Organization	
6	Address of Agency:	
7	Phone/s:	
8	Fax:	
9	Email:	
10	Website address:	
11	Name & Designation of "Contact Focal Person" (at least 02)	
12	Phone/s. Fax and Mobile No: E-mail of Focal Person	

Authorized
Signature: Name and Title
Of Signatory: Name of Firm,
Address: