



PREQUALIFICATION DOCUMENTS

Tender No. 09/2015

Hiring of Contractor for Urdu Translation of NEPRA's Act / Rules / Regulations

National Electric Power Regulatory Authority

NEPRA Tower, Attaturk Avenue

G-5/1, Islamabad

Phone: 051-2013200, Fax: 051-9210215

www.nepra.org.pk



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

Proposals for Pre-qualifications

NEPRA Tender No. 09/2015

NEPRA is an autonomous body established through an Act of the Parliament known as 'Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997)' invites applications for prequalification from reputable firms / contractors registered with tax departments to carry out Urdu translation of NEPRA's official documents (Act / Rules / Regulations).

2. Prequalification documents, which are containing all information required for prequalification including instructions for preparation and submission of documents, evaluation criteria etc. are available for the interested bidders at the office of Assistant Director (Admn), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad. Price of the bidding documents is Rs. 100/- as per Rule 16(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 in the prequalification documents, must reach the office of Assistant Director (Admn), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad on or before August 25, 2015 before 1400 hrs. Bids will be opened on the same day at 1430 hrs. The advertisement is also available on PPRA website at www.ppra.org.pk.

(Hammad Shamimi)
Director General (Administration)
NEPRA Tower, Attaturk Avenue (East)
G-5/1, Islamabad (Ph: 051-2013200)
Fax: 051-9210215, Email: info@nepra.org.pk

Bidder's Information

Tender Serial No. _____ Dated _____

Name of Firm to whom Tender issued: _____

SIGNATURE
OF TENDER ISSUING
OFFICER

Name of Firm/Contractor _____

Address: _____

Contact Person _____

Telephone No: _____

Fax No: _____

National Tax Number: _____

GST Number _____

We M/s _____ hereby undertake to accept all the terms and conditions laid down by NEPRA with regard to award of this contract.

Signature of Bidder

NEPRA has a number of official books / documents besides Act, Rules & Regulations which are required to be translated in Urdu.

SCOPE OF SERVICE:

i) **Translation of Official Document**

- a) English to Urdu;
- b) NEPRA Act, Rules & Regulations;
- c) Authority Decisions/Determinations
- d) Forms for Tariff
- e) Forms for License
- f) Annual & State of Industry Reports
- g) Any other document

ii) The bidding firm must provide the following:

- i. Certificates of registration with tax departments
- ii. Proof of minimum 3 years Urdu translation experience of legal documents
- iii. List of major clients
- iv. Affidavit that the bidding firm has not been blacklisted
- v. Copies of Urdu translation work carried out by the bidding firm for government / semi-government / autonomous bodies etc.
- vi. Last 2 years bank statement

Contract Period:

Three years from the date of start of contract. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month notice.

Termination of Contract on Poor Performance:

- In case of un-satisfactory work or non-compliance of the given timelines, or consistent poor performance, notice(s) may be served with one (01) week improvement time.
- If the firm still fails to deliver, the contract may be terminated resulting in forfeiture of the deposited security for the contract.
- If the firm fails to keep the confidentiality of NEPRA's assigned work.

Eligible Bidders:

- Only those companies and firms who have valid registration can participate. The Tax and Sales Tax registration certificates must be attached with the sealed company profiles along-with relevant works evidences.
- The applicant must secure at least **70 % score** in each category.

Qualification Criteria

Prequalification will be based on meeting all the following minimum pass / fail criteria regarding the applicant's general and particular experience, personal and equipment capabilities, financial position. The Employer reserves the right to waive minor deviations, if they don't materially affect the capability of an applicant to perform the contract.

Sr. No.	Category	Weightage/ Marks
1.	Experience Record	70
2.	Personnel Capabilities	20
3	Financial Soundness	10

Total: 100

1)- Experience Record:

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	Urdu translation of legal documents (Act / Rules / Regulation etc carried out for the government organizations in last two years.	40	For each completed job of satisfactory service to such organizations will eligible the contractor/bidder for 8 marks, subject to provision of documentary evidence. Full marks will be given in case of 5 or more jobs of satisfactory services rendered by the Contractor.
b)	Urdu translation services being rendered since last two years.	30	For each translation project in hand where the Contractor is still providing satisfactory services since two years will make eligible the contractor for 6 marks, subject to provision of documentary evidence. Full marks will be given in case of 5 or more such contracts.
Total Marks Allocated			70

2)- Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	No. of certified urdu translators presently on payroll.	20	4 marks will be given for each number of translator on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 05 or more contractors on payroll.
Total Marks Allocated			20

3)- **Financial Soundness**

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Average bank balance of the firm for the last 12 moths	10	Less than Rs 100,000/- 0 marks Between Rs 150,000/- to Rs 250,000/- 5 marks Between Rs 300,000/- to Rs 500,000/- 10 marks
Total Marks Allocated			10

Miscellaneous Responsibilities of the Translation/Bidding Company:

- i. The bidding amount shall be in Pak Rupees and shall be inclusive of cost of translation, duties, taxes, surcharges, overhead and profits. If selected in the tendering process, the quoted rates would be considered as the contractual amount and no claim whatsoever will be determined for any extra or additional payment in this regard.
- ii. The firm offering urdu translation services upon pre-qualification will submit with the financial bid (to be called by NEPRA) bid security in the form of pay order equivalent to Rs. **35,000/-**. Financial bids without bid security would be out-rightly rejected and the bidder cannot amend or withdraw bid once it is submitted. Moreover, NEPRA reserves the right to forfeit the bid security in case of breach any of the agreement by the contractor.
- iii. Upon selection, the selected bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
- iv. Successful bidder, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **50,000/-** (refundable) in the form of pay order/demand draft in the name of NEPRA as performance security deposit which will be released on successful completion of contract period.
- v. NEPRA reserves the right to accept or reject all bids as per PPRA rules.