



**PREQUALIFICATION DOCUMENTS**  
**AS PER PPRA RULES**

Tender No. 07/2021

**Hiring of Training  
Institute/University/Organization for  
Mandatory Training Programme required for  
Promotion of the NEPRA Support Staff**

**National Electric Power Regulatory Authority**

**NEPRA Tower, Attaturk Avenue**

**G-5/1, Islamabad**

**Phone: 051-2013200, Fax: 051-9210215**

**www.nepa.org.pk**

**MANDATORY REQUIREMENTS FOR SUBMISSION OF THE  
PREQUALIFICATION DOCUMENTS FOR HIRING OF TRAINING INSTITUTE /  
UNIVERSITY/ ORGANIZATION FOR MANDATORY TRAINING PROGRAMME  
REQUIRED FOR PROMOTION OF THE NEPA PROFESSIONALS**

Sr. No.	Parameter	Yes	No
1.	Tax Registration		
2.	Active Filer Status		
3.	Established before 2016		
4.	Similar Assignments in Past		
5.	Technical Training Capacities for Engineers		
6.	Soft skills training capacities for non-engineers		
7.	05 fulltime regular faculty on active payroll		
8.	Must have training facilities available in more than two cities		

Note:

- a. Proof of aforesaid parameters must be provided.
- b. Bidders who fail to provide supporting documents will not be entertained.

Name of the Bidding Firm: \_\_\_\_\_

**Undertaking:**

That the information provided in the bidding documents is true; whereby, found false or deceptive, NEPA reserves the right to disqualify the bidder from existing and all of the future biddings.

**Seal and Signature of the Bidding Firm with date:**

\_\_\_\_\_



## Section – I

## Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	No. 07/2021
2	Sale of Tender	July 5, 2021 to July 26, 2021 Single Stage 2 envelop Tender document can be collected from the office of Record Officer (Admin), NEPRA or downloaded from NEPRA website <a href="http://www.nepra.org.pk">www.nepra.org.pk</a>
3	Time & Last Date of Depositing Tender / Bid	July 25, 2021 upto 1400 hrs
4	Time & Date of Opening of Tender Bid (Technical Proposal)	July 26, 2021 at 1430 hrs
5	Minimum Validity of Tender Offer	Three months from the date of opening of tender
6	Services to be offered	Mandatory Training Programme required for Promotion of the NEPRA Support Staff
7	Duration	3 Years extendible for another year on mutual consent of both the parties
8	Amount of Bid Security to be Deposited	Rs. 15,000/-
10	Cost of Tender Document	Rs. 100/- for physical collection FOC online

**SECTION II**

**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: \_\_\_\_\_

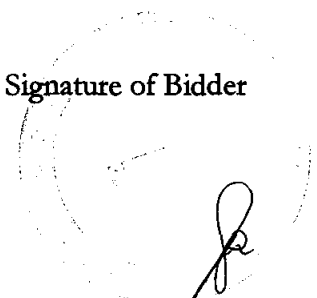
Fax No: \_\_\_\_\_

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



### SECTION - III

#### **TERMS AND CONDITIONS FOR MANDATORY TRAINING PROGRAMME REQUIRED FOR PROMOTION OF THE NEPRA SUPPORT STAFF**

##### **GENERAL**

- 1) Sealed tenders are invited from reputed tax registered firms/institutions from anywhere in Pakistan for provision of Mandatory Training Programme (MTP) required for promotion of the NEPRA Support Staff.
- 2) The scope of MTP is to ensure better service delivery at operational levels to NEPRA staff besides following:
  - i. To equip employees with skills required for improved productivity.
  - ii. To create understanding of internal and external environment affecting execution of tasks assigned by the reporting officers in due course of time.
  - iii. To enhance understanding of administrative structures & challenges of Organization.
  - iv. To equip employees with skills to develop their core functional competencies and capabilities.
  - v. To familiarize employees with the concept, skills and tools of Performance Management including performance measurement.
  - vi. To familiarize employees with latest Microsoft Office Skills, Time Management and administrative concepts as applicable.
  - vii. To facilitate the employees in conducting research, evaluation and statistical analysis as required.
- 3) The bid process will be single stage two envelop and the minimum threshold for qualifying in the technical proposal is 60%. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL". Initially only envelop marked "TECHNICAL PROPOSAL" shall be opened, whereas envelop marked as "FINANCIAL PROPOSAL" shall remain in the custody of NEPRA without being opened.
- 4) NEPRA shall evaluate the technical proposal, in a manner prescribed in advance, without reference to the price, and reject any proposal which doesn't conform to the specified requirements.
- 5) The bidders qualifying in the Technical Proposals would be called for the opening of the financial proposals, and the bidder who obtains highest points collectively in the Technical as well as Financial Proposals would be awarded the contract. If two or more bidders obtain equal, the firm/bidder which has obtained the highest marks in the Technical proposal among same will be awarded the contract.
- 6) The bids must be submitted in accordance with the requirements mentioned vide **Section IV**, and place same in the envelopes marked as **Technical & Financial Proposals respectively**. The quoted rates will be only considered if the bidding firm has qualified through the Technical Proposals and matches requirements of NEPRA in letter and spirit. Therefore, the bids

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which are non-compliant with the given requirements of NEPRA will not be entertained.

- 7) Third-party or Joint ventures will not be accepted.
- 8) Delivery of services will be made after the award of the contract and finalization of the course outlines at the time and place decided mutually agreed between the parties.
- 9) Minimum validity of bid shall be three months.
- 10) 50% of the payment will be made by NEPRA within two weeks on production of the following subject to deduction of all applicable taxes as per government law and remaining will be made upon completion of each year's MTP.
  - i. Bill(s)/ Invoice in original
  - ii. Tentative course outline and number of dates
  - iii. Copy of the contract
- 11) The bidder himself will be responsible for ensuring that the bid submitted is in accordance with the instructions stated herein. Any bid(s) not submitted by the prescribed deadline will not be considered / entertained.
- 12) The bidder cannot modify or withdraw his bid(s) after submission.
- 13) Sealed tenders along-with required documents must be delivered to this office by July 13, 2021 before 1400 hrs and will be opened the same day at 1430 hrs in the presence of available participants.

**15. 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.

**16. 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 contractor still fails to deliver, the contract may be terminated resulting in a fine of 10% above the 80% advance fee paid by NEPRA.
- If the firm fails to keep the confidentiality of NEPRA's assigned work.

**SECTION IV**

**17. Eligible Bidders:**

- Only those companies and firms who have valid registration can participate. The Tax and Tax registration certificates must be attached with the sealed company profiles along-with relevant works evidences.
- The applicant must secure at least **60 % score** in Technical Proposal.

**18. Technical 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/ Points
1.	Company Profile	40
2.	Assignment Teams	24
3.	Approach & Methodology	21
4.	Infrastructure	<u>15</u>
		<b>Total: 100</b>

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:		Points
<b>(i) Company Profile:</b>		<b>[40]</b>
a)	Number of Trainings carried out in last 5 years (1 Mark per assignment)	[10]
b)	Number of Similar Assignments in last 5 years (2 Marks per assignment)	[10]
c)	Availability of Quality Management System	[10]
d)	International accreditations	[10]
<b>(ii) Assignment Team:</b>		<b>[24]</b>
a)	Fulltime faculty on regular payroll (2 marks per faculty)	[10]
b)	Fulltime trainers on regular payroll (2 marks per trainer)	[6]
c)	Association of the trainers with the Training Institutes (1 mark for each)	[3]
d)	Fulltime PhD trainers (2.5 marks for each PhD)	[5]
<b>(iii) Capacity of the Bidder w.r.t. following Training areas:</b>		<b>[10]</b>
a)	Mannerism & Good Business Etiquettes	[2]
b)	Communication Skills	[2]
c)	Writing Skills and MS Office Trainings	[2]
d)	Principles of Good Management	[2]
e)	Basics of Accounting and Finance	[1]
f)	Service and Time Management	[1]
<b>(iv) Methodology and approach for conducting the training programme:</b>		<b>[11]</b>
	Bidder must submit a methodology and approach for conducting the mandatory training programme of the support staff of NEPRA. Such programme should not exceed 2 weeks duration and cover all the contents mentioned vide criteria no. iii, <i>vis a vis</i> any other topic or content decided after the award of the bid.	
<b>(v) Infrastructure</b>		<b>[15]</b>
a)	Purpose built facility for Trainings	[10]
b)	Physical Verification of the vicinity by a team of NEPRA	[5]

The minimum qualifying technical score points will be: **60 points** [**Proof of aforesaid criterion must be provided**]

**Financial Bid**

- a. Per Participant fee in PKR inclusive of all taxes for a training programme for two weeks:

**PKR** \_\_\_\_\_ /-

- b. Per Participant fee in PKR inclusive of all taxes per day:

**PKR** \_\_\_\_\_ /-

**(Financial Bid should cover the cost for a group of 20-25 participants' LNA and programme design, teaching and teaching material, content and licenses, certificates, lunch, refreshments (two teas and snacks), conference facilities and equipment, administration of the programme charges all inclusive)**

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration. The weights given to the Technical (T) and Financial Proposals (F) are:

**T = 0.60 , and F = 0.40**

**19. 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 until and otherwise agreed between both the parties in contract agreement.
- ii. 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. **15,000/-** (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.