



PRE- QUALIFICATION

(Single Stage-Two Envelope Bidding Procedure)

Tender No. 04/2023

**FOR HIRING OF SERVICES OF
STATE OWNED ENTITY
FOR RECRUITMENT OF HUMAN RESOURCE**

National Electric Power Regulatory Authority

NEPRA Tower, Ataturk Avenue

G-5/1, Islamabad

Phone: 051-2013200, Fax: 051-9210215

www.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 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 Tender Documents:

NEPRA intends to hire a state owned entity for selection of best human resource in an efficient and transparent manner. The selected state owned entity / is required to conduct screening test(s) for the selection processes and complete the process around 60 to 80 days (from the date of advertisement). The selected Organization 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 State Owned Entity 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 "quality and cost based" 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 80% 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 or before April 28th 2023, 14:30hrs, 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 15:00 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 exclusive of all taxes & service charges.
- v. Financial proposal must be accompanied by Rs. 20,000/- (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. Process for grievance redress of candidates.
 8. Screening Interviews facility availability along with expert human resource availability for interviews.
 9. History of litigations, if any.
 10. 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 three (03) years from the date of tender notice published in national dailies.
- viii. The firm shall deliver services around 60 to 80 days of the job advertisement.
- 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. The Tender Notice has also been posted/uploaded on PPRA website <http://www.ppra.org.pk> and 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, NEPRA shall proceed against the bidder under the relevant rules.
- xv. 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 will be redressed by the Grievance Redressal Committee. 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 as per PPRA rules.

6. Scope of Services

The selected state-owned entity / will be responsible for the following activities as per the Guidelines of NEPRA:

- i) The selected state-owned entity / shall be required to register candidates for taking test(s) (objective, subjective & skills tests wherever applicable) for selection against the vacant posts.
- ii) The selected entity 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 entity shall be responsible to provide 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 executing agency shall provide any registration form to NEPRA as and when required without any additional charges.
- v) The candidate registration process, including data entry of registration forms, shall be completed in consultation with NEPRA. Selected executing agency shall also be responsible to provide weekly report/status on registration of the candidates.
- vi) The selected agency shall develop a valid and reliable database for maintaining the record of all applicants against advertised posts. This database will contain classified information and will not be used for any other purpose. This

database shall be the property of the recruiting organization and shall be shared with them as and when required.

- vii) The selected executing agency shall provide grievance address forum to the candidates for the process that is executing agency is responsible for
- viii) The selected executing 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.
- ix) The selected executing 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).
- x) The selected executing agency shall be responsible to prepare final test paper according to the standard syllabus provided by NEPRA / as per concerned board. The agency shall however, ensure the secrecy of the final test paper and in case of leakage, the agency shall be held responsible and will require to conduct fresh test without any additional fee.
- xi) The selected agency shall be responsible for issuing and dispatching Call Letters/ Roll Number Slips/Interview Letters to the eligible candidates and ensure timely delivery.
- xii) The selected Testing Agency/ shall conduct Test(s) of the eligible registered candidate including arranging all the logistics at Islamabad, all Provincial capitals and, if required, internationally simultaneously.
- xiii) 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 executing agency as the result of test(s) is a prime determinant for final selection.
- xiv) The selected agency shall be required to develop a fool proof mechanism for verifying the identity, Domicile, required educational documents, experience letters wherever applicable of candidates taking test(s) prior to sending final list of successful candidates to NEPRA.
- xv) The selected Testing Agency/ shall develop and grade test(s) for the recruitment of human resource, and screening interviews if required by NEPRA, for successful candidates meeting cut off percentage.
- xvi) 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.
- xvii) The recruiting organization may request, on demand, an authentic and legible copy of a candidate's answer sheet from the selected organization only if required by law.
- xviii) The selected executing agency shall conduct a paper based or computer based test; and be able to share results within 15 to 30 working days.
- xix) The selected executing 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., FRC No., father name, employment record, address, domicile, educational details (standardized form), meeting All qualifications as per Job ad (Yes/No), mobile no, alternate phone, fax and Email etc.

- xx) The selected agency shall be responsible for answering any query /complaints (like non issuance of Roll Number Slips, Change of Center), raised by the applicants and shall resolve the issues and provide guidance to the candidates in case of any difficulty /ambiguity faced by them and maintaining a telephone helpline facility in addition to e- mail s, SMS etc.
- xxi) 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, TA/DA will be borne by NEPRA.
- 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) Where no successful submission of Test results to the satisfaction of NEPRA is provided, fee shall not be claimed / paid.
- xxv) 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

Sections		Points	To be filled by NEPRA
1	Financial Strength/Compliance (i) Audited Financial Statements along with Auditor's Report for the last three years (attach copies)	10 Points	
2	Company Profile: must be a state owned registered body and having experience of similar Work/Assignments of Test conducting: (i) *Number of employees:-	10 Points 05 Points	

	<p>A. Managerial Staff (a) Upto 20 employees (b) More than 20 employees B. Support Staff (a) Upto 50 employees (b) Above 50 employees</p> <p>*Subject to provision of evidence</p> <p>(ii) *Qualified Human Resource (Ph.D / Post-Doc) (a) Upto 03 (b) Upto 06 or more</p> <p>*Subject to provision of evidence</p>	<p>01 Points 02 Points 01 Points 03 Points 05 Points 02 points 05 points</p>	
3	<p>Technical & operational expertise:</p> <p>(i) *Operational Experience</p> <p>(a) 20 years (b) 21 years – 30 years (c) 31 years & above</p> <p>(ii) *Projects Handled Government/Autonomous Bodies Project Handled during the last 5 years</p> <p>(a) Upto 05 Projects (b) 06 to 10 Projects (c) 11 & above</p> <p>(iii) *Testing assignment / Projects handled with the tests conducted all over Pakistan at the same time and date</p> <p>(a) 01-10 Projects (b) 11-20 Projects (c) 21-30 Projects (d) More than 30 Projects</p> <p>(iv) *Any Testing assignment / Project handled internationally</p> <p>*Subject to provision of evidence</p>	<p>65 Points 15 Points 05 points 10 points 15 points 15 Points 05 points 10 points 15 points 20 Points 05 points 10 points 15 points 20 points 15 Points</p>	
4	<p>Capability of website or online portal for handling job applications / Grievances</p> <p>(a) Website Availability (b) Option of real time application tracking on website</p>	<p>05 Points 02 points 05 points</p>	
Total Points		90	
Qualifying Points (80% of 90)		72	
Minimum Marks obtained in each section		75%	

N.B. The technical proposals without evidence/supporting documents will be rejected. The agency profile may be provided as well the affidavit with respect to conflict of interest is attached as **Annex-I** to be filled by the applicant.

9. Financial Proposal Evaluation Criteria (10 Marks)

a. Financial Proposal

Sr.	Fee to be charged from a Candidate Fee* (Rs.)	Applicable taxes / service charges (Rs.)	Total Fee (Rs.)

*This shall be 50% of the total / cost of conducting test per candidate, however, the fee excluding applicable taxes and service charges will be considered for qualification in financial proposal.

b. Financial Evaluation

Sr.	Financial Evaluation	Points	To be filled by NEPRA
	1 st Lowest Fee	10 Points	
	2 nd Lowest Fee	08 Points	
	3 rd Lowest Fee	06 Points	
	4 th Lowest Fee	04 Points	

10. Final Evaluation:

The technical evaluation of bidders will be carried out in the first place and only those who qualify in technical evaluation will be considered for financial evaluation. Minimum points for qualification of technical proposal evaluation are 72 out of 90, whereas, the applicant must attain 75% marks in each section to qualify for financial evaluation. Financial proposal will be evaluated excluding any applicable taxes. The financial proposal will carry 10 marks. The segregation of total marks for final evaluation and grant of tender are mentioned under:

a. Technical Evaluation	90 Marks
b. Financial Evaluation	<u>10 Marks</u>
Total	100 Marks

Annex-I**Undertaking**

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No NEPRA official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No NEPRA official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
 - a. Vendor Name: _____
 - b. Vendor Phone No: _____
 - c. Conflict of Interest Disclosure:
 - i. Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest: _____
 - ii. Relationship to official: _____
 - iii. Interest in vendor's company: _____
 - iv. Any other information: _____

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

1. Name: _____
CNIC No.: _____
2. Name: _____
CNIC No.: _____