




NEPA Tender No. 06/2023

**INVITATION OF BIDS FOR ACQUIRING SERVICES OF A VENDOR FOR PHYSICAL ARCHIVING OF OLD RECORD OF NEPA**

**[Cost plus Quality based Contract]**

**National Electric Power Regulatory Authority**  
**NEPA Tower, Attaturk Avenue**  
**G-5/1, Islamabad**  
**Phone: 051-2013200, Fax: 051-9210215**  
[www.nepra.org.pk](http://www.nepra.org.pk)



	<b>National Electric Power Regulatory Authority (NEPRA)</b>
<b>NEPRA Tender No. 06/2023 INVITATION FOR BIDS</b>	
<p>National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Act of Parliament (XL of 1997) to regulate the provisions of electric power sector invites applications from the Companies / Firms / Vendors for physical archiving of old record having archiving facility at Rawalpindi/Islamabad and are:</p> <p>i)- Registered with Income Tax /Sales Tax Departments; ii)- In active taxpayers' list of the FBR; iii)- Having minimum five years relevant experience;</p> <p>2. Prequalification documents, containing detailed terms and conditions are available for the interested parties at the office of the Assistant Director (Administration), NEPRA Tower, G-5/1, Islamabad. Price of the prequalification documents is Rs. 500/- (Rupees Five Hundred only) as per Rule 16(2) of Public Procurement Rules, 2004.</p> <p>3. Single Stage – Two envelop bidding process will be followed; whereby Technical &amp; Financial bids will be opened separately in the presence of the representatives of the bidders. The successful bidder shall sign the agreement for a period up to three (03) years within seven (07) days of award of job.</p> <p>4. The proposals, prepared in accordance with the instructions in the prequalification documents, must reach at the Office of the Director General (Admin/HR), NEPRA on or before 13 day of June, 2023 @ 1400 hours. The proposals will be opened on the same day at 1430 hours. This advertisement and necessary tender documents are also available on NEPRA &amp; PPRA websites at <a href="http://www.nepra.org.pk/tenders">www.nepra.org.pk/tenders</a> and <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> respectively and may be downloaded free of cost.</p>	
<b>Director General (Administration / HR)</b> <b>NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad</b> PABX: +92 51 2013200, Fax: 051-9210215, <a href="http://www.nepra.org.pk">www.nepra.org.pk</a> , <a href="mailto:info@nepra.org.pk">info@nepra.org.pk</a>	



## SECTION – I

## Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	No. 06/2023
2	Sale of Tender Document	29 day of May, 2023 to 13 day of June, 2023 Tender documents can be collected from the office of Assistant Director (Admin), NEPRA or downloaded from PPRA / NEPRA websites.
3	Time & Last Date of Depositing EOI	13 day of June, 2023 upto 1400 hrs
4	Time & Date of Opening of Tender Bid	13 day of June, 2023 at 1430 hrs
5	Services to be offered	Physical Archiving of Old Record
6	Period of Contract	3 years from the date of award of contract extendable for another year subject to satisfactory performance.
7	Bid validity	60 days from the date of submission of bid
8	Amount of Bid Security to be Deposited	Rs. 50,000/-; in the form of Pay Order/Call Deposit in favour of NEPRA
9	Amount of Performance Security	Rs. 100,000/-
10	Cost of Pre-Qualification Document	Rs. 500/-



## Tender No. 06 /2023

### 1. **INTRODUCTION:**

National Electric Power Regulatory Authority (NEPRA), has been established as an independent Regulatory Authority under section 3 of Generation, Transmission and Distribution of Electric Power, Act 1997 for regulating the provision of electric power sector in Pakistan.

This Tender Document enlists the criteria for Company / Firm / Vendor for acquiring services for physical archiving of old record. Bidders are required to provide basic information as mentioned vide **Annex-A** of these documents.

### 2. **OBJECTIVE:**

Obtaining services of a Company / Firm / Vendor for physical archiving of old record of NEPRA.

### 3. **SCOPE OF WORK:**

- Physical archiving of the old record of NEPRA;
- 24/7 accessible archiving location;
- Physical record management, record storage, document organization and data tracking, ensuring safety against loss, damage or theft;
- Ensuring confidentiality of record;
- The vicinity of physical archiving of record must be highly secured with 24/7 CCTV surveillance of the access points, including intruder alarms / disconnection alarms systems installed with maximum security protocols; (same will be checked by the Client before awarding of the contract)
- Off-site, supervised collection and sealing of the documents/record for archiving, safe and secure transportation, proper location allocation to distinct boxes for storage and tracking of same;
- Friendly earthquake and flood proof storage environment involving thorough cataloguing and bar coded storage boxes, protected against all possible environmental hazards like dampness, termite and other types of infestation and natural decay of paper;
- Document improvement (inspection, fixture of torn/dog eared documents, removal of staples/paperclip/pins/bands/strings etc.) for document imaging/scanning i.e. actual transformation of paper files into digital images;
- Determination of appropriate bit depth, color space, compression and PDF/JPG formats for digitization after scanning of the documents, maintaining legibility (consultation with the client's representative for faded or brittle images and tables/maps), size and density etc. maintaining original file order along-with generation of monthly production reports.

**The interested bidders may visit NEPRA for better understanding of the scope of work.**

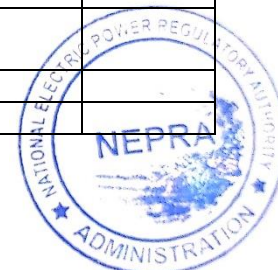
### 4. **ELIGIBLE BIDDERS:**

Only those companies and firms who have valid registration(s) and have archiving setup at Rawalpindi & Islamabad can participate. The Income Tax and Sales Tax registration certificates must be attached with the sealed company profiles along-with evidences of relevant works.

### 5. **ELIGIBILITY CRITERIA:**

#### **MANDATORY REQUIREMENTS FOR BIDDERS**

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Affidavit for Non-Black listing of firm on Rs. 100 Stamp paper as per specimen provided at <b>Annex-B</b>		
vi.	Software required to retrieve the record efficiently & effectively		
vii.	Conflict of Interest undertaking as per specimen provided at <b>Annex-C</b>		



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Note:

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

Name of the Bidder: \_\_\_\_\_

### 6. Undertaking:

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

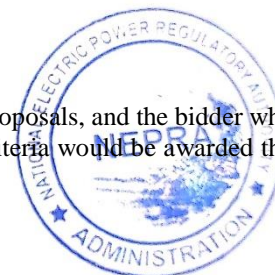
### Seal and Signature of the bidder with date:

\_\_\_\_\_

.....

### General Terms and Conditions

7. Bid Security amounting to Rs. 50,000/- (refundable) in the form of Pay Order in favour of NEPRA must be attached with the submitted bid(s). No bid will be accepted without the bid security.
8. Successful bidder(s) will submit an amount of Rs. **100,000/-**, as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
9. Collection / receiving of the physical record will be made from NEPRA Tower Attaturk Avenue (East), G-5/1, Islamabad by the vendor without any extra/additional charges within 7 days of issuance of call off order/ work order. In case of noncompliance Rs. 500/- will be deducted per day from the payable amount.
10. The bidder(s) must attach with the bid substantial evidence regarding their registration with FBR for income tax and GST, active tax payer and minimum three years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
11. The bid process will be single stage two envelop and the minimum threshold for qualifying in the technical proposal is 65%. 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.
12. NEPRA shall evaluate the bids received in a manner prescribed in advance, without reference to the price, and reject any Proposal which doesn't conform to the specified requirements.
13. After the selection, the vendor will have to sign the agreement within 7 days after intimation by NEPRA; otherwise, will be debarred from the right of agreement.
14. Payment will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law.
  - (a) Bill(s) in original
  - (b) NEPRA Work Order
15. Technically qualified bidders will be called for opening of their Financial Proposals, and the bidder who obtained maximum marks on cost plus quality formula provided in the evaluation criteria would be awarded the Contract for archiving of old record of NEPRA.



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16. The bidder himself will be responsible for ensuring that the EOI submitted is in accordance with the instructions stated herein. Any EOIs not submitted by the prescribed deadline will not be considered / entertained.
17. The bidder cannot modify or withdraw his bid, after submission.
18. NEPRA reserves the right to forfeit the performance security deposited in case of breach of any clause of the contract by the contractor.
19. Sealed proposals along-with required documents must be delivered to this office by 13 day of June, 2023 before 1400 hrs and will be opened the same day at 1430 hrs in the presence of available participants.
20. Minimum validity of bid shall be 60 days from the date of opening of Financial Bid.
21. NEPRA reserves the right to accept or reject all bids as per PPRA rules.
22. Bidders are also required to submit the details on the prescribed proforma attached herewith the tender documents for correspondence. Moreover, the bidders are also required to provide complete profile, offered services details and names of the clients on bidder's approved panel.
23. **Provisional Annual Estimate**

The provisional annual estimates including description, specification, statement of requirements and quantities, based on rational demand estimates would be as per below:

- **500 Boxes**
- **i.e. equal to 2000 box files or 0.5 million papers approximately**

**Technical Evaluation Criteria**

Technical evaluation will be carried out on 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	20
2	Sore / Stock / Warehouse / Record Room Capability:	15
3	General Capabilities	25
4	Financial Strength Compliance	5
Total:		<b>65</b>

(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)	Projects in hand: (Only Public Sector Clients / Government Sector Clients)	10	The Contractor will be eligible for 2 marks each for provision of satisfactory archiving of old record services to a same Public Sector Entity / Government Entity for two years, subject to provision of documentary evidence.  Full marks will be given in case of 5 or more such contracts.
b)	Projects in hand: (Only Private Sector Clients)	5	The Contractor will be eligible for 1 mark each for provision of satisfactory archiving of old record services to a same Private Sector



Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
			Entity for two years, subject to provision of documentary evidence. Full marks will be given in case of 5 or more such contracts.
c)	Projects completed:	5	For each completed projects beyond two years of archiving of old record will make eligible to the contractor for 1 mark, subject to provision of documentary evidence. Full marks will be given in case of 5 or more projects completed by the Contractor.
Total Marks Allocated:			<b>20</b>

(2) **Store / Stock / Warehouse / Record Room Capability:**

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the contract:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
1	(a) Capacity of warehouse / record room between 50000 to 60000 boxes	08 Marks	Full marks will be given to the firm / vendor who has capacity of 70000 boxes and above capacity for physical archiving of record.
	(b) Capacity of warehouse / record room between 60000 to 70000 boxes	12 Marks	
	(c) 70000 boxes and above	15 Marks	
*A team of NEPRA will visit to review store/warehouse/record room			
<b>Total Marks Allocated</b>			<b>15</b>

(3) **General Capabilities:**

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the contract:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
1	Company has physical warehouse available at the Rawalpindi / Islamabad.	5	Full Marks will be given to the firm having vicinity at Rawalpindi / Islamabad.
2	Company has scanning facility available at the Rawalpindi & Islamabad Region	5	Full Marks will be given to the firm having scanning facility available at the Rawalpindi & Islamabad.
3	Self-Owned Premises	5	Full Marks will be given to the vendor having self-owned premises
4	Performance Certificates by Major clients	5	1 mark each for each furnished certificate
5	Software for record management	5	Full marks will be given to the vendor who possesses a software record management
<b>Total Marks Allocated</b>			<b>25</b>



(4) **Financial Strength/Compliance:**

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

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Audited Financial Statements along with Auditor's Report for the last two years Bank statement of company account for last two years	5	Full Marks will be given to the firm providing Financial Statements along-with Auditor's report and 50% marks would be given to those providing bank statement only one of the two;
<b>Total Marks Allocated</b>			<b>5</b>

**Note:** The above data can be verified independently by NEPRA and any fabricated statement by the bidder may result in termination of the Contract, forfeiture of pending payments and blacklisting of the Company etc. The proposals without evidence/supporting documents will be rejected. **Minimum marks for pre-qualification for opening of financial bids are 80% i.e. 52 marks out of 65.**

**Financial Evaluation Criteria**

Sr. No	Description	Rate/month (inclusive of all taxes)			Remarks
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
A	Rate of Physical Archiving of old record per page (approximately 500 pages per box file without scanning)	Rs. _____ Per month	Rs. _____ Per month	Rs. _____ Per month	1 <sup>st</sup> lowest 100%
B	Rate of Physical Archiving of old record per page (approximately 500 pages per box file with scanning)	Rs. _____ Per month	Rs. _____ Per month	Rs. _____ Per month	2 <sup>nd</sup> lowest 80%  3 <sup>rd</sup> lowest 60%

**Note:** Financial proposal will be evaluated on the basis of average of the three years. **However, contract will be awarded initially for a period of three years, which may be extended further for a period of one year on the basis of quality of serves upon mutual consent.**

**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 marks for qualification of technical proposal evaluation are 52 out of 65, whereas, the applicant must attain minimum 70% marks in each section to qualify for financial evaluation. Financial proposal will be evaluated excluding any applicable taxes. The financial proposal will carry 35 marks. The segregation of total marks for final evaluation and grant of tender are mentioned under:

- |                         |                 |
|-------------------------|-----------------|
| a. Technical Evaluation | 65 Marks        |
| b. Financial Evaluation | <u>35 Marks</u> |
| Total                   | 100 Marks       |

24. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- The interested Companies/Firms/Vendors having the requisite registration(s) and a proper archiving facility in Rawalpindi /Islamabad can submit their documents for participating in the tender.





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- ii. The interested firm himself will be responsible for ensuring that the bids submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered / entertained.
- iii. The intended firm cannot modify or withdraw his proposal after submission.
- iv. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above and the pre-qualified Companies/Firms/Vendors for archiving of old record.
- v. In case of selection of a service provider, it would not confer any right whatsoever for any payment unless assignment is completed as per the work order.
- vi. Upon issuance of work-order, the vendor 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.
- vii. NEPRA reserves the right to cancel/nullify the received quotes/bids on the basis of rates reasonability.



**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- (a) Name: \_\_\_\_\_
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: \_\_\_\_\_
- (c) Date of incorporation and / or commencement of business: \_\_\_\_\_
- (d) Type (corporation, partnership, etc): \_\_\_\_\_
- (e) Telephone No: \_\_\_\_\_
- (f) Cell No: \_\_\_\_\_
- (g) Fax: \_\_\_\_\_
- (h) Email: \_\_\_\_\_
- (i) NTN Registration No. \_\_\_\_\_ and STN \_\_\_\_\_
- (j) Registration with professional body: \_\_\_\_\_

**Details of individual (s) who will serve as the point of contact /  
Communication for the Bidder's company:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Telephone No. \_\_\_\_\_
- (e) Cell No. \_\_\_\_\_
- (f) E-mail address: \_\_\_\_\_
- (g) Fax No. \_\_\_\_\_

Signature & Seal of Authorize Representative



Affidavit for Non-Blacklisting of Firm  
[PRINT ON STAMP PAPER]

Non-judicial stamp paper (with a value of Rs. 100)

Date: \_\_\_\_\_

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

(Stamp of Company)

(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

**Attestation by Oath Commissioner and/or Notary Public**



Undertaking for Conflict of Interest

Annex-C

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.: \_\_\_\_\_

