

Dated: 23rd April, 2026**NOTIFICATION**

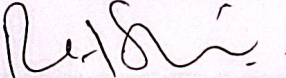
No.SEPRA/Admn-1/2026 : In pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010 (as amended up to date), Complaint redressal Committee (CRC) is hereby constituted for redressal of grievances of bidders during the procurement in the Sindh Electric Power Regulatory Authority (SEPRA).

Composition of the Complaint Redressal Committee (CRC):

S. No.	Name / Designation	Position
01	Chairman-SEPRA	Chairman
02	Independent Professional to be nominated by the Authority as per SPPRA rules.	Member
03	Member will be nominated by the Authority as per SPPRA rules.	Member

Terms of Reference (TORs)

As per Rule 31 of the SPP Rules.


(RAFIQUE AHMED SHIAKH)
Chairman SEPRA

A copy is forwarded for information & necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Chairman/Members (All) of the Committee.
3. The P.S to Secretary, Energy Department.
8. Office File

Dated: 23rd April, 2026

NOTIFICATION

NOTIFICATION No. SEPRA/Admn-1/2026

Consequent upon approval of the Authority (ARM 26-05) held on 21-04-2026 and as per Rule 7 of the Sindh Public Procurement Rules, 2010 (as amended up to date), constituted a Procurement Committee (PC) for procurement matters in the Sindh Electric Power Regulatory Authority (SEPRA). The composition of the Procurement Committee (PC), as decided by Authority:

S. No.	Name / Designation	Position
01	Member (Technical & Development)	Chairman
02	Member (Legal & Corporate)	Member
03	Mr. Ashfaq Hussain Assistant Director AE (BS-17) Nominated by the Energy Department.	Member

Terms of Reference (TORs)

As per Rule 8 of the Sindh Public Procurement Rules, 2010 (as amended) - (Cope enclosed)

Registrar, SEPRA

Copy forwarded for information & necessary action to:

1. PS to Chairman Sepra
2. PS to Member Technical and Development
3. PS to Member Law
4. The Chairman/Members (All) of the Committee
5. The P.S. to Secretary, Energy Department



No. ED/SO(ADMN/7-10/2022/(SEPRA)(Pt-III)

**GOVERNMENT OF SINDH
ENERGY DEPARTMENT**

Karachi, dated the 23rd April, 2026

To

The Chairman,
Sindh Electric Power Regulatory Authority (SEPRA),
Government of Sindh, Karachi.

SUBJECT:

**NOMINATION OF A SUITABLE OFFICER FOR
PROCUREMENT COMMITTEE OF SINDH ELECTRIC POWER
REGULATORY AUTHORITY (SEPRA)**

I am directed to refer to your letter No. SEPRA/Admn-1/2026/106 dated 07.04.2026 regarding nomination of a suitable officer from the Energy Department to serve as a member of the Procurement Committee of SEPRA.

2. In response to your request for nomination of an officer from the Energy Department for external representation on the Procurement Committee, the competent authority has been pleased to nominate Mr. Ashfaq Hussain, Assistant Director (BS-17), Directorate of Alternative Energy, Energy Department, Government of Sindh, to serve as a member of the Procurement Committee of SEPRA.

3. Approval is also conveyed for the formal notification of the Procurement Committee, as proposed.



SECTION OFFICER (ADMN)
FOR SECRETARY TO GOVT. OF SINDH

C.C to:-

1. The Director, Directorate of Alternative Energy, Energy Department, Government of Sindh
2. PS to Secretary, Energy Department, Government of Sindh, Karachi.
3. Office Order File.

SECTION OFFICER (ADMN)
FOR SECRETARY TO GOVT. OF SINDH

Office Address:- 3rd floor State Life Insurance Corporation of Pakistan Building No.3, Dr. Ziauddin
Ahmed Road, Opposite C.M House Karachi.

D-c SEPRA Supervisory of Assignment Account SEPRA-2025

**SINDH ELECTRIC POWER REGULATORY
AUTHORITY (SEBRA)
GOVERNMENT OF SINDH**



**BIDDING DOCUMENT
FOR
HIRING SERVICES OF A TESTING AGENCY**

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EXPRESSION OF INTEREST/REQUEST FOR PROPOSAL

اظہار دلچسپی/ درخواست برائے پروپوزل

ایک بیکر آؤٹرائٹ ٹرانزیکشن شاپنگ سروس کی فراہمی کے لیے برائے پرائیویٹ سیکٹر کے لیے ایک نئی ایجنسی کی تلاش کی جارہی ہے۔ اس میں شہرہ آفاق اور معروف ایجنسیوں کی شرکت کی دعوت دی جاتی ہے۔ اس کے لیے مفید معلومات کے لیے مندرجہ ذیل ایجنسی سے رابطہ کریں اور اس کے ذریعے اپنی شرکت کی اطلاع دینے کے لیے درخواستیں جمع کروائیں۔

- فرم کو ایس کے آر جی کے ذریعے فراہم کیے جانے والے کاموں کی تفصیلات کے ساتھ ساتھ اس کے لیے درخواستیں جمع کروانے کے لیے مندرجہ ذیل ایجنسی سے رابطہ کریں اور اس کے ذریعے اپنی شرکت کی اطلاع دینے کے لیے درخواستیں جمع کروائیں۔
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رجسٹرار
INF/KRY/1630/2026
WORK FOR SINDH
JOB PORTAL BY
INFORMATION DEPARTMENT

دلچسپی جو اظہار پروپوزل کے گزاریں

سرکاری شعبے کی تنظیم لاگاپبل اختیاریں یعنی ایس ای سی پی/ایف ای سی آر ایس آر بی سٹانڈرڈ قابلیت، عملی شہرت و تجربہ کار ٹیسٹنگ ایجنسی (فرم) کی خدمات کی فراہمی کے لیے درخواستیں جمع کروانے کے لیے مندرجہ ذیل ایجنسی سے رابطہ کریں اور اس کے ذریعے اپنی شرکت کی اطلاع دینے کے لیے درخواستیں جمع کروائیں۔

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رجسٹرار
INF/KRY No. 1630/2026
WORK FOR SINDH
JOB PORTAL BY
INFORMATION DEPARTMENT

EXPRESSION OF INTEREST/REQUEST FOR PROPOSAL

The public sector organization, invites expression of Interest/bid/proposal to engage the services of qualified, well reputed & experienced testing agency/firm(s) registered with relevant authority i.e. SECP/PBR/SRB to facilitate recruitment process and conduct written test and candidate evaluation services for the various vacant positions under strictly in a transparent & merit-based manner.

- The firm should have office in Karachi. The agency/firm must attach an undertaking (latest) showing that company has never been blacklisted by any government organization/autonomous body/any private organization.
- The Firm must have at least 05 years' experience in conducting recruitment/admissions tests in Government & private sector (years will be calculate as per SECP registration certificate).
- The agency must attach an affidavit no any pending case, in FIA/NAB or any court/ Law agencies/firm (s) should submit required mandatory document with technical and financial proposals in the office of undersigned address given below:
- The expressions of interest/quotation prepared in accordance with the Instructions in the proposal/EOI, can be received from the given office address and submitted on or before 12th May, 2026 by 11:30 am at Bungalow No# D-155, Block-5, Clifton Karachi.
- The Competent authority reserves the right to accept or reject any or all bids without assigning any reason. Furthermore, proposal submitted after due time/incomplete shall not be entertained.

Sd/-
REGISTRAR
INF/KRY/1630/2026
WORK FOR SINDH
JOB PORTAL BY
INFORMATION DEPARTMENT

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Schedule of Requirements

Terms of Reference

For

Hiring Services of Testing Agency/Firm

1. INTRODUCTION:

The SINDH ELECTRIC POWER REGULATORY AUTHORITY (SEPRa), intends to hire the services of a testing assessment firm/agency/body to design and conduct the screening/skills test of applicants to be hired against various posts.

2. PURPOSE OF THE ASSIGNMENT:

Sindh Electric Power Regulatory Authority (SEPRa), intends to induct merit-based officers as per criteria and Terms of Reference approved by the Authority/Department.

3. SCOPE OF WORK:

Through this Invitation to Bid, SEPRa intends to hire a Testing Service Agency / Firm for selection of best human resource in an efficient and transparent manner. The selected testing agency is required to conduct written/skills test/shortlisting of relevant required skills for the selection process for one (1) year from the date of contract and to obtain test fee per applicants, carry out written/skills test for all positions, prepare a merit list and present it to the Chairman SEPRa. The competent authority has right to may change the number of posts. The selected testing services agency / firm is required to comply with all instructions provided in this document.

Details of the positions are as follows:

S.#	Name of Post	No. of Posts
1.	Director Technical Development	01
2.	Director Legal & Corporate Affairs	01
3.	Director Finance & Policy Affairs	01
4.	Director IT	01
5.	Secretary / Registrar	01
6.	Deputy Director (HR & Admin)	01
7.	Assistant Director (HR & Admin)	01
8.	Assistant Director Technical	01
9.	Assistant Director Legal & Corporate	01
10.	Assistant Director Coordination & Implementation (C&I)	01

11.	Consultant Technical	01
12.	PS / Secretary	04
13.	Legal Officer (Research/Drafting / Contracts)	01
14.	Litigation Officer	01
15.	Driver	04
16.	Naib Qasid/Peon	04
17.	Dispatch Rider	01
18.	Sweeper	01

Note:

Application Process (For Serial No. 1 to 5):

- For the positions mentioned at Serial No. 1 to 5, applications shall be invited and shortlisted by the testing agency in accordance with the prescribed criteria.
- Subsequently, only the shortlisted candidates shall be called for interviews, which will be conducted by the concerned authority (SEPRA).

Application Process (For Serial No. 6 to 18):

- For the positions mentioned at Serial No. 6 to 18, applications shall be invited and shortlisted by the testing agency in accordance with the prescribed criteria.
- Written tests (Paper-Based Test – PBT) and/or skill tests shall be conducted, where required, as per the nature of the post.
- Subsequently, shortlisted candidates shall be forwarded to the concerned department for further necessary process, including interviews, if applicable.

4. METHOD OF PROCUREMENT: Single Stage-Two Envelope Procedure.

5. TECHNICAL PROPOSAL:

The technical proposal shall consist of all the documents required under Para 12 (Mandatory Eligibility) and of TORs of technical and may also comprise additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status. The bidder shall substantiate his technical proposal for achieving score under Para-12 hereof.

6. FINANCIAL PROPOSAL:

The bidder shall prepare his financial proposal in line with the TORs.

7. BIDDING / TENDER DOCUMENTS:

- **ISSUANCE:** Complete set of bidding / tender document can be obtained from date of publication of advertisement to 8th May, 2026 upon submission of a written application from the office of Chairman SEPRA in free of cost.
- **RECEIPT OF PROPOSALS:** Sealed Proposals Technical & Financial (both in separate sealed envelope duly marked as such) in two envelops should reach office of Chairman, SEPRA on or before 12th May, 2026 at 11:30 hours.

8. PROCEDURE OF TENDER OPENING

SEPRA will adopt least cost selection under single stage two envelopes bidding procedure. 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 envelop marked as "**FINANCIAL PROPOSAL**" shall be retained un-opened in custody of the authority/department. Procuring agency 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 75 marks 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 procuring agency shall open financial proposals of the technically accepted bids, on a date / time to be announced by the Authority. The Financial bids found technically non-responsive shall be returned un-opened to the respective bidders. The lowest evaluated bidder or best evaluated bidder after selection of technical proposal shall be awarded the contract.

(I) TECHNICAL EVALUATION:

The technical proposal of the firms will be evaluated on the basis of evaluation criteria defined under Para-12 & Para-15 hereof.

(II) FINANCIAL EVALUATION:

The lowest responsive evaluated bidder with the lowest rate and optimum quality shall be entitled for award of captioned assignment.

9. TERMS & CONDITIONS

1. The Proposals must reach the office of Registrar Sindh Electric Power Regulatory Authority (SEPRA), office: Bunglow No# D-155, Block-5, Clifton Karachi on prescribed date as mentioned on tender notice.
2. Technical and Financial proposals should be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of respective envelopes.
3. Technical Proposals will be opened on the same day at 11:30 AM in presence of bidders 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 on the next date announced by the department.
4. The Financial Proposal shall be inclusive of all taxes.

10. PAYMENT SCHEDULE:

No fee shall be charged by the department. The testing agency shall collect the prescribed fee directly from the applicants through the designated procedure, including bank challan.

However, the competent authority (SEPRA) reserves the right to review and decide the fee structure at a later stage, if deemed necessary.

11. MODEL OF TEST.

The testing Agency must have the facility for the organization of Paper Based Test (PBT) and Skilled (Typing)/ and determination of required skills.

12. MANDATORY REQUIREMENTS FOR THE TESTING AGENCY.

The bidder should submit following information on given format/checklist (YES/NO) along-with copy of this page with technical proposal with a covering letter on company letter head pad enclosed in separate sealed envelope, otherwise the proposal is liable to be rejected.

- a) Name of Testing Agency/Firm/Company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address. The details of the company's profile, professional and technical skills should be attached.
- b) The testing agency should have at least Five (05) years' experience. (The Date of establishment of business for purpose of experiences will be taken from SECP & FBR Registration)
- c) The testing agency / body should have been providing the examination services to competitive and public sector /Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (attach list minimum of 10 clients along with number of applicants).
- d) The testing body must be registered with SECP/FBR/SRB, have a valid NTN.
- e) The Testing Agency must attach an affidavit of stamp paper (original and latest) of Rs. 100/- duly attested by Notary public showing that company has never been blacklisted by any government organization/autonomous/any private organization.
- f) The agency must attach an affidavit No any pending case, in FIA/NAB or any court.
- g) **Bid security amounting to Rs. 2,000,000/-** (Rupees two million only) in shape of Bank Draft, Pay Order etc. in favor of Sindh Electric Power Regulatory Authority (SEPRRA), must be attached with Technical Proposal. If bids security is not attached, the agency/institution may be declared as ineligible.
- h) The turnover of the bidding firm must be total minimum Rs. 25 M for three years and three years audit report (2022-25) should be attached with the tender document.
- i) Must have conducted/completed at least five (05) recruitment tests/assignments for public sector Authority/Department/Autonomous organization of Government of Sindh.
- j) In last 05 years No any blacklisted from any Department/Authority/Organization. (If found any blacklisted/corruption/paper leaked record from any department the Testing Agency bid will be rejected).
- k) The successful bidder shall bear all costs associated with receipt of applications and screening process etc. including cost written test, skill test, test venues and any other cost. (Undertaking must be attached).

13. SCOPE OF WORK/TASK OF THE TESTING AGENCY:

- 1.** The Testing agency shall design the online/offline Applications Form(s) and share with SEPRA Sindh.
- 2.** The Testing Agency will register applicants for screening test (s) online/offline and acknowledgment receipt of application shall be issued by the Testing Agency accordingly.
- 3.** The Testing Agency shall collect and evaluate the applicants of the candidates in conformity with the relevant condition for eligibility, educational qualification, work experience, age and any other relevant criteria as provided by SEPRA Sindh.
- 4.** The selected company shall be responsible to coordinate with the SEPRA to prepare complete work plan for entire selection process and share with the SEPRA. This work plan can be altered as per needs of the Department.
- 5.** The testing agency shall develop the "Guidelines for Candidates", which would serve as a guiding tool for the candidates taking written test/wherever applicable. The Guidelines will include a sample/model paper for written MCQs type tests for various posts. The portions of the test and their weightage shall be decided in consultation with the SEPRA so as to ensure the directives in Recruitment Policy.
- 6.** The selected agency shall be required to register candidates online/offline for taking written test/where applicable for selection against the vacant posts. The agency shall assign an "Application No.", Roll Number with record of "Date of Receipt of Application" along with the record. The "Application No." and "Date of Receipt of Application" should be duly traceable, if required and will be provided to the applicants as acknowledgement of receipt of application. The agency shall ensure a mechanism that no application should be considered after expiry of last date of submission of applications. Registration forms received after the deadline shall not be entertained and shall duly be recorded to ensure transparency and proper recordkeeping.
- 7.** The selected 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 application forms via courier/registered postal mail/online.
- 8.** The testing agency and their staff should not have any stake directly or indirectly with SEPRA.
- 9.** The 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 purpose other than that of SEPRA. This database shall be provided complete by all aspects to the SEPRA.
- 10.** The agency shall be responsible for answering any query/complaints (like non issuance of Roll Number Slips, Change of Center, conflict of test timings if applicant is candidate for more than one posts etc.) raised by the applicants and will resolve the issues and provide guidance to the candidates in case of any difficulty I ambiguity faced by them during application process, by maintaining a valid telephone number facility in addition to emails, SMS etc.
- 11.** It is responsibility of the selected agency to check and verify that submitted registration/application forms of candidates are complete in all respect. 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

SEPRA All edits/corrections are required to be incorporated through verifiable means (preferably fax, email or other written documents).

12. The agency shall issue Roll No. I ID No. to all candidates for the test. The agency shall be responsible for issuing admit card or Call Letters/Roll number slips or online downloadable from its website to the eligible candidates through SMS/Email as well as through postal/ courier service (if required) and ensure timely delivery.
13. The agency shall arrange test centers I examination halls through its own resources and will ensure all types of arrangements for the smooth holding of test viz. security, arrangement of invigilators, and other facilities etc.
14. The Testing Agency shall establish an appeal system for attending grievances if any raised by the applicants. Any such application would be disposed of with the reasons to be provided by the firm within 05 days after the announcement date of test results
15. For the posts, the test papers should be prepared keeping in view the required qualification, skill and other related requirement. The passing score of written test will be 60%.
16. All kinds of lists of candidates published/hoisted/announced/printed by the service provider shall be post wise.
17. The Testing Agency is responsible for transportation, security, confidentiality of question papers / answer sheets and for all other examination materials to and from test centers (if applicable).
18. The Testing Agency is responsible to develop a fool proof mechanism for verifying the identity of candidates appearing in the test.
19. 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.
20. The selected executing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by Department. 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., email etc and shall share all documents and data relevant with the selection process in both hard and soft copy format.
21. The testing agency will set and print multiple series objective type test booklet. Two to different sets of options (i.e. A, B, C & D or colors) should be prepared in consultation with the SEPRA the selected agency shall be responsible to prepare final test paper.
22. The Testing agency will, however, ensure secrecy of the final test paper and must not share it with any employee of the SEPRA /Testing firm or any candidate in advance.
23. The agency shall also design OMR answer sheets for each set of question paper and print OMR sheets with provision of carbon copy for candidates. **Triplicate OMR answer sheets** shall be provided to the candidates and one for department in the written test/where applicable so that they can check I tally their marks in the written test. The answer keys must be uploaded on the selected agency's website in one week time after the date on which written test would be conducted.

- 24.** The agency shall make the delivery as well as collection of Question papers and OMR answer sheets at and from the examination/Test centers under foolproof security. The arrangement of such security shall be responsibility of the testing agency.
- 25.** The selected executing agency shall be responsible to keep record of all registration/application forms for at least one year after completion of entire selection process. Furthermore, the agency shall provide any or all registration/application form(s) to the SEPRA as and when required. However record keeping mechanism/methodology may be finalized as per the comfort of SEPRA, in an agreement/contract signed with successful testing agency.
- 26.** After the provision of written test result, further short listing for next screening phase of the recruitment process/Interview shall be conducted by the SEPRA. The sorted result of test against each post shall be shared with SEPRA both in Soft and Hard form as per requirement of Sindh Electric Power Regulatory Authority.
- 27.** The agency shall print and display instructions for candidates at each test center at prominent places.
- 28.** The selected agency shall be required to develop a foolproof mechanism for verifying the identity of candidates taking written test.
- 29.** Collection of test materials e.g. question papers, answer sheets etc. on completion of examination and sealing of answer sheet under supervision of authorized officers shall be the responsibility of the testing agency.
- 30.** The testing agency shall be bound to provide original I authentic copy (whichever is applicable) of any record related to this Recruitment if required by the SEPRA.
- 31.** The selected agency shall conduct Written Test/where applicable of the registered candidates. The test shall be conducted at the convenient locations in divisional head quarter or nearest district etc. subject to availability of at least 500 candidates at each center. In case the number of candidates is less than 500 at any center, the written test of that center shall be shifted to the other nearest center.
- 32.** The SEPRA based on the merit list shall select candidates for the post and provide names to the testing agency for conducting skill test for the post. (Where required).
- 33.** The Testing Agency shall maintain a record of screening test and shall be shared with concerned Authority on need basis.
- 34.** The Testing Agency will charge fee directly from the candidates as per rules.
- 35.** The Testing Agency I Firm should have a web based facility and shall be required to announce result of screening tests within 48 hrs. giving the following details on its website:-
- 36.** List of rejected applicants with reason thereof;
- 37.** Complete merit list giving score obtained by each applicant in order of merit
- 38.** The Testing Agency shall develop guidelines for candidates which shall include a sample model paper/paper pattern for written MCQs type test for various posts and be placed on its website.

14. IMPORTANT NOTE:

- I. The competent authority may reject all bids or proposals at any time prior to acceptance of a bid or proposal. 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.
- II. SEPRAs reserves right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
- III. Incomplete proposals shall be rejected.
- IV. Bids received through fax/Telex/email and after due date/ time will not be considered.
- V. Income Tax & GST will be deducted as per rules and Sales Tax if applicable will be the responsibility of the bidder.
- VI. The Testing agency should have established infrastructure for the purpose at Karachi, Sindh.
- VII. **Triplicate OMR answer sheets** shall be provided one to for candidates and one for department in the written test/where applicable
- VIII. The Testing Agency must be registered with SECP, FBR, SRB and should have all other mandatory documents will have to be provided with the bid as para 12.
- IX. The successful bidder will have to arrange test in various divisional head quarter, of Sindh Province within the stipulated period as per agreement, which will be signed with the bidder subject to final approval of the Competent Authority i.e. Chairman, SEPRAs, Government of Sindh.
- X. In case service provider fails to conduct test at any Centre on scheduled date and time due to any reason, service provider will conduct fresh test for the said center on the date and time mutually agreed between the Chairman, SEPRAs and the service provider with fresh set of test papers.
- XI. The competent authority reserves the right to increase/decrease the number of vacancies, or cancel the recruitment process, without assigning any reason.
- XII. Within 05-Days from the date of Notification of the award the successful bidder, the draft contract agreement once approved by the client i.e. SEPRAs, a formal contract agreement will be signed between both parties.

15. TECHNICAL PROPOSAL EVALUATION CRITERIA

S. #	Technical Parameters	Sub Marks/Break out Points	Total Marks		
1.	Registration Certificates:		10 Marks		
	I. SECP				
	II. FBR/NTN				
	III. SRB				
	IV. Active Tax Payer (ATL) FBR/SRB				
V. Never Blacklisted/other required affidavit					
2.	Company Profile: must be a registered body and having experience of Similar work / Assignments of Test conducting. Number of years since inception of business operations as testing agency with relevant Government agency.		10 Marks		
	• < 05 to 07 years	03			
	• ≤ 07 to 10 years	05			
	• >10 years & above	10			
3.	Clientele & Coverage Past Performance Testing Experience::		15 Marks		
	(a)	Details of Similar Work/at least 05 Assignments already completed without complaints, delay, misbehavior/leakage of paper etc. (Provincial, Federal & Private, with details) in last 05 years.			
		i. Up to 10			05
		ii. 11 to 30			10
		iii. 31 and above		15	
	(b)	Recommendations /satisfactory /award letters from the client of Public / Private Sector Organization			
		i. 01 to 05 Assignments			02
ii. 06 to 10 Assignments		03			
	iii. 11 & above	05			
(c)	Testing Agency's Experience in terms of average number of Applications Handled/Processed in Last 05 Years.				
	i. Up to 15,000		03		
	ii. Up to 25000		06		
	iii. 50,000 and above	10			

4.	(d)	No. Project (s) successfully Completed/ Handled Department/Authority / Autonomous Organization within Provincial Government of Sindh in last 05 years. i. Up to 05 ii. between 06 to 10 iii. 11 & above	01 05 10	10 Marks
5.	(e)	Company must have completed successful recruitment projects/tests in the power/energy sector (attach proof such as advertisements). i. Up to 05 projects.	05	05 Marks
Financial turnover of last three years: (Audited Accounts/Turnover/Statements)				
6.		Financial Turnover of 03 years (July-22 to June-25) i. Turnover above Rs. 25 million ii. Turnover B/w Rs. 26 to 50 millions iii. Turnover B/w Rs. 51 to 300 Millions	03 05 10	10 Marks
7.		Infrastructure/Setup. Address along with phone numbers of each offices at requisite stations/Infrastructure setup. (Federal/Provincials). i. Only in Sindh Province ii. Up to 03 & above (Provincial and including capital) (Karachi, Sindh office is mandatory)	03 05	05 Marks
8.		Management/Team/Paper Setters (Key Experts) Each PhD personnel = 1 marks 2 PhD's or more Test Administration Staff Capacity = 100 or more Staff.	02 03	05 Marks
9.		Working Methodology i. Work Plan/Process of recruitment ii. Difficulty index of questions iii. Secrecy of recruitment process iv. Facilitation to competing candidates	04 02 02 02	10 Marks
10.		Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country. Marks will be awarded on basis of presentation attached in hard copy with technical proposal.	05	05 Marks
11.		Total Marks Qualifying Marks	100 75	

16. QUALIFICATION MARKS = 75 MARKS

- The technical evaluation of bidders will be carried out first on the basis of evaluation criteria and financial bids of the firms will be evaluated on the basis of evaluation of the bidding documents. Minimum Marks for pre-qualification are 75%.
- Note: Verifiable documentary proof/evidence for all above requirements is mandatory, non-compliance of such requirements bid will be rejected.

17. FINANCIAL EVALUATION CRITERIA.

Testing agency shall quote their minimum lump sum processing fee per application (all inclusive) in the financial proposal.

18. EVALUATION CRITERIA OF BIDS

In terms of Rule (Single Stage Two envelope bidding procedure) of SPPRA the bids will be evaluated technically first. 75% (75 out of 100) marks are the qualifying marks. Financial bids of only qualified bidders will be opened. The distribution of 100 marks and formulae of financial bids evaluations will be as follows:

- a) Technical Proposal (T) = 80%. (75 out of 100 are qualifying marks)
- b) Financial Proposal (F) = 20% Total (T+F) = (80 + 20) = 100 Marks

The technical proposals/bids securing 75 marks i.e. 75% of total marks (100) allocated for Technical Proposals or more in the technical evaluation will qualify for the next stage, i.e. financial bid opening. Technical bids, securing less than 75 marks will be considered as Technically Disqualified and the financial bid of respective bidder will be returned unopened. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 20 marks) in financial evaluation using formulae given below:

Bid Ratio = Lowest quoted price / Quoted price for which financial marks are required. Bid Ratio x 20 = Financial marks of firms

19. TERM/DURATION OF THE ASSIGNMENT.

The selected agency/ bidder should have to complete the assignment within three (30) days from the date of award of contract.

TECHNICAL PROPOSAL SUBMISSION FORM

To,
REGISTRAR,
Sindh Electric Power Regulatory Authority (SEPR),
Karachi.
Sir/Madam,

We, the undersigned, offer to provide the Services of a Testing Agency/Firm for conducting recruitment test for Vacant Posts in Sindh Electric Power Regulatory Authority (SEPR) in accordance with your Notice Inviting Tender dated We are hereby submitting our bid, which includes (Technical and Financial Proposals) sealed in two separate envelopes.

We also confirm that the Government of Sindh or Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

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:

FINANCIAL PROPOSAL EVALUATION CRITERIA

To,
REGISTRAR,
Sindh Electric Power Regulatory Authority (SEPR),
Karachi.

Sir/Madam,

We, the undersigned, offer to provide the Services of a Testing Agency/Firm for conducting recruitment test for Vacant Posts in Sindh Electric Power Regulatory Authority (SEPR) in accordance with your Notice Inviting Tender dated We are hereby submitting our bid, which includes (Technical and Financial Proposals) sealed in two separate envelopes. Our attached financial proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable owner company, our sub-contractors and collaboration 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].

Though included in the above-mentioned fee. Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below: -

Name & 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:

AFFIDAVIT

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

1. We have not been blacklisted from any Government Department/Agency.
2. We have not been involved in litigation with any client during the last five year.
3. We acknowledge that we have read, understood and accepted the tender document.
4. In last 05 years No any blacklisted from any Department/Authority/Organization. (If found any blacklisted/corruption/paper leaked record from any department the Testing Agency bid will rejected).
5. We understand that the purchaser 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).

AGENCY INFORMATION**AGENCY 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.	Email:	
9.	Website address:	
10.	Name & Designation of "Contact Focal Person":	
11.	Phone/s, Fax and Mobile No:	

Required Documents:

Kindly provide all details required in below table also provide page number where the evidence of the documents is available.

Project Details (Public & Private Sectors)

Details of the similar nature of Project/Assignments completed during last 05 years.

S.#	Name of Client	Assignment Name	Total No. of Candidates	National /Regional	Total No. of Centers	Starting & completion Dates of Project	No. of Staff employees for the assignment	Location of Centers	Status
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									