



Quetta Electric Supply Company (QESCO)

BIDDING DOCUMENT FOR HIRING OF TESTING AGENCY
FOR RECRUITMENT OF BPS 1 to 15

(TECHNICAL PROPOSAL)

TSE No. _____

NAME OF BIDDER: _____
(To be filled-in by the Bidder)

Quetta Electric Supply Company (QESCO)
Request for Proposal

1. Quetta Electric Supply Company (QESCO) is a leading Power Distribution Company endeavoring to provide uninterrupted electric supply services to more valued consumers with highly motivated technical/non-technical employees having diverse experience.
2. QESCO intends to hire the services of Testing agency for written as well as physical/skill test for recruitment of Officials of different categories of BPS-1 to15 through this advertisement, invites eligible and reputable firm(s) with demonstrable and proven capability of undertaking, managing and executing similar assignments to submit sealed Request For Proposal (RFP) providing the following information: -
 - a) A minimum of Two years of experience in public sector of conducting of screening test.
 - b) Number and details of similar objects, scope of work, contract value & client profile/name and assignments undertaken.
 - c) The testing agency should have managerial capacity to conduct screening test of applicants including the following:
 - i. Should have regular man power on the strength of the testing agency (not less than 50 at the Headquarters and 15 each at the Provincial offices) with capacity to hire the services of temporary manpower at the time for conducting tests.
 - ii. Must have their own office space / Infrastructure / Building or rented building at Islamabad and each provincial Head Quarters at Karachi, Lahore, Peshawar and Quetta.
 - iii. Should have appropriate hall / space / buildings on the panel for conducting screening tests.
 - d) Financial stability certificate of a minimum worth Rs 10 Million:
 - e) Technical capability including appropriate IT infrastructure / equipments / Machines to handle the requirement of screening test.
 - f) Organization Chart including professional staff strength related to assignment.
 - g) The interested testing agency should be registered agency and shall have NTN/sales tax Number and be on active taxpayer list (ATL) of FBR. The testing agencies may attach copies of the registration/NTN/sales tax number and evidence of being on active taxpayer list.
 - h) The Testing Agency should have a web based capacity and will have to announce result of screening tests within 24hrs. The testing agencies should have arrangement to reflects following details on the Website:-
 - a. Detail of applicants.
 - b. List of rejected applicants with reasons.
 - c. List of short listed candidates.
 - d. List of Pass candidates with passing marks.
 - e. Complete merit list giving score obtained by each applicant in order of merit.
 - f. Fee Structure.
 - i) Expertise to prepare question papers / technical human resource to prepare tests.
 - j) An affidavit on stamp paper (Original and latest) of Rs. 100/- duly attested by Notary Public showing that Testing Agency have never been blacklisted by any Government / Semi Government / Autonomous body.
 - k) An Affidavit on stamp paper showing that the Testing Agency shall not charge any fee over and above the approved bid price.
3. The RFP procedure will be based upon "single stage two envelop" method as prescribed under PPRA rules containing separate sealed covers "Technical Proposal" & Financial Proposal".
4. RFP shall be accompanied with Bid Security amounting to Rs. 500,000/- (Rupees Five Hundred Thousands only) in favour of CEO, QESCO. The validity of bid security shall be 28 days beyond bid validity.
5. The firm(s) will be selected in accordance with the procedure set out in the PPRA Rules, 2004. Interested bidders fulfilling the above requirements can download Tender Documents (RFP) from QESCO /PPRA's Websites.
6. RFP is required to be submitted to the undersigned on or before February 14th 2023 at 1400 Hrs. Technical proposal shall be opened on same day at 1430 Hrs. Financial proposal shall remain unopened in custody of the undersigned. Financial proposal shall be opened only of those bidders who successfully meet minimum passing technical score. Financial proposal of un-qualified Firms shall be returned un-opened.
7. Bids received after the Date and Time specified above shall not be accepted.
8. Electronic bid shall not be accepted.
9. No Joint Venture will be accepted.
10. QESCO reserves the right to accept or reject all proposals at any time according to PPRA Rules 33(1).
11. The advertisement is also available on PPRA website of www.ppra.org.pk. Director General (HR & Admn)

Quetta Electric Supply Company
Zarghoon Road Quetta Cantt
Phone No. +92-81-9202552

Section-I

Instructions to Bidder

1. Definitions

This is Request for Proposal, unless the context provides otherwise.

- a. "Agreement" means "an agreement concluded between Company and the Successful lowest evaluated Bidder"
- b. "Board" means the Board of Directors of QESCO
- c. "Bidder" means "any Agency/firm who has responded to this RFP by submitting a formal proposal/bid.
- d. "Company" means Quetta Electric Supply Company (QESCO) registered under Section 42 of the Companies Ordinance, 1984, with its Zarghoon Road Quetta Cantt "
- e. "Date of Issue" means "the date on which this RFP is issued by Company to solicit bids from potential bidders
- f. "Day/" means calendar day.
- g. "Request for Proposal (RFP)" means set of documents prepared by QESCO to solicit proposal, which consists of definition, instructions for bidders, TOR, evaluation criteria, forms for providing information and draft contract,
- h. "Scope of Work" means "the description of formal work activities under this RFP to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company."
- i. "Successful Bidder" means "a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible to complete assignments as enlisted in the Scope of Work and further quantified under the Scope of Work".
- j. "Terms of Reference" (TOR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment

2. Instructions to Bidders

- 2.1 This document contains all the information pertinent to our requirement, and governs the preparation and submission of proposals. The technical & financial forms to be filled by bidder for the assignment are annexed with this RFP document. Proposals must be submitted by the deadline, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled Instructions to Bidders. The proposals will be evaluated by a Bid Evaluation Committee (BEC) constituted by the Company.

3. Solicitation Document

3.1 Contents

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the RFP document and its annexures, Appendix etc. Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the scope of work/ToR and other requirements will be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead to rejection of proposal. In the event of non-compliance with the TOR of the RFP document and obligations contained in the agreement, the Company may terminate the agreement by providing 01 month written

notice to the successful bidder without any further obligation or compensation on the part of the Company

4. **Preparation of Proposal**

4.1 Language of the Proposal

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in English Language.

4.2 Proposal Currency

All prices shall be quoted in Pak Rupees (PKR) and all payments will be made in PKR.

4.3 Period of Validity of Proposal

Proposals shall remain valid for 180 days from the date of submission of proposal as provided in the RFP document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

4.4 Bid Security RFP shall be accompanied with bid security amounting to Rs.500,000/- in words five hundred thousand rupees in form of bank guarantee or bank's cheque or demand draft in name of CEO QESCO. The validity of bid security shall be 28 days beyond bid validity. Bid security shall be returned back to un successful bidder after signing of contract. Bid security shall be forfeited on following basis

- i) Not acceptance of arithmetic correction
- ii) Not provision of performance guarantee
- iii) Withdrawal of bid during bid validity period.

4.5 Supporting Documents

While preparing the Technical Proposal, the bidding firm shall ensure that it provides the Company with documentary evidence. Since the evaluation committee will evaluate the bids solely on the basis of the documentary evidence submitted in accordance with the technical evaluation criteria.

4.6 Cost of Preparing Proposal

The costs of preparing the proposal and of negotiating any subsequent funding, including visits for discussion with the Company are not reimbursable.

4.7 Proposal Documents

The bidding document in binder form with serial number of each page should comprise the following:
The Technical Proposal should consist of the following:

- a) Documentary Proof of incorporation of firm/Agency with SECP, FBR, proof of GST, proof of NTN
- b) Technical Proposal Submission Form B1
- c) Firms/Bidders Profile - B2
- d) Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner - Form B3
- e) General Experience of recruitment test conduction - Form B4
- f) Proposed methodology and time line - Form B5
- g) Competence of team and sample tests B6
- h) Members of the project Team (Summary) — Form B7
- i) Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.

j) Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.

k) Any other documents required.

Technical Proposal should detail the capability and experience of delivering the services specified in the TOR. Team structure proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant Forms. CVs should provide details of projects undertaken and completed by the individuals.

Technical proposal should not contain any financial information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal.

4.8 Taxes

The quoted costs should be inclusive of all applicable (direct & indirect) taxes, The financial bid will be scored based upon the bid amount inclusive of all taxes

4.9 Format and signing of proposal

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by bidder's authorized person, The proposals shall be clear and elaborate. Different parts of the proposals shall be separated using color separators, flags or tags.

5. Submission, Receipt, and Opening of Proposal

- 5.1 Proposals will be accepted and evaluated using One Stage, Two Envelope Procedure. (Separate sealed of Technical and Financial proposals)- ,
- 5.2 The original proposal shall contain no interlineations or overwriting. All pages of the proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals should respectively be in the attached format (Form BI & CI) in separate envelopes.
- 5.3 The bidder's Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the original Technical and Financial Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 5.4 Hard copies of the Technical Proposal shall be sent to the addresses referred in the document. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall govern.
- 5.5 Bidder is required to submit one original and two copies of Technical Proposal along with all supporting documents.
- 5.6 The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposals shall be placed in separate sealed envelopes clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment "Provision for Services of "Testing Agency" with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment mentioned in this document and clearly marked "DO NOT OPEN BEFORE SUBMISSION DEADLINE". The Company shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may lead for Proposal rejection. If the Financial Proposals are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposals ineligible/non-responsive.
- 5.7 The Proposal must be sent to the following address and received by the Company not later than the time and the date indicated in RFP document: Director General (HR & Admn)
- Quetta Electric Supply Company Quetta
- Phone Number +92 81-9202552
- 5.8 Bidders must submit their response to the Company by registered post/ courier or by hand to the official postal address of the Company before or on submission deadline mentioned in the RFP document.
- 5.9 Any proposal received by the Company after the deadline for submission shall be returned un-opened.
- 5.10 Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
- 5.11 Company shall open the Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of Company.

5.12 Key Activities & Timeline

The tentative timeline set out herein represent the Company's best estimate of the schedule that will be followed, If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

Activities	Dates
Proposal Submission Deadline	14.2.2023 @ 14.00 Hrs.
Opening of Technical Proposals	14.2.2023 @ 14.30 Hrs.
Opening of Financial Proposals	Later on

All pre-bid clarifications/queries shall be asked in writing and accordingly reply from Company shall be provided in writing. Subsequently all these queries and responses shall be considered part of RFP. No Telephonic/verbal queries shall be accepted.

6. Proposal Evaluation

6.1 Confidentiality

From the time, the Proposals are opened to the time evaluation report is announced, the Bidders should not contact the Company on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence the Company in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the bidder's Proposal. However, the Company may contact the bidder for seeking clarification of any aspect of Technical proposal or demand any missing information.

6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical evaluation is concluded.

6.3 Overall evaluation shall be carried out based on Quality and Cost methodology wherein Technical evaluation will carry 80% and Financial evaluation will carry 20% weightage respectively.

7.1 Evaluation of Technical Proposals

7.1 During the Technical evaluation, no amendments in the proposals shall be permitted, The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a Technical score, A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying Technical score indicated in the RFP documents. The Bidders who obtain at least 80 out of 100 marks in Technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

7.2 Financial proposals of those Bidders obtaining less than 80 marks in Technical Evaluation shall remain un-opened and will be returned to the Bidders. An Evaluation Committee appointed by the Company will evaluate the Technical proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system specified in Section-II of RFP.

8. Financial Proposals

8.1 After the evaluation and approval of Technical proposed, the Company as inform the Bidders, who have submitted proposal, the technical scores obtained by their Technical Proposal and shall

notify those whose Proposal not meet the minimum qualify score or were considered nonresponsive, that their Financial Proposals will be returned unopened after completing the selection process.

- 8.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. in addition to the above corrections, all activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

9. Combined Score

- 9.1 Technical Score (TS) of qualified bidder shall be added to financial score
- 9.2 Financial Score (FS) shall be calculated as follows: (Lowest bidder's total cost/bidder's total cost) x 20 %
- 9.3 Combined Score (Total Scores) = TS + FS
- 9.4 All bidders will be ranked based upon the combined technical and financial score.

11. Award of Agreement

After completing negotiations, the Company shall award the Agreement to the selected Bidder (highest ranked), After agreement signature, the Company shall return the unopened Financial Proposals of the non-responsive bidder(s).

Section-II

Qualification & Evaluation Criteria

1. Technical Bids/Proposals will be evaluated as per the following criteria.

Evaluation Criteria Quality and Cost Method		
S. No	Qualification	Awarding Marks
1	A minimum of Two years of experience in public sector of conducting of screening test. 1 to 20 Assignments= 0.5 Marks for each assignment 21 to 40 Assignments= 0.5 Marks for each assignment. Assignment advertisement and completion certificate Mandatory.	20 Marks
2	Number and details of similar objects, scope of work, contract value & client profile/name and assignments undertaken. 1 to 20 Assignments= 0.5 Marks for each assignment 21 to 40 Assignments= 0.5 Marks for each assignment Assignment advertisement and completion certificate Mandatory.	20 Marks
3	The testing agency should have managerial capacity to conduct screening test of applicants including the following: i. Should have regular man power on the strength of the testing agency (not less than 50 at the Headquarters and 15 each at the Provincial offices) with capacity to hire the services of temporary manpower at the time for conducting tests. ii. Must have their own office space / Infrastructure / Building or rented building at Islamabad and each provincial Head Quarters at Karachi, Lahore, Peshawar and Quetta. iii. Should have appropriate hall / space / buildings on the panel for conducting screening tests.	10 Marks 05 Marks 03 Marks 02 Marks
4	Financial stability certificate of a minimum worth Rs 10 Million:	10 Marks
5	Technical capability including appropriate IT infrastructure / equipments / Machines to handle the requirement of screening test.	10Marks
6	Organization Chart including professional staff strength related to assignment.	10Marks
7	The interested testing agency should be registered agency and shall have NTN/sales tax Number and be on active taxpayer list (ATL) of FBR. The testing agencies may attach copies of the registration/NTN/sales tax number and evidence of being on active taxpayer list.	Mandatory

8	The Testing Agency should have a web based capacity and will have to announce result of screening tests within 24hrs. The testing agencies should have arrangement to reflects following details on the Website:- a. Detail of applicants. b. List of rejected applicants with reasons. c. List of short listed candidates. d. List of Pass candidates with passing marks. e. Complete merit list giving score obtained by each applicant in order of merit. f. Fee Structure.	05 Marks
9	Expertise to prepare question papers / technical human resource to prepare tests.	10 Marks
10	An affidavit on stamp paper (Original and latest) of Rs. 100/- duly attested by Notary Public showing that Testing Agency have never been blacklisted by any Government / Semi Government / Autonomous body.	Mandatory
11	An Affidavit on stamp paper showing that the Testing Agency shall not charge any fee over and above the approved bid price.	05 Marks
	Total Marks	100

Minimum Passing Score is 80%

Weightage of Technical Score (TS) Weightage of Price (FS)

$FS = (Fm/F) \times 100$

FM= Lowest bid Price

F=Price of bidder

Combine Score (CS)

$CS = FS \times 20\% + TS \times 80\%$

I. Mandatory Requirement

1. Overall relevant 2 years of experience,
2. Arrangement of suitable and adequate land piece to conduct the physical endurance test/Trade tests for ALM & Drives at QESCO Headquarter and QESCO Operation circle Headquarters (namely Quetta, Sibi, Makran at Turbat, Pishin, Loralai & Khuzdar). In this regard, bidder shall provide an undertaking or any other documents as evidence/proof of availability of land.
3. Number and detail of similar projects (40), scope of works, contract value & client profile/name and assignments undertaken.
4. Financial position of the firm,
5. Organizational Chart including professional staff strength for relevant assignments
6. Copy of firm's Registration Certificate.
7. Performance certificate
8. Registration NTN, GST, FBR and BRA (active) Tax Payer

Section-III

Proposal Forms

Technical Proposal - Standard Forms

B1. Technical Proposal Submission Form

B2. General information/Firms/Bidders Profile

B3. Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner

B4. General Experience of recruitment test conduction

B5. Proposed methodology and time line

B6. Competence of team and sample tests

B7. Members of Project Team (Summary).

Technical Proposal Submission B-1

Director General (HR)

Quetta Electric Supply Company (QESCO) Zarghoon Road Quetta Cantt

Sir,

We, the undersigned, offer to provide the services of Testing Agency in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, which is - calendar days from the date of opening of bid

Bid Security Amounting To Rs.500,000/- valid for 28 days beyond bid validity is attached in form of Bank Guarantee/Bank Draft.

We understand you are not bound to accept any Proposal you receive from any bidder.

Signature of Authorized representative

Date_____

Stamp of Agency

B3

Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/ Project	Number of Candidate

B4

General Experience of recruitment test conduction

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status the Assignment/ Project

B5. — Proposed methodology and time line
(Breakup of activities with time lines for each testing cycle to be completed as per TOR)

B6 —Qualification & Competence of the proposed Test Development Team Personnel Summary (Complete for each Team Member)

It is mandatory that each Management Team Member must work full time on project.

Name of Employee		
Position		
General Information	Name	Date of Birth
	Telephone	
	Fax	
	Years with Present Employer:	

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

Education

Highest Level of Degree	Relevance of Degree to the Assignment

Cl. Financial Proposal Submission Form

Director General (HR & Admn)

Quetta Electric Supply Company (QESCO) Zarghoon Road Quetta.

Sir,

We, the undersigned, offer to provide services for provision of "Testing Agency" in accordance with your Request for Proposal and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our agency/firm under the Pakistani law.

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, which is calendar days from the date of advertisement.

Though included in the above mentioned fee 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 and Address	Amount in Pak Rs.	Purpose of Company of Agents	or Gratuity
------------------	-------------------	------------------------------	----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm: Address:

C2. – Summary of Costs

Particulars	Pak Rupees
Total	
Alt applicable Taxes	
Grand Total of Financial Proposal	

C3-Price Schedule

Sr. No	Description of Posts	Expected Applications	Unit rate/Application	Total Amount
A	B	c	d	e = (c x d)
1 .	Employees from BPS-06 to 15	15000 to 30000		
2.	Employees from BPS 1-5	5000		
3.	Drivers (BPS-6)	5,000		
4.	Assistant Line Man BPS-05	20,000		

Note price shall be inclusive of all taxes and duties as well as PST excluding of GST

1. Considering tentative No. of candidates are about 15,000 to 35,000 and Drivers, ALMs will be in thousands and these figures are based on estimation, which can vary (may increase or decrease)
2. Similarly, Cadre of employees may be increased or decreased as per requirement of employer.
3. These Rates will remain fix during currency of contract and contract will be signed for two years.
4. Rates/fees to be quoted separately for conducting of Written Test/examination against various positions of BPS-6 to 15 and written Test, Skill/Physical Endurance /Trade Test for Drivers (BPS-06) , ALM (BPS-5) and other categories should be quoted, inclusive of all taxes,
5. Agency has to process applications, including receipt of applications, sorting, numbering, data entry, scrutiny and Skill test / Physical test / trade test (where applicable) for the posts in BPS-I to 5.

C-4 Financial Situation

Description	YEAR PKR		
	2019-20	2020-21	2021-22
Assets			
Liabilities			
Net worth.			

Note: 03 years Audited Reports

C-5- Average Annual Turnover of Last Three years

Years	
2019-20	
2020-21	
2021-22	
Total	
Average Annual Turnover	

Note: 03 years Audited Reports

Section —IV Purchaser's Special Requirement and Term of Reference

1. Background

Area Electricity Board (AEB) Quetta was one of the eight AEBs constituted through amendments in WAPDA Act during 1981. Later Government of Pakistan under the Power Sector Restructuring Program approved revamping of WAPDA power sector, resultantly twelve corporate entities were formed.

- 1, Distribution Companies (DISCOs)
2. National Transmission and Distribution Company (NTDC)
- 3, Generation Companies (GENCOs).

All these companies have been incorporated under Companies Ordinance 1984.

QESCO was incorporated on 25th April, 1998 vide company registration No. L09499 of 1997-9B under section 32 and certificate for commencement of business was obtained on 1st June, 1998 under section 146(2) of Companies Ordinance 1984.

The main objective of the company was to acquire/take over those properties, rights and liabilities of Pakistan, Water and Power Development Authority comprising of administrative division formally known as the Quetta Area Electricity Board (AEB) and to carry on, expand and extend the business and activities.

2. Terms of Reference:

The Testing Agency firm will be required to perform the following Tasks:

- I. The selected Testing Agency shall be required to register candidates 'for taking written / screening Tests (i.e. Objective type & subjective type) and Skill Test (where applicable) for selection against the vacant advertised posts.
- II. The selected Testing 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 applications via courier / registered Pakistan post,
- III. The selected Testing agency shall be responsible to shortlist eligible Candidate(s)/ applicant(s) and provide the final and authentic / verified list of all candidates (eligible and not eligible), as per the requirements of QESCO, In case application of a candidate is found incomplete, the Agency will reject the application of candidate and provided reasons for rejection of applications.
- IV. The selected Testing agency shall be responsible to keep record of all registration forms for at least two years after completion of assignment. Furthermore, the Testing agency shall provide any registration form to QESCO as and when required.
- V, the candidate registration process, including data entry of registration forms, shall be completed in consultation with QESCO. Selected Testing agency shall also be responsible to provide weekly report status registration of the candidates.
- VI. The selected Testing agency will ensure to advertise the list of registered candidates on its website and have a mechanism to make corrections / edits etc.
- VII The Selected Testing agency will 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 be recorded as well to ensure transparency and proper record keeping.
- VIII The Selected Testing agency shall be responsible to collaborate with QESCO to develop the "Guidelines for Candidates", which would serve as a guiding tool for the candidates taking written test / Skill test / Physical test.
- IX. The selected Testing agency shall be responsible to prepare final test paper. The Final Test paper will be according to the syllabus finalized in consultation with the QESCO.
- X. QESCO has to be in consultation with Testing Format as designed in aforementioned "Guidelines". The agency will be responsible to ensure the secrecy of the final questionnaire paper.

- XI. The selected Testing agency shall be responsible for issuing and dispatching Call Letters / Roll number slips to the eligible candidates and ensure timely delivery.
- XII. The selected Testing agency shall conduct written/Skill/Physical Tests including arranging all the logistics of test.
- XIII. The selected Testing agency must ensure that the test process is transparent, fair, secure and open to audit. This is a key requirement on the part of a Testing agency as the result of written test is a prime determinant for final selection,
- XIV. The selected Testing agency shall be required to develop a fool proof mechanism for verifying the identity of candidates taking written test.
- XV. The selected Testing agency shall develop and grade written / screening tests containing different sections inclining MCQs, descriptive answers, analytical writing, data analysis and Skill Physical tests,
- XVI. The questions in test paper should be in varying order to minimize the chances of copying answers,
- XVII. The selection of test center, seating arrangement and quality / quantity of Invigilators should be such that a conducive test environment is created.
- XVIII. Furthermore, the selection of invigilators should be such that there is no conflict of interest.
- XIX. The selected Testing agency shall, on demand, provide an authentic and legible copy of any candidate's answer sheet to the Company after announcement of the written test result.
- XX. The selected Testing agency shall conduct Written Test / Skill/Physical Tests of the eligible registered candidates. The test shall be conducted at the convenient location.
- XXI. The selected Testing agency shall provide a merit list for the candidates taking written test as per merit criteria provided by QESCO. Merit lists will be prepared according to open merit, minorities, women, employees' children and disable quota as per QESCO policy Federal Government Policy, The merit lists shall comprise of 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, alternate phone and email etc.
- XXII. The results shall be provided by Testing Agency in quota wise as said in para (xxi) above in both hard and soft copies duly signed by authorized representative of Agency.
- XXIII. The selected Testing agency shall be responsible for setting up a helpline to facilitate candidates and answer their queries pertaining to registration and written test. The Testing Agency will be bound to also reply / response to queries, relating to applicant's shortcomings, to QESCO nominated / focal person.
- XXIV. Testing Agency shall be responsible to produce relevant record / reply.
- XXV. Litigation at any forum i.e. Courts of Law, NAB, FIA, Wafaqi Mohtasib (Ombudsman)'s Secretariat etcon account of short-listing / tests will be sole responsibility of the Testing Agency.
- XXVI. The selected Testing agency shall facilitate visits of employer representatives / monitoring teams / inspectors at all test centers as and when required.
- XXVII. The selected Testing agency shall share all documents and data relevant with the selection process in both hard copy and soft copy format with QESCO.
- X XVIII. During the process of recruitment and or completion, applicant's data will be required for making various decisions.

3. Deliverables

3. .1 Advertisement

- i. QESCO shall finalize the draft advertisement including "General Instructions/ Information" and other information for the candidates including, but not limited to titles of post(s) with pay scale, number of vacancies, eligibility criteria, closing date, distribution of posts (if any) i.e., open merit, women, minorities, and disabled persons quotas etc., age limit, age relaxation rules, etc.
- ii. In the advertisement, QESCO shall incorporate the instructions for the candidates on "How to Apply" to be provided by Testing Agency,

- iii. QESCO shall make arrangements for publication of the advertisement on its own arrangements and cost in the desired newspapers and on desired date.
- iv. QESCO shall intimate the publication date of the advertisement to Testing Agency at least 3 — 4 days in advance so that Testing Agency may upload the Application Forms on its website for the candidates.

3.2 Preparation of Applications

1. The Testing Agency shall design the Application Form(s) as per QESCO requirement of credentials and share the same with QESCO for approval. II. In the Application Form, Testing Agency shall offer Test Centers to the candidates for the test in the following major cities, and the candidates shall be required to select ONE desired city according to their convenience:

FOR BPS-6-15

QESCO Headquarter and QESCO Operation circle Headquarters (namely Quetta, Sibi, Makran at Turbat, Pishin, Loralai & Khuzdar).

0.3 For the posts in BPS-1-5:

QESCO Headquarter and QESCO Operation circle Headquarters (namely Quetta, Sibi, Makran at Turbat, Pishin, Loralai & Khuzdar).

Agency has to process applications, including receipt of applications, sorting, numbering, data entry, scrutiny and Skill test / Physical test / trade test (where applicable).

3.4 Short listing of Eligible Candidate/Applicant

1. The Testing Agency shall collect and evaluate the applications of the candidates in conformity with the relevant conditions for eligibility i.e qualification, domicile, experience requirements and age limits etc.
- II. The testing Agency shall issue roll No. Slip to Candidates through SMS and email.

3.5 Conducting of Tests

- I. There shall be no screening test for the posts in BPS-I-5 whereas the candidates shall only have to qualify particular skill / trade test required for the said post.
- II. For the post of ALM (in BPS-5), Testing Agency has to process the applications and conduct written/Skill /Physical tests as designed by QESCO.
- III. The Testing Agency will design and conduct standardized Professional/General tests for recruitment against various posts according to approved syllabus/Criteria by QESCO.
- IV. Description of subjects for each section and its weight-age in the question paper will also be determined and duly approved by QESCO.
- V. Testing Agency will verify physical parameters of candidates and also conduct Skill & Physical test in respective categories as determined by QESCO as per BOD Policy respectively as under:-