



PRE-QUALIFICATION DOCUMENT (PQD)
FOR
PRE-QUALIFICATION OF FIRMS / COMPANIES / CONSULTANTS
HAVING EXPERTISE FOR
RECONCILIATION REGARDING CHIEF MINISTER PUNJAB 14 PKR
RELIEF IN ELECTRICITY BILLS FOR DOMESTIC CONSUMERS
(201-500 UNITS)

ENERGY DEPARTMENT,
GOVERNMENT OF THE PUNJAB

SEPTEMBER, 2024



INVITATION
E-PREQUALIFICATION OF FIRMS/COMPANIES/CONSULTANTS FOR
RECONCILIATION REGARDING CHIEF MINISTER PUNJAB 14 PKR RELIEF IN
ELECTRICITY BILLS FOR DOMESTIC CONSUMERS (201-500 UNITS)

Energy Department Punjab (EDP) intends to hire consultancy firm for reconciliation regarding Chief Minister Punjab 14 PKR relief in electricity bills for domestic consumers (201-500 units) for this purpose, Energy Department intends to prequalify firms/ companies/ consultants as per Punjab Procurement Rules, 2014 (as amended) through E-Tendering.

Procurement procedure strictly is adopted in accordance with PPRA Rules 2014 (upto date amendments). Consultants can participate in E-Tendering after fulfilling the following terms & conditions:

Firms/Companies/JVs/Consultants (Interested Parties), having relevant experience may apply along with all the documents as required in Prequalification Document (PQD). after fulfilling the following;

- i) Consultants shall get registered his firm on website www.punjab.eprocure.gov.pk by submitting the requisite information.
- ii) After registration on E-Tendering website www.punjab.eprocure.gov.pk the consultant may participate in the E-Tendering.
- iii) The Procuring Agency shall upon request communicate to any bidder the grounds for rejection of all PQ or proposals but shall not be required to justify.

A complete set of PQD (In English) is available on the website of the PPRA (www.ppra.punjab.gov.pk) and Energy Department (www.energy.punjab.gov.pk). Interested applicant may download the Expression of Interest (EOI) document from the websites of Energy Department (www.energy.punjab.gov.pk) or PPRA (www.ppra.punjab.gov.pk) or EPADS portal <https://punjab.eprocure.gov.pk> free of cost.

The complete EOI application, in accordance with the instructions provided in the document, shall be submitted online via the E-Pak Acquisition and Disposal System (EPADS) portal at <https://punjab.eprocure.gov.pk> by **October 11, 2024**, at **11:00 AM**. The EOIs will be opened on the same day at **11:30 AM** in the presence of bidders or their authorized representatives who wish to attend, at the address mentioned below.

Additional Secretary (Admin)
Energy Department, Government of the Punjab
8th Floor, EFU Building, Jail Road, Lahore
Ph: +92-42-99268017



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1. Introduction

Considering escalating electricity bills coupled with high inflation, the Government of Punjab has undertaken an initiative to alleviate the financial stress on the middle-class people in Punjab. As part of this initiative, the Government of Punjab has decided to provide a targeted relief of Rs. 14/unit in the electricity bill for consumers having monthly consumption from 201 to 500 units. This relief will be applicable for the billing months of August & September 2024. Domestic consumers with TOU, Net Metering, Temporary connections, WAPDA/DISCO employees, Theft FIR cases and Premises Lock cases will not be eligible for the intended relief.

Terms of Reference

2. Objective

To reconcile and report on actual amount of relief to consumers for the billing month of August and September 2024.

3.Scope of Work

- Develop a Robust mechanism using data analytics tools (like machine learning algorithms or others) to collect, process, reconcile and detect anomalies in the amount of relief given to consumers
- Develop mechanism for collection, analysis and processing of digitized data obtained from DISCOs to identify eligible consumers within the specified consumption range/ category.
- Perform checks to assess integrity of data received from DISCOs
- Reconcile and validate eligible consumers with those who receive actual relief to ensure that the relief is applied correctly, based on data analysis.
- Assess that the relief is provided in accordance with government's requirement as follows:
 - Automated analysis of billing cycles to assess billing is based on meter reading of 30/ 31 days
 - Billing on pro-rata basis is identifiable, and excluded from the meter reading.
 - pictures of meters should match with the bill, preferably leveraging Image/ character recognition algorithms.
- Ensure exclusions as follows:
 - Domestic consumers with TOU
 - Net metering



- Temporary connections
- WAPDA/DISCO employees
- Theft FIR cases
- Premises lock cases
- Assessment of reasonability of snap audits performed at DISCOs and PITC level
- Perform comparative analysis of relief months data with corresponding period of last year to analyse any apparent anomalies, in particular total no. of consumers, total units consumed and average consumption per consumer (201-500 units category)
- Prepare comprehensive report on findings, including any issues identified during the reconciliation process along with insights derived from data analysis and sampling results.
- Submit report including tasks executed, analysis performed, findings, and recommendations for necessary corrective action.

4. Methodology

- **Sampling:** Use a statistical model for sampling of consumers to reconcile relief provided.
- **Document Review:** Review billing records, and other relevant documents for validation and cross referencing of available data.

Note: The detailed TORs will be elaborated in the Request for Proposal (RFP) Document to be issued to prequalified Consultant as per PPRA rules (as amended).

5. Eligibility Criteria

Following are the details on the basis of which Firm / Company will be shortlisted:

i) Pre-Requisite/ Mandatory

- a) Registration with the ICAP and enlisted as “A” Category firm by State Bank of Pakistan.
- b) Registration with SECP or Registrar of Firms.
- c) Registration with Tax Authority. National Tax Number (NTN) Certificate must be provided.
- d) Registration with Provincial Revenue Authority (PRA). Certificate must be provided.
- e) At least One (01) project of similar nature. Evidence should be provided.
- f) List of permanent professional staff along with CVs of relevant key staff mentioned in the evaluation criteria showing project wise experience with exact time duration of each project.



- g) Undertaking by the Firm / Company / Consultant on a legal format, that it has not been blacklisted by any Government Agency/ Authority nor is any under litigation.
- h) Financial Statements/Income tax returns of the Firm.

ii) Firm / Company / Consultant Experience

The bidder / consultant shall give comprehensive explanation of its experience of undertaking similar assignments and their respective values; the propositions which turned into success stories; and the value for money that was achieved out of those success stories. Bidders / Consultant shall submit details of relevant projects undertaken in the past as per **Annex-A** along with documentary evidence of providing the services under each project.

iii) Human Resource Capacity

The Bidder shall be show-casing its team of experts capable of undertaking and timely completing the Scope of Work and shall briefly mention their roles and qualifications. The bidders must:

- a) Provide a List of Key Personnel (as per **Annex-B**) proposed having the following qualification and expertise.

Position	Experience	Qualification
Team Leader	15 years	Professional Qualified Accountant i.e. CA or ACCA / Chartered Financial Analyst
Financial Expert	8 Years	Professional Qualified Accountant i.e. CA or ACCA / Chartered Financial Analyst or Masters in finance/accounting or related field
Accounting Expert	8 Years	Professional Qualified Accountant i.e. CA or ACCA/ACMA or Masters in finance/accounting or related field
IT Expert	5 Years	Masters/Bachelors in IT / software engineering or related field

- b) Provide CVs of key personnel proposed as per the format included in **Annex-C**.

Note: The detailed Human Resource Capacity will be elaborated in the Request for Proposal (RFP) Document.

iv) Financial Capabilities

Details of Financial Capability to be provided as per **Annex-D** and Financial Statements/Income tax returns of last 3 years must be provided.

- ***The aforementioned documents must be submitted with;**



Pre-Qualification Document for hiring of large consultancy

- a) Covering Letter which should contain the detail of power of attorney for signing the PQD.
- b) Name, address and firm registration details (including the year of incorporation and the number of years of relevant experience). Please also attach copy of certificates of registration / incorporation / commencement.
- c) Copy of registration certificate being issued by ICAP
- d) Copy of “A” category by State Bank of Pakistan
- e) Copy of National Tax Number (NTN)
- f) Copy of PRA certificate / relevant.
- g) Projects/ assignments to be submitted by the Firm must be supported with the copies of completion certificates issued by the procuring / executing agency.
- h) CV of the proposed professional staff / key personnel must be signed by him/her and counter signed by the authorized signatory as proposed in the covering letter.
- i) Financial Statements/Income tax returns for the previous three (03) financial years.
- j) Affidavit on the stamp paper that the Firm has neither been Blacklisted from any Government (Federal, Provincial, Districts and / or any other Government owned Authority) nor is under any litigation pertaining to conduct of test for Public Sector Organizations.
- k) All documents should be signed by the authorized signatory as proposed in the covering letter.
- l) All documents should be in English.
 - **Any misinformation, false and forged statement will lead to disqualification from being shortlisted / pre-qualified and any other action as per applicable laws.**
 - **Firms / Companies / Consultants applying under a joint venture/consortium should submit their documents as a single EOI by clearly indicating the lead firm.**

Criteria, sub-criteria, and point system for the evaluation of Pre-Qualification Document (PQD) are as follows:



Sr No	Sub-Criteria for Evaluation	Marks
1	Firm Experience	30
	Relevant Assignments (02 projects of similar nature executed by consultant firm / company / consultant /JV)	30 (Each Project carry 15 Marks) Note: Experience will be established on the basis of supporting certificate from employer/ owner of project.
2	Human Resource Capacity	50
a)	Team Leader	20
b)	Financial Expert	10
c)	Accounting Expert	10
d)	IT Expert	10
Note: Each individual from core team of expert should be evaluated on the basis of criteria Educational qualification 20% Number of Years working on similar assignment 50% 02 Number of projects on which similar tasks have been undertaken 30%		
3	Financial Capacity	20
a)	Annual Turnover	20 Upto 150 Million (7 Marks) Above 150 Million Upto 300 Million (14 Marks) Over PKR 300 Million (20 Marks)
Total		100

Note: The minimum score required to be shortlisted is: **65 Marks**.

Note: Consultant shall be selected in accordance with the quality-cost based selection QCBS (80:20) method.

6. Joint Venture (JV)

An Applicant shall be an entity or any combination of entities in the form of a JV/consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a JV/consortium who submits the Application for the Project.



In the case of a JV/consortium;

- (a) all partners to the JV/consortium shall be jointly and severally liable; and
- (b) a JV/consortium shall nominate a representative to act as the lead partner who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV/consortium during the pre-qualification process and, in the event the JV/consortium is prequalified, during the bidding process, and in the event the JV/consortium is awarded the Project, during Project execution.

An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a national of that country; or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

The above requirement shall apply to the determination of the nationality of Applicant as a single entity as well as all JV/consortium partners.

A firm that is under a declaration of ineligibility/blacklisting by any of its previous employers shall not be considered.

Eligible countries shall be all the countries of the world with whom Islamic Republic of Pakistan has commercial/trade relations and those who are not subject to sanctions imposed by the United Nations Security Council.

Joint Venture must comply with the following requirements:

- a. The JV/Consortium must collectively satisfy the eligibility criteria.
- b. At the Bidding Stage, the Bid shall be signed by all members in the JV/Consortium so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV/Consortium agreement providing the joint and several liability with respect to the contract.

7. Conflict of Interest

The applicant (including all the members of the JV) must not be associated, nor have been



associated in the past, with the consultant or any other entity that has prepared the design, specifications and other pre-qualification and bidding documents for the project in the past. Any such association may result in disqualification of the applicant.

8. Firm Detail

Firm should provide its details as per **Annex-E**. In this PQD the word Firm has been used for Firm & Company.

9. Client Detail

The Prequalification (PQD) must be tagged related to information to be submitted online via the E-Pak Acquisition and Disposal System (EPADS) portal.

Additional Secretary (Admin)
Energy Department, Government of the Punjab
8th Floor, EFU House, Jail Road
Lahore.

Energy Department reserves the right to cancel any or all bids at any time. The employer shall neither be liable for any actions nor be under any obligation to inform the applicant of the grounds for rejection, however, may be debriefed if solicited.

10. EOI Deadline

The complete EOI application, in accordance with the instructions provided in the document, shall be submitted online via the E-Pak Acquisition and Disposal System (EPADS) portal at <https://punjab.eprocure.gov.pk/> by **October 11, 2024, at 11:00 AM**. The EOIs will be opened on the same day at **11:30 AM** in the presence of consultants or their authorized representatives who wish to attend.

11. Estimated Cost

The estimated cost of the said consultancy is PKR 150 million.



Annex-A Firm Experience (Relevant)

Relevant ¹									
S. No.	Name of Project	Location (Country/Province/Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Services Provided by the Firm	Actual Services Provided
					Start	Completion			
1.									
2.									
3.									
4.									
5.									

1. Provide List of Two (02) no of Projects / Assignment performed in past which should include projects related to the subject assignment.

2 Project/ Assignment provided must be supported with the completion certificate issued by the procuring agency/ executing agency of that particular project.



Annex-B (List of Key Personnel)

S. No.	Name	Qualification	Total Experience in Years	Position	Current Responsibilities



Annex-C (CVs of Key Personnel)

CURRICULUM VITAE (CV)

1. **Name of personnel** _____
2. **Current Position in the Firm** _____
3. **Date of Birth** _____
4. **Nationality** _____
5. **CNIC (if Pakistani) :** _____ **or Passport No.:** _____
6. **Education:**

Degree	Major/Minor	Institute	Date (MM/YYYY)

7. **Membership of Professional Associations:** _____
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____

Cost of Project: _____ Location: _____

Date of Start: _____ Date of Completion: _____ Client: _____

_____ Main project features: _____ Positions

held: _____ Activities performed: _____ Actual time spent on

the project: _____ in months.



[Unroll the project details group and continue numbering (2, 3 ...) as many times as is required]

12. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of the proposed s

Day/Month/Year

_____ Date: _____

[Counter Signature of authorized signatory]

Day/Month/Year



Annex-D (Financial Capabilities)

Year¹	Annual Turnover	Current Ratio	Net Worth
2020-2021			
2021-2022			
2022-2023			

1. Data provided under the head of financial capabilities must be supported by the Financial Statements / Income Tax returns of last 3 years.



Annex-E (Firm Detail)

Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Contact No.
Lead Firm				
Joint Venture Firm (s)				
Associate Firm (s)				

In order to assess the annual turnover equal weightage will be given to both lead & partner firm (s) in case of joint venture.