

# Standard Bidding Document

TENDER NO 01/HR/LESCO/2026 (Hiring Services of Firm for Deployment  
of Assistant Linemen (ALM) in LESCO)  
(Non-Consultancy Services)

National

Single Stage-Two Envelope



*April 24, 2026*

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## PROCUREMENT NOTICE

# PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE)** has reserved Funds for the procurement planned for FY **2025-26**. The **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **“TENDER NO 01/HR/LESCO/2026 (Hiring Services of Firm for Deployment of Assistant Linemen (ALM) in LESCO)”**
2. The **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/>.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, May 13, 2026 11:00 AM**. E-bids will be opened on the same day at **Wednesday, May 13, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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## Instructions to Bidders

## A. Introduction

### 1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

### 2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

### 3. Fraud & Corruption

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

### 4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

## **5. Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

## **B. Bidding Documents**

## 1. Contents of Standard Bidding Document

1.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with **ITB 6.1** include:

**Section I** - Invitation to Bid

**Section II** Instructions to Bidders (ITB)

**Section III** Bid Data Sheet (BDS)

**Section IV** Eligible Countries

**Section V** Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

**Section VI** Bidding Forms

**Section VII** Fraud & Corruption

**Section VIII - Material & Non-material deviation**

**Section IX** General Conditions of Contract (GCC)

**Section X** Special Conditions of Contract (SCC)

**Section XI** Contract Forms

1.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

## 2. Clarifications

2.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

2.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

2.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 8** .

2.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

2.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 8** .

2.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 2.6.1. evaluation & qualification criteria;
- 2.6.2. required scope of work or specifications;
- 2.6.3. all securities requirements;
- 2.6.4. tax requirements;
- 2.6.5. terms and conditions of bidding documents; and
- 2.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

### 3. Amendment of Bidding documents

3.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

3.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to **ITB 8 .1** shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

3.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

## C. Preparation of Bids

### 1. Documents Constituting the Bids

1.1. The bids prepared by the bidders shall constitute the following components: -

1.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

1.1.2. Documentary evidence established in accordance with ITB 8 that services to be provided by the bidder are eligible services, and conform to the bidding documents;

1.1.3. Documentary evidence established in accordance with ITB 9 that the bidder is eligible and/or qualified for the subject bidding process;

1.1.4. Documentary evidence established in accordance with ITB 9.3 that the bidder has been authorized to provide the services;

1.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 14; and

1.1.6. Any other document required in the BDS.

### 2. Documents Establishing Eligibility of the Services and Conformity to bidding documents

2.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

2.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

### 3. Documents Establishing Eligibility and Qualification of the Bidder

3.1. Pursuant to ITB 8, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

3.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

3.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

3.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

3.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

### 4. Form of Bid

**4.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

### 5. Bids Prices

5.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

5.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

5.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 12 shall be the total price of the bid, excluding any discounts offered.

5.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

5.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

## **6. Price Adjustment**

6.1. Price adjustment shall not be applicable on the contract with less than 12 months period.

6.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

**6.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the condition that clause 11.2 shall not be applicable in that case.**

## **7. Bids Currencies**

7.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

## **8. Bid Validity Period**

8.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing

declaration as the case may be.

## 9. Bid Security or Bid Securing Declaration

9.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

9.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB 17.5

9.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 14.5 are invoked.

9.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 13. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

9.4.1. the expiry of the Bid Security;

9.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

9.4.3. the rejection by the Procuring Agency of all Bids;

9.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

9.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

9.5.1. if a bidder:

9.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

9.5.1.2. does not accept the correction of errors pursuant to ITB 26; or

9.5.2. in the case of a successful bidder fails:

9.5.2.1. **to sign the contract in accordance with ITB 32; or**

9.5.2.2. **to furnish Performance Guarantee in accordance with ITB 33.**

**9.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

## **10. Alternative Bids by Bidders**

10.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

10.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

## **11. Withdrawal, Substitution, and Modification of Bids**

11.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

## **12. Format and Signing of Bids**

12.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through EPADS v2.0.

12.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

## D. Submission of Bids

### 1. **Submission of Bids through EPADS v2.0 before Dead deadline**

1.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

1.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

## E. Opening and Evaluation of Bids

### 1. **Opening & Evaluation of Bids by the Procurement Cell**

1.1. As per Rule 10 of Public Procurement Rules, 2025  
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2025)

### 2. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

2.1. As per Rule 11 of Public Procurement Rules, 2025  
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up

to two billion rupees)

### 3. **Third Party Validation**

3.1. **In compliance with Rule 12** of Public Procurement Rules, 2025, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

### 4. **External Bid Evaluation Committee**

4.1. **As per Rule 13 of Public Procurement Rules, 2025**, procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

### 5. **Opening of Bids**

5.1. The Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

5.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

5.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

5.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

### 6. **Confidentiality**

6.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

6.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

## 7. Preliminary Examination of Bids

7.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

7.1.1. meets the eligibility criteria defined in **ITB 3**;

7.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

7.1.3. is accompanied by the required securities; and

7.1.4. is substantially responsive to the requirements of the bidding document.

7.2. The procuring agency will confirm that the documents and information specified under **ITB 9,10 and 11** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

7.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

## 8. Examination of Terms and Conditions, Technical Evaluation

8.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been

met without material deviation or reservation.

8.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **ITB 21**, it shall reject the bids.

## 9. Correction of Errors

9.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

9.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

9.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

9.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

9.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

9.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 17**.

## 10. Conversion to Single Currency

10.1. As per Rule 30(2) of Public Procurement Rules, 2004.

## 11. Evaluation of Bids

11.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive, pursuant to **ITB 24**.

11.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

11.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

11.4. The Procuring agency evaluation of a bid will take into account:

11.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

11.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 26**;

11.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 27**;

11.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

11.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

## 12. Determination of Most Advantageous Bids

12.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

### **13. Abnormally Low Financial Bids**

13.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

13.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

13.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

### **14. Rejection of Bids**

14.1. As per Rule 33 of the Public Procurement Rules, 2004

### **15. Cancellation of procurement**

15.1. As per Rule 46 of Public Procurement Rules, 2025

## **16. Single Responsive Bid**

16.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

## **17. Alternate Dispute Resolution (ADR)**

17.1. As per Rule 66 of Public Procurement Rules, 2025

## **18. Arbitration Clause**

18.1. (Appointing Authority for the Arbitrator shall be Chief Justice of Honorable Islamabad High Court OR Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

## **19. Fee of the Arbitrator**

19.1. The fee shall be specified in PKR as determined by the Appointing Authority and shall be shared equally by each party.

## **20. Socio-economic development**

20.1. As per Rule 63 of Public Procurement Rules, 2025, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by according preferences in line with the notified policies of the Federal Government

## **21. Environmental objectives**

21.1. As per Rule 64 of the Public Procurement Rules, 2004, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

## **F. Award of Contract**

## 1. Appointment of Contract Manager

1.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of the Public Procurement Rules, 2004.

## 2. Criteria of Award

2.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as Successful Bid .

## 3. Procuring Agency's Right to reject All Bids

3.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

3.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

## 4. Procuring Agency's Right to Vary Quantities at the Time of Award

4.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

## 5. Notification of Award

5.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

5.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

5.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

## 6. **Signing of Contract**

6.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

## 7. **Performance Guarantee**

7.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

7.2. Failure of the successful bidder to comply with the requirement of **ITB 49.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

## 8. **Advance Payment**

8.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

## 9. **Arbitration**

9.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

## 10. **Corrupt & Fraudulent Practices**

10.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

## G. **Grievance Redressal & Complaint Review Mechanism**

### 1. **Constitution of Grievance Redressal**

1.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

### 2. **GRC Procedure**

2.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 20 and Redressal of Grievance Regulations, 2022

## H. **Blacklisting/ Debarment**

### 1. **Procedure for Blacklisting/Debarment**

1.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement Rules, 2004, Mechanism for Blacklisting, Debarment Regulations, 2024 and "procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.



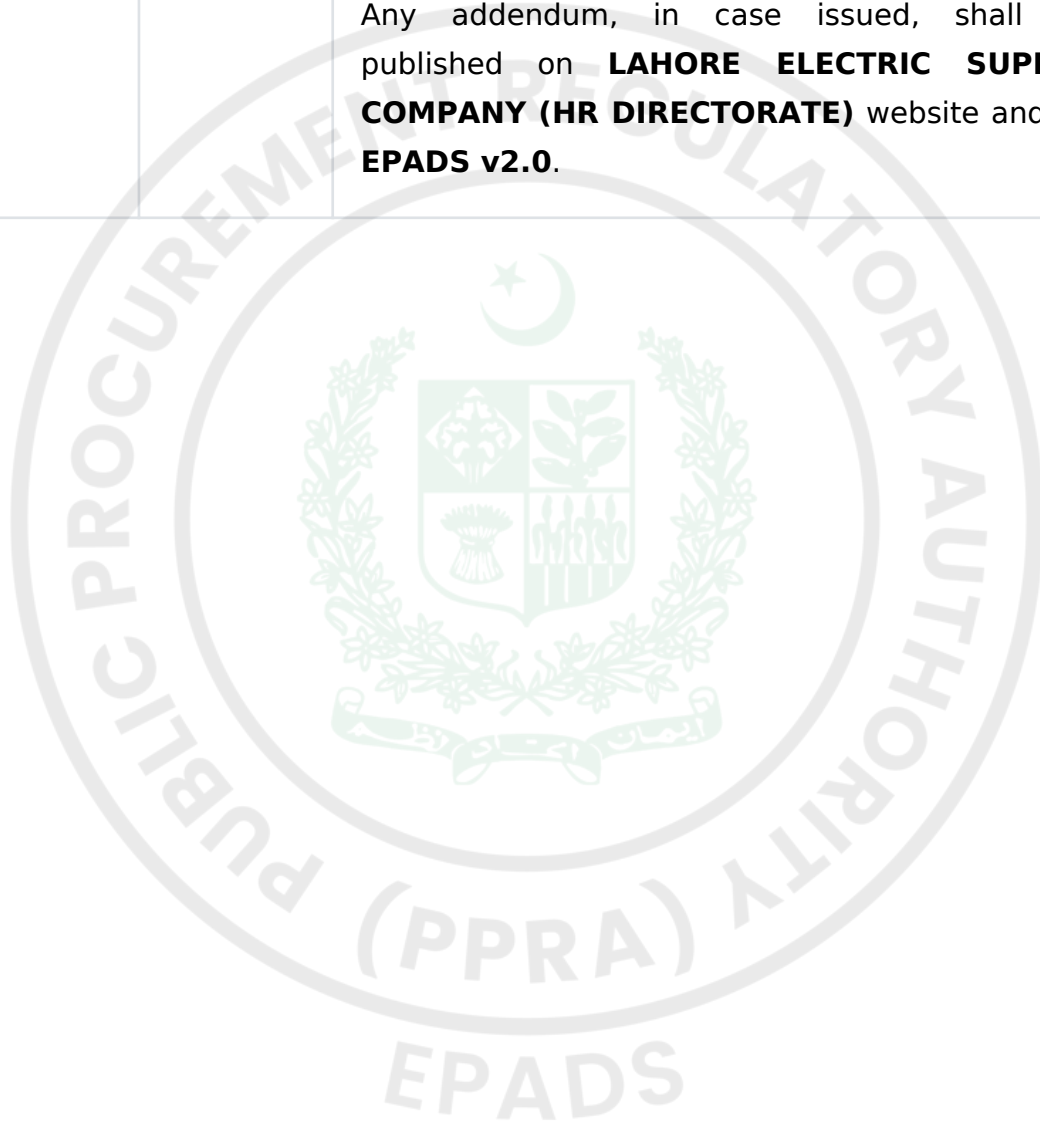
## Bid Data Sheet

## Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
<b>A. Introduction</b>		
<b>1</b>	<b>1.1</b>	<p>Name of Procuring Agency:<b>LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE)</b></p> <p>The subject of procurement is:<b>TENDER NO 01/HR/LESCO/2026 (Hiring Services of Firm for Deployment of Assistant Linemen (ALM) in LESCO)</b></p> <p>Expected commencement date: <b>Monday, August 3, 2026</b></p>
<b>2.</b>	<b>2.1</b>	<p>Financial year for the operations of the Procuring Agency:<b>2025-26</b></p> <p>Name and identification number of the Contract: <b>P21956</b></p>
<b>3.</b>	<b>4.6</b>	<p>JV/Consortium or Association Allowed: <b>Yes</b></p> <p>Number of JV/Consortium Members: <b>3</b></p>
<b>B. Bidding Documents</b>		

<p><b>4.</b></p>	<p><b>7.1</b></p>	<p>The Bidders may seek clarifications through <b>EPADS v2.0</b>: Clarification Date: Monday, May 4, 2026</p> <p>Pre-Bid Meeting: Wednesday, May 6, 2026 11:00 AM</p> <p>Venue: HR DIRECTORATE, LESCO HQs 22-A QUEENS ROAD, LAHORE</p>
<p><b>5.</b></p>	<p><b>8.1</b></p>	<p>Any addendum, in case issued, shall be published on <b>LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE)</b> website and on <b>EPADS v2.0</b>.</p>



6.

9.1

List of documents required along with the bid:

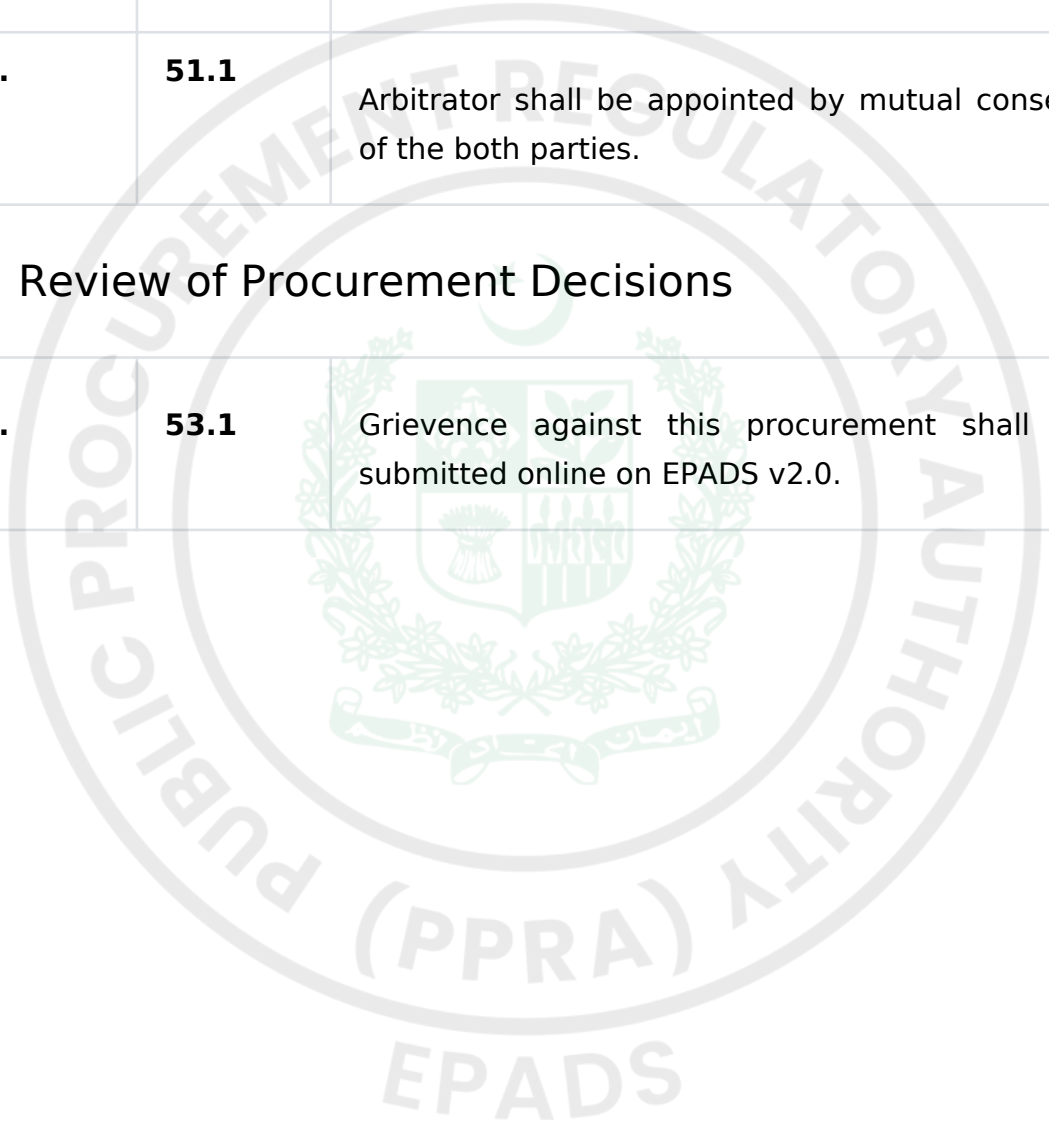
1. Legal Status/ Registration & General Experience (Supporting Documents to be provided) All bid documents must be filled, signed, stamped (attached)
2. Relevant Experience in Technical or Semi-Skilled Manpower Services (Relevant Documents to be provided & Certificate on Letter Head of Company with complete detail of employees)
3. Corporate Customers (Copy of Contracts & Relevant Documents to be provided)
4. Organogram of Organization (Organizational chart & List of key staff with designations and CVs of management employees along with proof of employment under company to be given)
5. Financial Position (Audited Financial statements of last three years must be provided.)
6. Current Financial Health/ Funds Availability (Net worth) (Account maintenance certificates to be provided for last one month of Bid opening date as well as last Five year FBR Income Tax Return statements )
7. Payment to Workers through Direct Bank Transfer (Attach Payroll Data/Bank Statement)
8. Payment of EOBI, GLI, Gratuity & Social Security for Workers (Attach agreements/affiliation with EOBI, PESSI or other relevant Social Security Institution, Gratuity fund account, and Group Life Insurance (GLI) policy, along with deposit/payment proof for the last three (03) months.)
9. The firm must have executed at least 01

7.	11.1	The qualification criteria to establish the supply / production capability of the bidder.  <i>see Eligibility Criteria</i>
8.	7.6	<b>Services and Their related documents:</b> <i>See section Required Services and Scope of Work</i>
9.	13.1 & 13.2	Price schedule will be provided according to the format defined and acquired. <i>see section price schedule.</i>
10.	7.6.2	<b>Specifications:</b>  <i>see section of specifications.</i>
<b>C. Preparation of Bids</b>		
11.	13.5	The price shall be <b>Fixed</b> .
12.	15.1	Currency of the Bids shall be : <b>PKR</b>
13.	16.1	The Bids/Bid Validity period shall be: <b>120 Days</b>
14.	17.1	The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in <b>BDS 6</b>  The Bid Security shall be in the form of: <b>Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft</b>

15.	17.3	The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 180 days so the bid security shall be valid for 180+28 = 208 days.
16.	18.1	Alternative Bids to the requirements of the bidding documents willnot be permitted.
<b>D. Submission of Bids</b>		
17.	21.1	<p>Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;</p> <p style="text-align: center;"><b>LESCO HQs 22-A QUEENS ROAD, LAHORE</b></p> <p>Bids that are not submitted on EPADS v2.0 shall be disqualified.</p> <p>The deadline for Bids submission is: <b>Wednesday, May 13, 2026 11:00 AM</b></p>
<b>E. Opening and Evaluation of Bids</b>		
18.	26.1	<p>The Bids opening shall take place on <b>EPADS v2.0</b>.</p> <p>Day : <b>Wednesday</b></p> <p>Date: <b>Wednesday, May 13, 2026</b></p> <p>Time : <b>11:30 AM</b></p>
19.	32.1	<p>Selection technique adopted will be: <b>Quality and Cost Based Selection (QCBS)</b> <i>see Evaluation Criteria</i></p>

## F. Award of Contract

<b>20.</b>	<b>49.1</b>	The Performance guarantee shall: <b>5.00%</b> .  The Performance Guarantee shall be acceptable in the form of: <b>Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft</b>
<b>21.</b>	<b>51.1</b>	Arbitrator shall be appointed by mutual consent of the both parties.
<h2>G. Review of Procurement Decisions</h2>		
<b>22.</b>	<b>53.1</b>	Grievance against this procurement shall be submitted online on EPADS v2.0.



## Eligibility Criteria

Bidder's Type	Required Registration
Company (Private Limited)	FBR (NTN)
Company (Public Limited)	FBR (GSTN) Punjab (PRA) SECP

Eligibility Criteria	Document
The firm must have executed at least 01 project of similar nature for other organizations (Public, Government or Semi Government departments) (Document Proof of Contract/Work Done must attached otherwise bidder will declared ineligible	Yes
The firm must provide the list of clients to where the bidder has done similar work together with name and contact details of the key persons. Performance certificates or proof of contract shall be placed.	Yes
Registration with FBR / PRA under the category of sales & income tax. (Exist in Active Tax Payer List)	Yes
The bid security shall be, at the option of the bidder, in the form of Call Deposit Receipt (CDR) or Pay Order or Banker's Cheque or a Bank Guarantee must be issued in the favor of CEO LESCO.	Yes

following Scheduled Banks (Bid Security) of Pakistan are acceptable Allied Bank Limited, National Bank of Pakistan, Bank Al- Habib, United Bank Limited, Muslim Commercial Bank, Habib Bank Limited, Askari Bank Limited, Bank Al-Falah Limited, The Bank of Punjab, Faysal Bank Limited, Meezan Bank Limited, Zarai Trakiati Bank Limited, Habib Metropolitan Bank Limited, Samba Bank Limited, Standard Chartered Bank Limited, Dubai Islamic Bank Pakistan Limited and JS Bank Limited.	No
The Bid security shall be valid for twenty-eight (28) days beyond the expiry of the Bid validity period specified in the bidding documents, viz the bid validity is 120 days. So, the bid security shall be valid for $120+28 = 148$ days.	No

## Evaluation Criteria

### Quality and Cost Based Selection (QCBS)

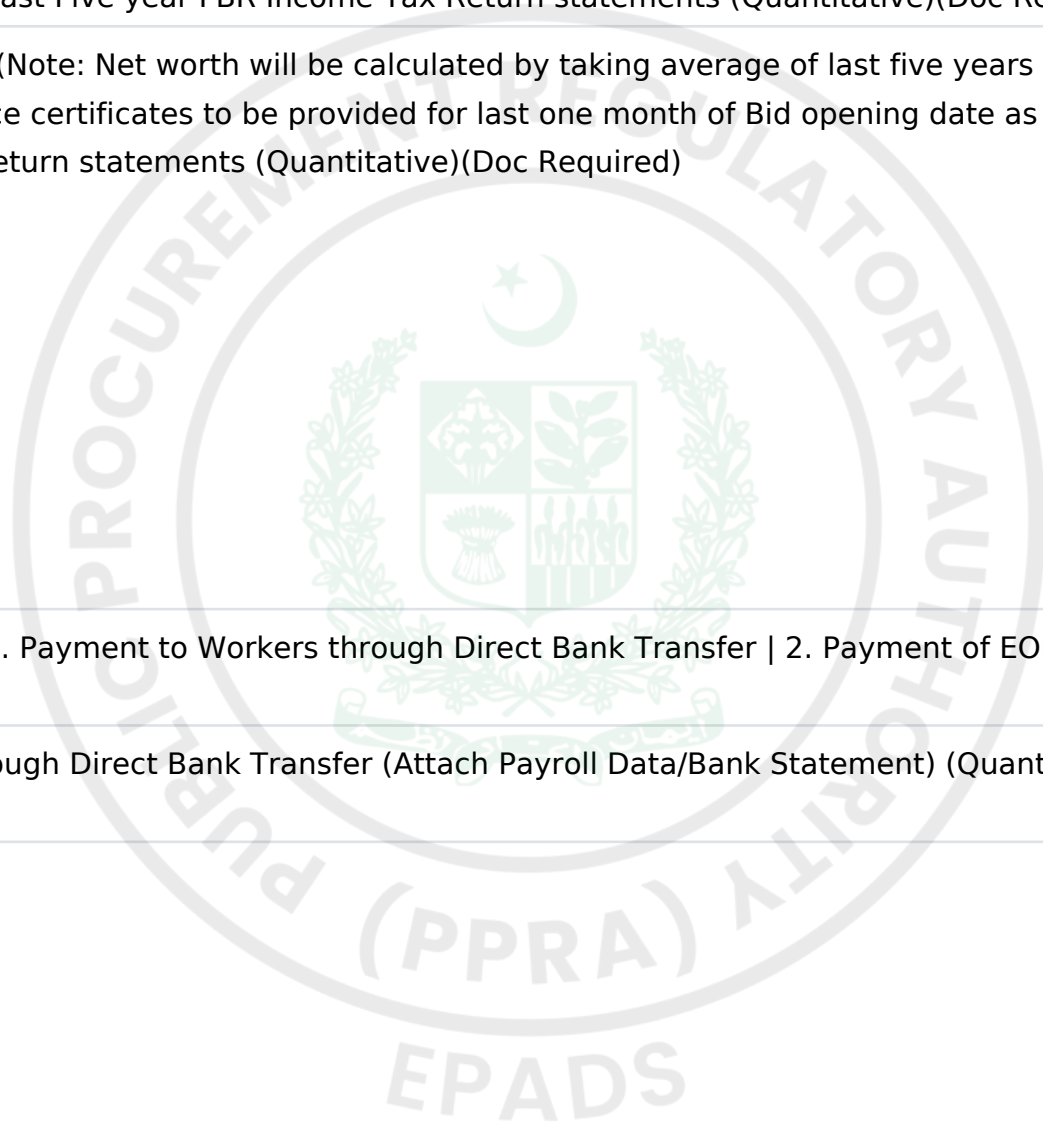
<b>Technical Marks</b>	<b>100</b>
<b>Passing Marks</b>	<b>65</b>
A. Company Profile (1. Legal Status/ Registration & General Experience   2. Relevant Experience in Technical or Semi-Skilled Manpower Services   3. Corporate Customers)	
1.1. The bidder is legally registered as Public or Private Limited Company and possess valid registration with FBR (NTN & GSTN), PRA, SECP or relevant authorities. Relevant certificates must be provided. (Supporting Documents to be provided.) (Qualitative)(Doc Required)	5

<p>1.2. General Experience shall be counted from the first contract of the Company (Copy Must be attached): (Supporting Documents to be provided) (Quantitative)(Doc Required)</p> <p>above 05 years experience <b>(5)</b></p> <p>above 03 to 05 years experience <b>(3)</b></p> <p>above 01 to 03 years experience <b>(1)</b></p>	5
<p>2.1. Proven experience in providing skilled manpower for electrical, mechanical, or infrastructure projects. The bidder must have a good track record and demonstrated experience in providing HR services in technical fields. Relevant Experience shall be counted from the first contract awarded for provision of Manpower: Note: The bidder must have supplied at least 50 employees under a single manpower service contract at any time during the claimed experience period. (Relevant Documents to be provided &amp; Certificate on Letter Head of Company with complete detail of employees) (Quantitative)(Doc Required)</p> <p>above 05 years experience <b>(10)</b></p> <p>From 03 to 05 years experience <b>(7)</b></p> <p>Below 03 years experience <b>(0)</b></p>	10
<p>2.2. The policy/strategy of the bidder for conducting transparent and merit based hiring shall mandatorily be provided. (Attach Relevant Document) (Qualitative)(Doc Required)</p>	5

<p>3.1 A legally registered organization (Public or Private Limited Company) to whom the bidder is providing manpower services, having a minimum of 250 employees, and generating monthly service billing of at least Rs. 1M: 3.1.1 Number of Corporate Customers (Minimum Billing Rs. 1 Million per Month Each) (Copy of Contracts to be provided) (Quantitative)(Doc Required)</p> <p>Above 05 No. Customers <b>(10)</b></p> <p>03 to 05 Nos. customers <b>(7)</b></p> <p>01 to 02 No. customer <b>(5)</b></p>	10
<p>3.1.2 Size of Each Corporate Customer (Minimum 250 Employees (Relevant Documents to be provided) (Quantitative)(Doc Required)</p> <p>500 and above employees <b>(5)</b></p> <p>250 to 499 employees <b>(3)</b></p> <p>Below 250 employees <b>(0)</b></p>	5
<p>B. Organizational Strength (1. Organogram of Organization   2. Financial Position   3. Current Financial Health/ Funds Availability (Net worth)</p>	
<p>1.1 HR, Administration, and Finance departments must be shown as separate functional units with clearly defined reporting lines. (Organizational chart &amp; List of key staff with designations) (Qualitative)(Doc Required)</p>	5

<p>1.2 Managerial Employees with at least 16 years of education in Business/Engineering/LAW/HR etc.: (CVs of management employees along with proof of employment under company to be given.) (Quantitative)(Doc Required)</p> <p>Above 05 Employees <b>(5)</b></p> <p>03 to 05 employees <b>(3)</b></p> <p>02 employees <b>(1)</b></p> <p>01 employee <b>(0)</b></p>	5
<p>1.3 Skilled / Semi-Skilled/Un-skilled workers/manpower working on the payroll of the Bidder (Attach Relevant Document) (Quantitative)(Doc Required)</p> <p>1000 and above employees <b>(5)</b></p> <p>750 to 999 employees <b>(3)</b></p> <p>500 to 749 employees <b>(1)</b></p> <p>Below 500 employees <b>(0)</b></p>	5
<p>2.1 Financial Position (Audited Financial statements of last three years must be provided) (Quantitative)(Doc Required)</p> <p>Annual Revenue / Turnover 40(M) or more i.e. 10(M) for each lot <b>(10)</b></p> <p>Annual revenue / Turnover below 40 (M) or below 10(M) for each lot <b>(0)</b></p>	10

<p>3.1 The bidder shall provide documentary evidence of access to bank finance (e.g., Bank Certificate / Credit Line Certificate issued by scheduled bank). Account maintenance certificates to be provided for last one month of Bid opening date as well as last Five year FBR Income Tax Return statements (Quantitative)(Doc Required)</p>	<p>5</p>
<p>3.2 Net Worth of the Bidder (Note: Net worth will be calculated by taking average of last five years income tax return.) Account maintenance certificates to be provided for last one month of Bid opening date as well as last Five year FBR Income Tax Return statements (Quantitative)(Doc Required)</p> <p>Above 100 (M) <b>(10)</b></p> <p>70 - 99 (M) <b>(8)</b></p> <p>40 - 69 (M) <b>(4)</b></p> <p>20 - 39 (M) <b>(2)</b></p> <p>Below 20 (M) <b>(0)</b></p>	<p>10</p>
<p>C. Regulatory Compliance (1. Payment to Workers through Direct Bank Transfer   2. Payment of EOBI, GLI, Gratuity &amp; Social Security for Workers)</p>	
<p>1.1 Payment to Workers through Direct Bank Transfer (Attach Payroll Data/Bank Statement) (Quantitative)(Doc Required)</p>	<p>5</p>



<p>2.1 Payment of EOBI, GLI, Gratuity &amp; Social Security for Workers (Attach agreements/affiliation with EOBI, PESSI or other relevant Social Security Institution, Gratuity fund account, and Group Life Insurance (GLI) policy, along with deposit/payment proof for the last three (03) months.) (Quantitative)(Doc Required)</p> <p>Above 500 Workers <b>(15)</b></p> <p>400 to 499 Workers <b>(10)</b></p> <p>300 to 399 Workers <b>(5)</b></p> <p>Below 300 Workers <b>(0)</b></p>	15
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## Required Services

**Lot Title :** Lahore North & East Circles (Operations) (including GSO & Construction circles)

**Bid Security :** 1000000

Position	Delivery Schedule	Quantity
North Circle	<p><b>Address:</b> Northern Circle</p> <p><b>Schedule:</b> 30 Days</p> <p><b>Quantity:</b> 367</p>	367

Position	Delivery Schedule	Quantity
Eastern Circle	<b>Address:</b> Eastern Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 243	243

**Lot Title :** Sheikhupura & Nankana Circles (Operations) (including GSO & Construction circles)

**Bid Security :** 1000000

Position	Delivery Schedule	Quantity
Sheikhupura Circle	<b>Address:</b> Sheikhupura Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 279	279
Nankana Circle	<b>Address:</b> Nankana Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 148	148

**Lot Title :** Kasur and Okara Circles (Operations) (including GSO & Construction circles)

**Bid Security :** 1000000

Position	Delivery Schedule	Quantity
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Kasur Circle	<b>Address:</b> Kasur Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 288	288
Okara Circle	<b>Address:</b> Okara Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 155	155

**Lot Title :** Lahore Central & South Circles (Operations) (including GSO & Construction circles)

**Bid Security :** 1000000

Position	Delivery Schedule	Quantity
Central Circle	<b>Address:</b> Central Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 414	414
South Circle	<b>Address:</b> Southern Circle <b>Schedule:</b> 30 Days <b>Quantity:</b> 451	451

Related Services :

No

## Services Specifications

**Lot Title :** Lahore North & East Circles (Operations) (including GSO & Construction circles)

**Position:** North Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Position:** Eastern Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Lot Title :** Sheikhpura & Nankana Circles (Operations) (including GSO & Construction circles)

**Position:** Sheikhpura Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for

Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Position:** Nankana Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the

engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Lot Title :** Kasur and Okara Circles (Operations) (including GSO & Construction circles)

**Position:** Kasur Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or

omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Position:** Okara Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Lot Title :** Lahore Central & South Circles (Operations) (including GSO & Construction circles)

**Position:** Central Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

**Position:** South Circle

**Specifications / Requirements:**

Special Requirement and Term of Reference The hired Line staff must fulfill the following eligibility criteria: Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height

Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side Skill / Physical Test Criteria for ALM: Sr. No. Description Standard 1 Running 800 meters in (05) five minutes 2 Push-ups/ Dund 20 in a single attempt in 03 minutes 3 Lifting of weight 30 kg in single attempt 4 Digging 1 ditch of length, depth, width (2x2x2) 5 Climbing Skills (Tower/Ladder) Climbing upto 10 feet on tower/ladder wearing safety equipment 6 Pulling of Wires in one span of 100 feet LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM. The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff. Dress Code Of ALM: LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under: Sr. Description of Item Item Specification Uniform for ALM Shirt Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season) Trouser as per measurement Jersey Full Sleeve (as per measurement) Helmet, Safety Shoes etc.

## Scope of Work

LESCO require services of a firm to provide skilled manpower on third party basis for the posts of Assistant Lineman **(for about 2345 ALM (Number may be increased or decreased as per demand))** in least possible time at minimum cost on need basis as and when required in LESCO. The positions require technically skilled persons for field offices. Responsibilities and duties of the hired firm include the following but are not limited to:

### A. Pre-Recruitment:

1. Calling of CVs / Profiles through its Portal / Software/other channels as found appropriate and agreed upon with LESCO

2. Providing candidates for the required positions through screening, filtering, profiling, and selection etc. as per job description and specification shared by LESCO within (Fifteen) 15 working days after a formal request for any position.
3. Sharing & maintaining complete database as per standardized format developed in coordination with LESCO recruitment cell for all candidates
4. Issuance of letters for interview as agreed by bidder and LESCO

#### **B. Post-Recruitment:**

1. The firm will ensure that credentials of manpower are properly checked including verification of educational certificates, experience, integrity and background. It must be completed within one week of the joining. LESCO may conduct verification at its level, if required.
2. Bidder will make the offer/contract to the hired staffs after LESCO selects the final candidate and will share/confirm the date of joining with LESCO. This entire process should not take more than 02 week.

#### **C.Replacements:**

The bidder shall provide LESCO with replacements of any/such hired staffs who wished to discontinue their employment with LESCO or the termination of employment contract given by the bidder, based on the recommendations from LESCO only, which could originate due to performance or any other disciplinary issue without additional cost within 07 working days.

#### **D. Liaison:**

LESCO and service provider firm will nominate coordinators to liaise during the period of assignment to ensure that proposed time frame is met.

#### **Role of LESCO**

1. LESCO will make the final decision, if a contract of any hired staff is to be renewed or extended and the tenure of that contract as per performance and requirement.
2. LESCO will provide the hired staffs with Personal Protective Equipment (PPEs) along with uniform, necessary for carrying out their duties under the jurisdiction of LESCO, but the bidder shall be responsible for their safety & security, & shall also be held liable to pay in case of any loss or theft or damage of LESCO Assets / PPEs.
3. LESCO will evaluate the performance of the hired staffs employed for LESCO on annual basis.
4. Tenure of the employment contract shall be at the discretion of LESCO depending on the requirement.

**Other Conditions:**

1. Each appointee would be on a probation period for 3 months from the date of joining with initial contract of one year.
2. The termination of employment contract will be given by the bidder, based on the recommendations from LESCO only.
3. Hired staffs can be stationed at any LESCO office including LESCO head office.
4. The bidder shall maintain database of all the hired staffs employed for LESCO and will ensure availability of any/such reports, as/when required by LESCO e.g. leaves etc.
5. The bidder will ensure that all hired staffs comply with LESCO policies and regulations. The bidder will take appropriate actions against any disciplinary matter.
6. Hired persons will be full time at disposal of LESCO and will not join any other employment.
7. Day to day work will be assigned and monitored by superiors or their head of office.

8. During the term of employment, the employee shall be entitled to leave @ three days for each completed month of contract service with the consent of head.

**Special Requirement and Term of Reference**

The hired Line staff must fulfill the following eligibility criteria:

**A - Eligibility Criteria for Assistant Lineman:**

**Qualification:** Matriculation only (Minimum & Maximum)

**Age:** 30 years including general age relaxation

Police Clearance Report / Certificate

**B - Physical Parameters for ALM:**

**Medical Category** 'A' to be certified by the relevant DHQ.

**Height** Minimum 5 Ft. 4 Inches

**Chest** Minimum 32 Inches

**Weight** As per Body Mass Index Chart (BMI) + 5% relaxation on upper side

**C - Skill / Physical Test Criteria for ALM:**

Sr. No.	Description	Standard
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1	<b>Running</b>	800 meters in (05) five minutes
2	<b>Push-ups/ Dund</b>	20 in a single attempt in 03 minutes
3	<b>Lifting of weight</b>	30 kg in single attempt
4	<b>Digging</b>	1 ditch of length, depth, width (2x2x2)
5	<b>Climbing Skills (Tower/Ladder)</b>	Climbing upto 10 feet on tower/ladder wearing safety equipment
6	<b>Pulling of Wires</b>	in one span of 100 feet

LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM.

The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff.

**D Dress Code Of ALM:**

LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under:

Sr.	Description of Item	Item Specification	
1.	<b>Uniform for ALM</b>	Shirt	Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season)
		Trousers	as per measurement
		Jersey	Full Sleeve (as per measurement)
		Helmet, Safety Shoes etc.	

### 5. SERVICE PROVIDER RESPONSIBILITIES:

The selected HR service provider will be required to:

1. Identify, recruit, and deploy manpower that meets the specified qualifications and skills etc.
2. Ensure timely replacement of manpower with zero delay in case of absenteeism, resignation, or underperformance.
3. Take action against Line Staff not meeting the performance standards or involved in undesirable activities, and keep track of performance level of each operator.
4. He will be responsible for any harassment to customers, data leakage or data manipulation by the Line Staff

5. Provide initial training to the deployed personnel in consultation with LESCO.
6. Maintain payroll, HR records, and compliance with labor laws for the deployed personnel.
7. Ensure adherence to DISCO's standards and guidelines for its operational activities / complaint resolution and customer interaction.
8. Manpower will be hired locally; preferred Vendor will provide details of extra manpower to cover the Shrinkage.
9. Vendor will be bound to produce academics certificates of man power hired if required.

## **6. Terms & Conditions for Service Provider**

1. The firm shall ensure the regular supervision and control on the staff deployed by them under due intimation to LESCO management. The staff provided shall carry out all instructions given by the concerned LESCO authorities. The service providing firm shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone unskilled and inexperienced in the assigned task. The firm shall ensure that the staff deployed by it behaves decently and does not indulge themselves in any such activities which are improper behavior on the part of a person working in a Government Office.
2. The firm shall ensure that the staff engaged by them is not having any adverse police records or criminal cases pending against them or any affiliation with proscribed organizations. The Contractor shall ensure to obtain the police verification certificates of the staff prior to deployment in LESCO.
3. Service Provider shall be responsible to make good to any damages, pilferage or loss caused by the personnel engaged to LESCO property.

4. Service Provider shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area premises. Decisions of LESCO regarding the place of work and the restricted areas will be final and binding on the Service Provider.
5. The Service Provider will provide essential training in order to execute their jobs.
6. The Service Provider shall also submit the names, present and permanent residential addresses, CNIC and two copies of the passport size photographs and phone numbers, medical fitness certificate, and police character certificate of its staff allocated to LESCO to LESCO's HR Department.
7. The staff employed by the Service Provider for performance of the contract, shall be of sound health, be mentally alert and physically fit and provide medical certificate to that effect. The Service Provider shall be bound to change the personnel deployed, if found unsuitable by LESCO and decision of LESCO in this regard shall be final and binding on the Service Provider without any questioning.
8. The Service Provider shall engage sufficient skilled staff as per requirements to carry out the day-to-day operations. It will adhere to all local laws, Acts, Regulations as laid down by the authorities and shall indemnify the client against breach of Acts, Rules, Laws and Regulations and/or non-compliance thereto by its staff.
9. The staff will work in an orderly manner without causing damage / loss to LESCO's property or equipment. The service provider is responsible for making good any damage / loss to LESCO's property / equipment in case of such damage by his staff, the amount as determined by LESCO shall be recovered from the monthly bill.
10. The service provider shall issue the identity cards at its own cost and shall be duly intimating LESCO's Officer-in-charge as and when new staff is deployed by him for carrying out the job in LESCO formations.
11. The working hours for the outsourced personnel shall be as per the general official timings in force in LESCO. However, duty may be assigned on weekends / gazetted holidays with extra charges as decided between LESCO and Service Provider or equal to

per day salary of that employee.

12. In addition, the client may also call for extra shifts as and when required. The timings may be changed subject to the notifications and policy of the Govt of Pakistan or LESCO. Moreover, additional cost will be paid to the employee through service provider for additional assignments (if any).

13. During the term of the contract the firm shall mandatorily ensure registration with EOBI and Social Security and timely deposit of contributions for all deployed manpower

14. The contractor shall provide Group Life Insurance (GLI) coverage from a reputed insurance firm to all deployed manpower for the entire contract duration.

15. The firm shall be responsible for compliance of the following:

- The contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- The firm shall, in all matters arising out in the performance of the contract, conform, in all respects, with the provisions of all Federal, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan and shall give all notices and pay all fees required to be given or paid and keep LESCO indemnified against all penalties and liabilities of any kind for breach of any of the same. **The courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.**

16. The firm shall be responsible for required contributions towards any other statutory payment and shall deposit these amounts on or before the due dates. It is the duty of the service provider to ensure timely payment of statutory dues and in no case LESCO shall bear any liability in this regard. Any dispute related to these payments shall be dealt with by the contractor entirely at his risk and costs. All the records shall be maintained by the contractor and shall produce for inspection to LESCO as and when required. In case LESCO is called upon to make payment on the direction, decree or proceeding of court of law or by statutory authority, LESCO shall have the rights to recover the said amount in full and authorize to deduct directly from the payment to be made to the

contractor or from invocation of Performance Security as being kept with the Client (LESCO).

## **7. MONITORING AND EVALUATION:**

LESCO will regularly monitor the performance of the deployed manpower and evaluate their effectiveness as per their Job Description.

## **8. DELIVERABLES:**

The service provider will be required to deliver the following:

1. Deployment of skilled manpower at all designated offices within the agreed timeline (**about 2345 ALM (Number may be increased or decreased as per demand)**) for the posts and duties as mentioned in Clause 3 of Schedule of Requirements.
2. Monthly reports on the status of manpower deployment and work done by them relating to LESCO operational activities, consumer complaints handled, and resolution trends.
3. A detailed training plan and schedule for deployed manpower.
4. Compliance with LESCO's guidelines and standards for HSE Standards.
- 9.** Bidder also provides sufficient necessary trainings and training material to the resources. DISCO will provide necessary hands on training to effectively use these staff.
- 10.** The Bidder need to sign the agreement and non-disclosure agreement with Client.
- 11.** All the expenditure pertaining to the man-power deployed will be borne by the successful bidder including the salaries and other benefits of the staff, if any.
- 12.** The Bidder will abide by the job safety measures prevalent in Pakistan and will free Client from all demands or responsibilities arising from accidents or loss of life the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from

such incidents and will not hold Client responsible or obligated.

**13.** The Bidder is responsible for managing the activities of its personnel and will hold himself responsible for any misbehavior.

**14.** The Bidder will treat as confidential all data and information about Client, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party.

**15.** The successful bidder is required to do all prior work of recruitment and training of ALM in 30 days-time from the date of award of contract to them and should start operations within this period in four (04) lots circle wise as per LESCO requirements.

**16.** The bidder will provide per ALM & other staff cost including (HR + Other related Costs) and additional resource cost if required.

**17.** Any adjustments resulting from an increase in the minimum wage announced by the government will be accommodated in accordance with the revised wage structure as per government directives.

**18.** All installed equipment safeguarding shall be responsibility of bidder.

**19. OPERATIONAL INSTRUCTIONS:**

1. Shift will be based on 8 hours and 7 days a week (Monday to Sunday/rotation based), however may not be for all staff.

2. Bidder will have to ensure availability of Line Staff in morning, evening and night shifts as and when required/specified by purchaser. In case of regular Line Staff are not available, Bidder should arrange the Line Staff from backup pool.

3. Progress report should be shared with the Purchaser for review on agreed frequency.

4. Selected bidder should ensure that every employee (Line Staff, Supervisor/Team lead have the identification cards (CNIC & Company's card).

5. Bidder must devise quality assurance mechanism to maintain the quality of work.

6. Any other expense such as transportation, Lodging and travelling etc. will also be an obligation on part of Service Provider.
7. The bidder shall ensure to pay salaries to the ALMs through Bank Accounts only in a transparent manner and ensure strict compliance with minimum wage laws, Gratuity, EOBI and Social Security.
8. Bidder is the sole responsible to pay the salaries of the staff (Line Staff, Supervisor as per Labor laws and/or DC Rates areawise as specified by the Government of Pakistan.

## **20. LINE STAFF PARAMETERS**

1. Provide services in Urdu and Local language(s) as per requirement.
2. Should have proper knowledge of how to work on line and poles (live and offline).
3. Must have positive attitude with flair to go the extra mile or to go out of the way for customer facilitation without compromising/deviating from the defined processed and timelines.
4. Must not have any criminal record or proceedings pending or in process in any court of law. Police character certificate is mandatory to submit on joining.
5. Must not be an ex-employee of DISCO who was either terminated or asked to resign.

**Detailed information attached asAnnexure**

## **Price Schedule**

### **For Individual Positions**

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

**For Lots**

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		







## General Conditions of Contract

## A. General

### 1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. "The Contract" means an agreement enforceable by law;

1.1.3. "The Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. "The Services" means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor's Bid;

1.1.5. "Ancillary Services" means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. "GCC" means the General Conditions of Contract contained in this section;

1.1.7. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. "Day" means calendar day unless indicated otherwise;

1.1.9. "Effective Date" means the date on which this Contract comes into force and effect;

1.1.10. "The Contractor" means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. "The Project Site," where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. "Government" means the Government of Pakistan;

1.1.13. "Local Currency" means the currency of Pakistan;

1.1.14. "In Writing" means communicated in written form with proof of receipt;

1.1.15. "Completion Date" means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

## 2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

## 3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

## 4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

## 5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

## 6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

# B. **Commencement, Completion, Modification, and Termination of Contract**

## 1. **Effectiveness of Contract**

1.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

## 2. Commencement of Services

2.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

## 3. Program schedule

3.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

## 4. Starting Date/Expiration Date

4.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

4.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

## 5. Entire Agreement

5.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

## 6. Modification

6.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

6.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

## 7. Force Majeure

### 7.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### 7.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **7.3. Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **7.4. Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **8. Termination**

### **8.1. By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

8.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

8.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

8.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

8.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

### **8.2. By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

8.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

8.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

8.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

## C. Obligations of the Contractor

### 1. General

#### 1.1. Standard of Performance

1.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

1.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

#### 1.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

### 2. Conflict of Interests

#### 2.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### 2.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### 2.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

2.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

2.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

2.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

### **3. Insurance to be Taken Out by the Contractor**

3.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **4. Contractor's Actions Requiring Procuring Agency's Prior Approval**

4.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

4.1.1. appointing such members of the Personnel not provided by the Contractor;

4.1.2. changing the Program of activities; and

4.1.3. any other action that may be specified in the SCC.

### **5. Reporting Obligations**

5.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

### **6. Liquidated Damages**

#### **6.1. Payments of Liquidated Damages**

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

#### **6.2. Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

### 6.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

## 7. Performance Guarantee

7.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

7.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

7.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

## 8. Sustainable Procurement

8.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

## D. Contractor's Personnel

### 1. Description of Personnel

1.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

### 2. Removal and / or Replacement of Personnel

2.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

2.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

2.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## E. Obligations of the Procuring Agency

### 1. Change in the Applicable Law

1.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

### 2. Services and Facilities

2.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

2.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

## F. Payments to the Contractor

### 1. Contract Price

1.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

### 2. Terms and Conditions of Payment

2.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

2.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

### 3. Quality Control Identifying Defects

3.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

### 4. Correction of Defects, and Lack of Performance Penalty

4.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

4.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

4.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

## 5. Settlement of Disputes Amicable Settlement

5.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

## 6. Dispute Settlement

### 6.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



## Special Conditions of Contract

## SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
	<p><b>Definitions</b></p> <p><b>The Procuring Agency is:</b>LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE),DIRECTOR HRLESCO HQs 22-A QUEENS ROAD, LAHORE</p> <p><b>The Supplier is:</b></p> <p><b>The title of the subject procurement is:</b>TENDER NO 01/HR/LESCO/2026 (Hiring Services of Firm for Deployment of Assistant Linemen (ALM) in LESCO)</p>
<b>GCC 2</b>	<p><b>Applicable/Governing Law:</b></p> <p>The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan</p>
<b>GCC 3</b>	<p><b>Language:</b></p> <p>The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in <b>English</b>.</p>

<p><b>GCC 4</b></p>	<p><b>Notices:</b></p> <p><b>The addresses for the notices are:</b></p> <p>Procuring Agency:</p> <p>LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE),DIRECTOR HR LESCO HQs 22-A QUEENS ROAD, LAHORE +92-370-499-0115 hrd@lesco.gov.pk</p> <p>Contractor/ Bidder:</p> <p>[Name, address and telephone number].</p> <p>The Contractor/ Bidder’s Representative(s)</p> <p>[Name, address, telephone number and e-mail address]</p>
<p><b>GCC 6.1</b></p>	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Procuring Agency:</b></p> <p>LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE),DIRECTOR HR LESCO HQs 22-A QUEENS ROAD, LAHORE +92-370-499-0115 hrd@lesco.gov.pk</p> <p><b>For the Bidder:</b></p> <p><b>Name:</b> .....</p> <p><b>Designation:</b> .....</p> <p><b>Address:</b> .....</p>
<p><b>GCC 7</b></p>	<p><b>Effectiveness of the contract</b></p> <p>The Contractor/Bidder shall be effective within ..... days from the date of signature of the Contract by both parties</p>
<p><b>GCC 8</b></p>	<p><b>Commencement of Contract:</b></p> <p>The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.</p>

<p><b>GCC 10.2</b></p>	<p><b>Expiration of Contract:</b></p> <p>The time period shall be .....</p>
<p><b>GCC 14</b></p>	<p><b>Termination</b></p> <p>In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.</p>
<p><b>GCC 16</b></p>	<p><b>Conflict of Interest:</b></p> <p>The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.</p>
<p><b>GCC 20</b></p>	<p><b>Liquidated Damages</b></p> <p>If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of <b>0.01%</b> to <b>10.00%</b> of the Contract value, in accordance with the extent of performance failure &amp; the cost of investigating such incidents as judged by the Authority.</p>
<p><b>GCC 21</b></p>	<p><b>Performance Guarantee:</b></p> <p>The amount of performance guarantee shall be 5.00% of the contract price in acceptable form of Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft</p>
<p><b>GCC 27</b></p>	<p><b>Currency of Payment:</b></p> <p>All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.</p>
<p><b>GCC 28</b></p>	<p><b>Payment terms:</b></p> <p>Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.</p>

**GCC 29****Identifying Defects:**

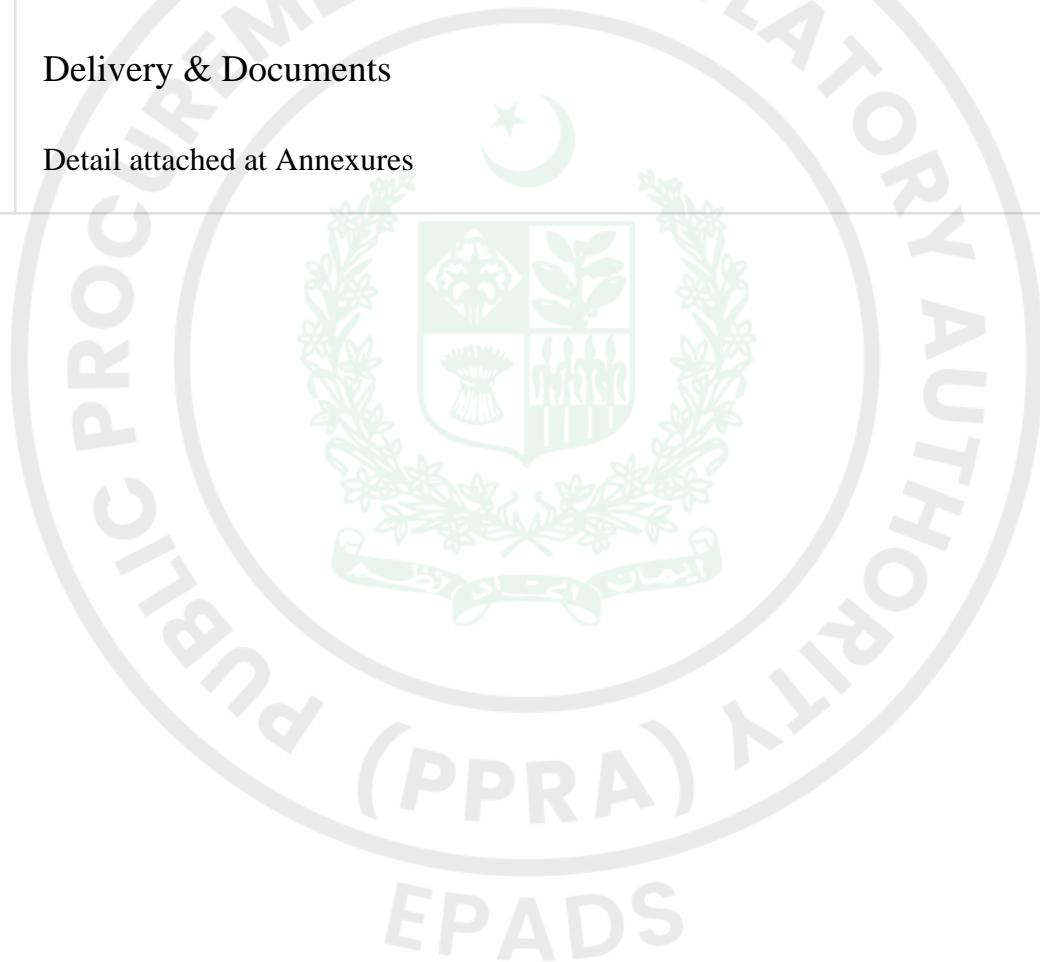
The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

**Inspections & Tests Requirements**

The hired Line staff must fulfill the following eligibility criteria: A Eligibility Criteria for Assistant Lineman: Qualification: Matriculation only (Minimum & Maximum) Age: 30 years including general age relaxation Police Clearance Report / Certificate B Physical Parameters for ALM: Medical Category 'A' to be certified by the relevant DHQ. Height Minimum 5 Ft. 4 Inches Chest Minimum 32 Inches Weight As per Body Mass Index Chart (BMI) + 5% relaxation on upper side

**Delivery & Documents**

Detail attached at Annexures



**Following is the guidance for Dispute Resolution**

1. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

**Arbitrator's fee:**

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

**Appointing Authority for Arbitrator:**

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

**Rules of procedure for arbitration proceedings:**

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

**Place of Arbitration and Award:**

The arbitration shall be conducted in English language and place of arbitration shall be at



## Bid Securing Declaration

## Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P21956**

To: **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE), DIRECTOR HRLESCO  
HQs 22-A QUEENS ROAD, LAHORE**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

## SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE), DIRECTOR HRLESCO HQs 22-A QUEENS ROAD, LAHORE**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **TENDER NO 01/HR/LESCO/2026 (Hiring Services of Firm for Deployment of Assistant Linemen (ALM) in LESCO) (P21956)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Witness to the signatures of the Bidder: .....





Integrity Pact

## Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

**Contract** Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



## Performance Guarantee Form

## Performance Guarantee Form

To: **LAHORE ELECTRIC SUPPLY COMPANY (HR DIRECTORATE),DIRECTOR HRLESCO  
HQs 22-A QUEENS ROAD, LAHORE**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



Annexure

# Performance Guarantee, Payment Details, Scope of Requirement and other Terms & Conditions

All the relevant Terms & Conditions regarding the said tender attached below;

Technical Submission (Vendor)

See Form Under Additional Forms and Documents: **Performance Guarantee, Payment Details, Scope of Requirement and other Terms & Conditions** (page number: 92)

## Technical Bids Forms

*Form-1 to Form-14 may be filled as per instructions mentioned in page No. 92to 107.*

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Technical Bids Forms** (page number: 108)

## Financial Bids Forms

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Bids Forms** (page number: 126)



## Procurement Forms

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 128)

## Current Contracts and Their Progress

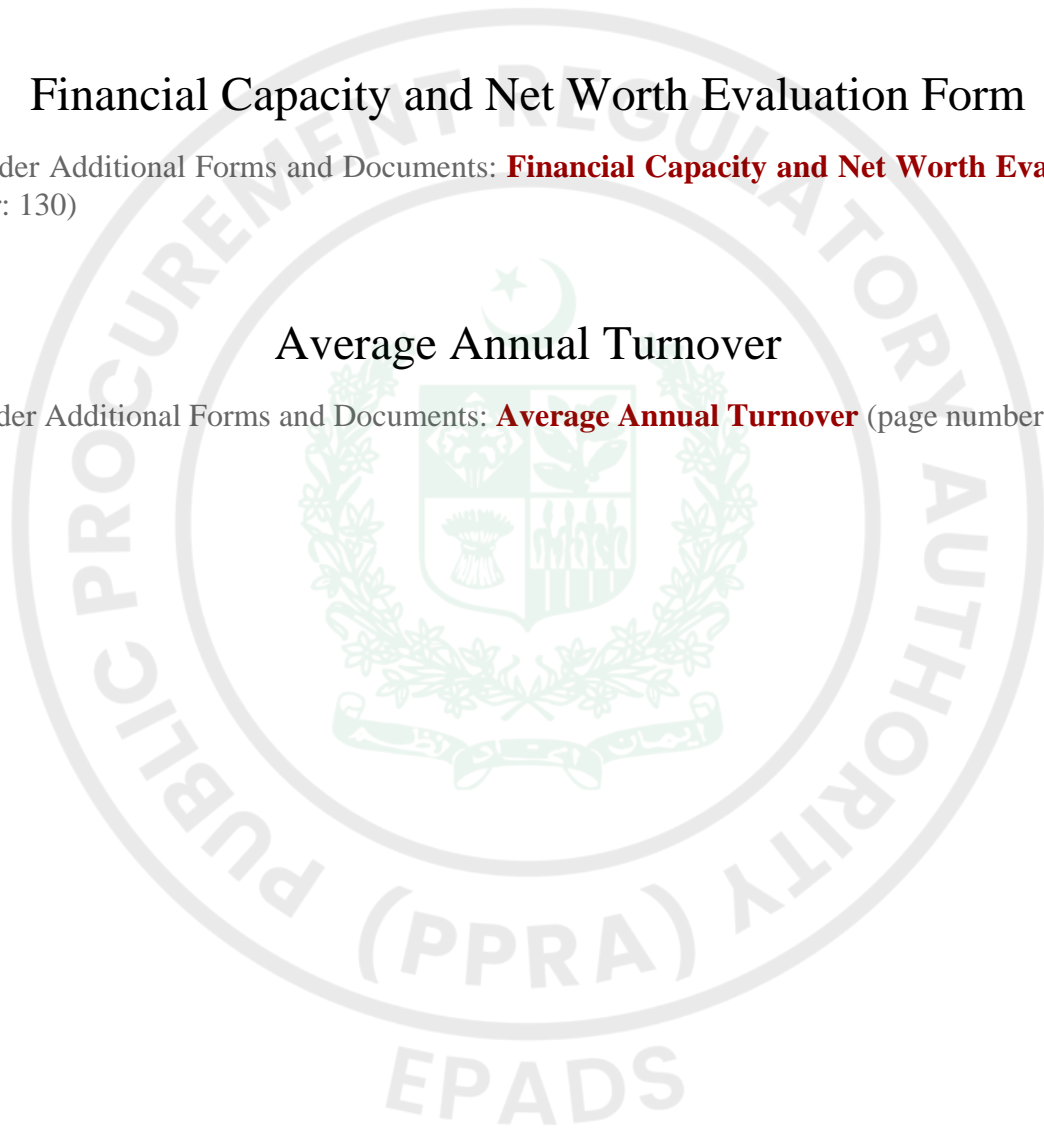
See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 129)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 130)

## Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 132)







## Additional Forms and Documents

## Evaluation Criteria

### I. Technical Proposal

The technical proposal will be evaluated on the basis of:

- a) Experience and expertise of the service providing firm.
- b) Quality and suitability of the approach/methodology regarding assigning duties to the manpower must be ensured.
- c) Qualifications, experience and extent of availability of technical manpower allocated for this assignment / service
- d) The following overall criteria will be applied to evaluate each Technical Proposal on the basis of factors elaborated in Exhibit-I:

Sr. No	Description/Items	Max. Score
1.	Company Profile	40
2.	Organizational Strength	40
3.	Regulatory Compliance	20

Minimum qualifying score in technical proposal  
**65% of 100\***

**\*Total marks for technical evaluation are 100 and minimum qualifying score will be 65 that is 65% of 100 marks.**

- e) LESCO shall first examine the service provider's Technical Proposal in respect of their understanding the requirements of the services in accordance with TORs.
- f) The Organizational Strength, Financial Health, Technical Capabilities and Financial Capacity shall be of major concern to LESCO. Accordingly, LESCO's decision to accept or reject personnel shall be final and in place of rejected personnel, the Service Provider shall be required to propose alternative personnel acceptable to LESCO.
- g) On evaluation of technical proposal, the client shall notify the results of top ranking qualifying firm by letter/fax and shall inform the date of financial proposal opening.
- h) From the time the bids are opened to the time the contract is awarded, if any firm wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Letter of Invitation. Any effort by the firm to influence the Client in the proposals evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal.
- i) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any Bank reviews and issuance of a "no objection" letter, is concluded.
- j) The evaluation committee, appointed by the Client as whole, and each of its members individually, shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified below. Each responsive proposal will be given a technical score (St). A proposal shall be

rejected at this stage if it does not respond to important aspects of the TOR or it fails to achieve the minimum technical score of 65%.

## II. Financial Proposal

a) The financial proposals of the technically qualifying service provider(s) on the basis of evaluation of the technical proposals shall be opened in the presence of the representatives of these service provider(s), who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of the financial proposal. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

b) The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among top technically qualified service providers shall be a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows.

$$Sf = \frac{100 \times Fm}{F}$$

Where,

Sf = Financial score

Fm = Lowest price

F = Price of the proposal under consideration

c) Proposals in the quality cum cost based selection shall finally be ranked according to their combined technical score (St) and financial score (Sf) using the weights T (the weight given to the technical proposal), P (the weight given to the financial proposal) and T+P=1, indicated in the data sheet.

$$S = St \times T\% + Sf \times P\%$$

## 5. Ranking of Proposal

a) Ranking of proposals will be done by applying a weight of 0.80 (or 80%) and 0.20 (or 20%), respectively to the Technical and Financial Score of each evaluated qualifying technical and financial proposal and then computing the relevant combined total score (S) of each service provider.

b) The service provider, whose proposal is ranked first, will be invited to discuss financial and other terms including TORs, Personnel Schedule, Work Schedule and reporting etc. of the contract to conclude a binding contract agreement. If negotiations prove unsatisfactory, the next ranked firm will be invited for negotiations, and, so on, to pursue finalization of contract award.

c) The representative(s) conducting negotiations on behalf of the applicants must have written authority to negotiate and finalize the terms of the contract.

## 6. Rights Reserved

LESCO reserves the right to reject any or all the proposals at any stage with reasons mentioning the grounds of rejection, but is not liable to justify those reasons.

## 7. Other conditions

a) In case of firm, it should have 100% of key staff on its permanent fulltime role nominated to work on the

assignment.

- b) All the key and core staff of the firm should be nominated by name in the proposal. During evaluation zero marks will be awarded for each TBN (To be nominated) position of key personnel.
- c) The key staff nominated should be available for the project at the time when his input is required according to the proposed staffing schedule of the Service Provider.

## **8. Conflict of Interest**

Firm shall not be indulged / recruited for any such assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client. Without limitation on the generality of the foregoing, service provider and any of their associates shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

- a) If a Service Provider combines the function of consulting with those of contracting and / or supply of equipment; or
- b) If a Service Provider is associated with or affiliated to a contractor or manufacturer; or
- c) If a Service Provider is owned by a Contractor or a manufacturing firm with departments or design offices offering services as Service Provider, the Service Provider should include relevant information on such relationship along with a statement in the Technical Proposal cover letter to the effect that the Service Provider will limit its role to that of a Service Provider and disqualify if self and associates from work, in any other capacity or any future project within the next five years, that may emerge from this assignment (including bidding or any part of the future project. The contract with the Service Provider selected to undertake this assignment will contain an appropriate provision to such effect; or
- d) If there is a conflict among consulting assignments, the Service Provider (including its personnel and sub-Service Provider) and any subsidiaries or entities controlled by such Service Provider shall not be recruited for the relevant assignment. The duties of the Service Provider depend on the circumstances of each case. While continuity of the consulting services may be appropriate in particular situation if no conflict exist, a Service Provider cannot be recruited to carry out assignment that, by its nature, will result in conflict with another assignment of such Service Provider.

## Qualification and Experience of Service Provider Key Manpower

### Qualification and Experience of Service Provider Personnel

Firm will assign adequately qualified key personnel to carry out the implementation of the services as mentioned in TOR. In particular, the personnel should possess the qualification and experience as indicated in the following:

#### Sr. No. Resources & Responsibilities / Requirements

##### A Project Manager

- Managing and leading the operations at facility level.
- Liaison Person between teams (Supervisors/Line Staff)
- Resource Planning and Developing schedules for Supervisors & Line Staff.
- Monitoring & reporting progress.
- Coordination with all stakeholders.
- Providing status reports to stakeholders along with detailed evidence (if any).
- Ensures resolution of internal as well as external issues.
- Interaction with the Supervisors for the availability of documents and clarification of the illegible/damaged/in consistent documents.
- Minimum 1 (One) Project Manager must be assigned this dedicated assignment.
- Must have minimum experience of 5 years with at least 3 years in relevant field.
- Should be able to lead the team and assist LESCO in its operational activities.

##### B Supervisor

- Liaison person between Project Manager and Line Staff.
- Managing the Line Staff at division and subdivision levels
- Solving Line Staff internal and external Issues.
- Make sure the quality of work as per requirements.
- Resolution of problems with the documents and ensuring the correctness of data entered. Resource planning to ensure the availability of Line Staff within stipulated times.
- Escalating Issues to Upper Management to maintain the quality of work.
- Total eleven (11) Supervisors i.e. one (01) for each Circle including GSO & Construction Circle.
- At least a Bachelor/Master Degree in relevant discipline from a recognized University.
- Must have minimum exp. of 4 years with at least 2 years in relevant field.
- Should be able to supervise the deployment of Line staff.

### Technical Evaluation/Qualification Criteria

For the purpose of determining the Technical credibility / evaluation of the Bidder, an evaluation committee will be constituted for evaluation of technical and financial proposal.

#### General Information for Evaluation Criteria:

Category	Elaboration / Evaluation Basis	Max Marks	Remarks
<b>A. Company Profile</b>		<b>40</b>	
<b>1. Legal Status/ Registration &amp; General Experience</b>	i. The bidder is legally registered as Public or Private Limited Company and possess valid registration with FBR (NTN & GSTN), PRA, SECP or relevant authorities. Relevant certificates must be provided.	05	<b>Supporting Documents to be provided</b>
	ii. General Experience shall be counted from the first contract of the Company (Copy Must be attached):	05	



	2) Annual revenue / Turnover below 40 (M) or below 10(M) for each lot = 0 Marks		<b>three years must be provided.</b>
<b>3. Current Financial Health/ Funds Availability (Net worth)</b>	i. The bidder shall provide documentary evidence of access to bank finance (e.g., Bank Certificate / Credit Line Certificate issued by scheduled bank).	05	<b>Account maintenance certificates to be provided for last one month of Bid opening date as well as last Five year FBR Income Tax Return statements</b>
	ii. Net Worth of the Bidder 1) Above 100 (M) = 10 Marks 2) 70 - 99 (M) = 08 Marks 3) 40 - 69 (M) = 04 Marks 4) 20 - 39 (M) = 02 Marks 5) Below 20 (M) = Zero Marks  <i>Note: Net worth will be calculated by taking average of last five years income tax return.</i>	10	
<b>C. Regulatory Compliance</b>		<b>20</b>	
<b>1. Payment to Workers through Direct Bank Transfer</b>	1) Yes =5 Marks 2) No=Zero Marks.	05	<b>Attach Payroll Data/Bank Statement</b>
<b>2. Payment of EOBI, GLI, Gratuity &amp; Social Security for Workers</b>	1) Above 500 Workers =15 Marks 2) 400 to 499 Workers = 10 Marks 3) 300 to 399 Workers = 05 Marks 4) Below 300 Workers=00 Marks	15	<b>Attach agreements/affiliation with EOBI, PESSI or other relevant Social Security Institution, Gratuity fund account, and Group Life Insurance (GLI) policy, along with deposit/payment proof for the last three (03) months.</b>
<b>Total</b>		<b>100</b>	

**Note: Technical Evaluation shall be done Lot wise and minimum (65%) marks are required by the bidder to qualify the bidding process.**

Following Criteria will be used for short listing of Firm:

- Organizational Structure of the Firm along with available required manpower with their qualification and experience
- The firm must have executed at least **01 project of similar nature** for other organizations (Public, Government or Semi Government departments)
- The firm must provide the list of clients to where the bidder has done similar work together with name and contact details of the key persons. Performance certificates or proof of contract shall be placed.
- Registration with **FBR / PRA** under the category of sales & income tax.
- List of Human and financial resources of the participating firm.
- Annual financial turnover of the firm.
- Name and brief of any specialized and licensed HRIS/software support involved
- All above information shall be attached with Technical Proposal.

# Technical Evaluation Criteria (100 Marks)

## Note:

1. Any false/wrong/fake information/report by a firm will lead to rejection in bid. In case of any malafide practice, misrepresentation, fraud etc, the firm shall be liable for disqualification and further action as deemed appropriate by LESCO.
2. Any firm which is blacklisted or debarred from participation is not eligible to participate in EOI.
3. Minimum qualification marks for technical proposal evaluation will be 65%.
4. The financial Bid of only those bidders will be opened who will qualify on technical grounds.
5. Evaluation score will be determined on the basis of Quality and Cost based selection method
6. Weightage will be measured to technical bid points scored at 80 percent and financial bid at 20 percent to determine a total evaluated score.
7. The bidder with the highest evaluated score will be awarded the contract.

## **SERVICE PROVIDER'S PERSONNEL/ TEAM COMPOSITION**

### **GENERAL**

The firm shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

### **Project Manager (HR/OD expert)**

The firm shall engage a resident Project Manager in consultation with the Client, who shall at all times during the performance of the Services ensure that the Services are satisfactorily performed.

## **Terms of Reference for Service Provider**

### **1. INTRODUCTION**

Lahore Electric Supply Company (LESCO) is an electricity distribution company. It serves multiple districts including Lahore, Okara, Sheikhpura, Nankana, and Kasur. LESCO emerged in 1998 from the Lahore Area Electricity Board. It operates with numerous substations and ensure reliable power supply and customer services.

### **2. OBJECTIVES:**

The primary objectives of this initiative include but not limited to:

- To ensure continuous and reliable electricity distribution.
- To construct, operate, and maintain distribution lines and equipment.
- To promptly respond to power outages and system faults.
- To uphold electrical safety standards during field operations.
- To support new connections and infrastructure expansion.
- To assist in loss reduction and system improvement initiatives.
- To provide on-ground technical support to engineers and management.
- To enhance customer service through timely fault rectification.

### **3. ASSISTANT LINEMAN RESPONSIBILITIES**

### ➤ **Job Description of Assistant Lineman**

ALM is the basic representatives of LESCO in technical work. They support Lineman to maintain safety conditions according to the safety codes while Linemen working on the line.

Main duties include

- Providing the ground support to Line Staff while he is working on HT / LT line.
- Support to Line Staff in rehabilitation of HT / LT lines.
- Support to Line Staff in area / village electrification.
- Providing first aid to the Line Staff in case off any emergency while working on HT / LT lines
- Assisting the Line Staff in installation of Electricity Meters
- Attending the power supply failure complaints along with Line Staff
- Guarding the technical instruments / machinery / vehicles etc. while Line Staff is working
- Loading and unloading of T&P and electrification material
- Addressing the consumer complaints
- Tree cutting and using line
- Holding T&P bag during visits
- Digging holes for erections of poles or earthing
- To observe LM work for own learning

### **4. Scope of Work / Services Required**

LESCO require services of a firm to provide skilled manpower on third party basis for the posts of Assistant Lineman (**for about 2345 ALM (Number may be increased or decreased as per demand)**) in least possible time at minimum cost on need basis as and when required in LESCO. The positions require technically skilled persons for field offices. Responsibilities and duties of the hired firm include the following but are not limited to:

#### **a. Pre-Recruitment:**

- i. Calling of CVs / Profiles through its Portal / Software/other channels as found appropriate and agreed upon with LESCO
- ii. Providing candidates for the required positions through screening, filtering, profiling, and selection etc. as per job description and specification shared by LESCO within (Fifteen) 15 working days after a formal request for any position.
- iii. Sharing & maintaining complete database as per standardized format developed in coordination with LESCO recruitment cell for all candidates
- iv. Issuance of letters for interview as agreed by bidder and LESCO

#### **b. Post-Recruitment:**

- i. The firm will ensure that credentials of manpower are properly checked including verification of educational certificates, experience, integrity and background. It must be completed within one week of the joining. LESCO may conduct verification at its level, if required.
- ii. Bidder will make the offer/contract to the hired staffs after LESCO selects the final candidate and will share/confirm the date of joining with LESCO. This entire process should not take more than 02 week.

**c. Replacements:**

The bidder shall provide LESCO with replacements of any/such hired staffs who wished to discontinue their employment with LESCO or the termination of employment contract given by the bidder, based on the recommendations from LESCO only, which could originate due to performance or any other disciplinary issue without additional cost within 07 working days.

**d. Liaison:**

LESCO and service provider firm will nominate coordinators to liaise during the period of assignment to ensure that proposed time frame is met.

**Role of LESCO**

- a. LESCO will make the final decision, if a contract of any hired staff is to be renewed or extended and the tenure of that contract as per performance and requirement.
- b. LESCO will provide the hired staffs with Personal Protective Equipment (PPEs) along with uniform, necessary for carrying out their duties under the jurisdiction of LESCO, but the bidder shall be responsible for their safety & security, & shall also be held liable to pay in case of any loss or theft or damage of LESCO Assets / PPEs.
- c. LESCO will evaluate the performance of the hired staffs employed for LESCO on annual basis.
- d. Tenure of the employment contract shall be at the discretion of LESCO depending on the requirement.

**Other Conditions:**

- a. Each appointee would be on a probation period for 3 months from the date of joining with initial contract of one year.
- b. The termination of employment contract will be given by the bidder, based on the recommendations from LESCO only.
- c. Hired staffs can be stationed at any LESCO office including LESCO head office.
- d. The bidder shall maintain database of all the hired staffs employed for LESCO and will ensure availability of any/such reports, as/when required by LESCO e.g. leaves etc.
- e. The bidder will ensure that all hired staffs comply with LESCO policies and regulations. The bidder will take appropriate actions against any disciplinary matter.
- f. Hired persons will be full time at disposal of LESCO and will not join any other employment.
- g. Day to day work will be assigned and monitored by superiors or their head of office.

- h. During the term of employment, the employee shall be entitled to leave @ three days for each completed month of contract service with the consent of head.

### Special Requirement and Term of Reference

The hired Line staff must fulfill the following eligibility criteria:

**A** Eligibility Criteria for Assistant Lineman:

**Qualification:** Matriculation only (Minimum & Maximum)

**Age:** 30 years including general age relaxation  
Police Clearance Report / Certificate

**B** Physical Parameters for ALM:

**Medical Category 'A'** to be certified by the relevant DHQ.

**Height** Minimum 5 Ft. 4 Inches

**Chest** Minimum 32 Inches

**Weight** As per Body Mass Index Chart (BMI) + 5% relaxation on upper side

**C** Skill / Physical Test Criteria for ALM:

Sr. No.	Description	Standard
1	<b>Running</b>	800 meters in (05) five minutes
2	<b>Push-ups/ Dund</b>	20 in a single attempt in 03 minutes
3	<b>Lifting of weight</b>	30 kg in single attempt
4	<b>Digging</b>	1 ditch of length, depth, width (2x2x2)
5	<b>Climbing Skills (Tower/Ladder)</b>	Climbing upto 10 feet on tower/ladder wearing safety equipment
6	<b>Pulling of Wires</b>	in one span of 100 feet

LESCO will conduct the skill / physical test of candidates provided by the successful bidder for ALM.

The firm shall ensure that the engaged staff are well suited and performs within its requisite scope of work and maintained harmonious and cordial relationships with the employees or any other persons within the organization. The firm shall be responsible at all times for any illegal action / damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment at workplace, disruptive attitude, undisciplined and un-mannerism etc. The firm undertakes to indemnify and hold harmless to the LESCO against all or any losses arising out or due to the commission or omission of the engaged staff.

**D** Dress Code Of ALM:

LESCO shall provide dress/uniforms for ALM as tabulated below The detail of proposed uniform is as under:

Sr.	Description of Item	Item Specification	
1.	<b>Uniform for ALM</b>	Shirt	Dress shirt full / half Sleeve as per LESCO existing uniform design form for ALM (as per season)

		Trouser	as per measurement
		Jersey	Full Sleeve (as per measurement)
		Helmet, Safety Shoes etc.	

## 5. SERVICE PROVIDER RESPONSIBILITIES:

The selected HR service provider will be required to:

- a) Identify, recruit, and deploy manpower that meets the specified qualifications and skills etc.
- b) Ensure timely replacement of manpower with zero delay in case of absenteeism, resignation, or underperformance.
- c) Take action against Line Staff not meeting the performance standards or involved in undesirable activities, and keep track of performance level of each operator.
- d) He will be responsible for any harassment to customers, data leakage or data manipulation by the Line Staff
- e) Provide initial training to the deployed personnel in consultation with LESCO.
- f) Maintain payroll, HR records, and compliance with labor laws for the deployed personnel.
- g) Ensure adherence to DISCO's standards and guidelines for its operational activities / complaint resolution and customer interaction.
- h) Manpower will be hired locally; preferred Vendor will provide details of extra manpower to cover the Shrinkage.
- i) Vendor will be bound to produce academics certificates of man power hired if required.

## 6. Terms & Conditions for Service Provider

- i. The firm shall ensure the regular supervision and control on the staff deployed by them under due intimation to LESCO management. The staff provided shall carry out all instructions given by the concerned LESCO authorities. The service providing firm shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone unskilled and inexperienced in the assigned task. The firm shall ensure that the staff deployed by it behaves decently and does not indulge themselves in any such activities which are improper behavior on the part of a person working in a Government Office.
- ii. The firm shall ensure that the staff engaged by them is not having any adverse police records or criminal cases pending against them or any affiliation with proscribed organizations. The Contractor shall ensure to obtain the police verification certificates of the staff prior to deployment in LESCO.
- iii. Service Provider shall be responsible to make good to any damages, pilferage or loss caused by the personnel engaged to LESCO property.

- iv. Service Provider shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area premises. Decisions of LESCO regarding the place of work and the restricted areas will be final and binding on the Service Provider.
- v. The Service Provider will provide essential training in order to execute their jobs.
- vi. The Service Provider shall also submit the names, present and permanent residential addresses, CNIC and two copies of the passport size photographs and phone numbers, medical fitness certificate, and police character certificate of its staff allocated to LESCO to LESCO's HR Department.
- vii. The staff employed by the Service Provider for performance of the contract, shall be of sound health, be mentally alert and physically fit and provide medical certificate to that effect. The Service Provider shall be bound to change the personnel deployed, if found unsuitable by LESCO and decision of LESCO in this regard shall be final and binding on the Service Provider without any questioning.
- viii. The Service Provider shall engage sufficient skilled staff as per requirements to carry out the day-to-day operations. It will adhere to all local laws, Acts, Regulations as laid down by the authorities and shall indemnify the client against breach of Acts, Rules, Laws and Regulations and/or non-compliance thereto by its staff.
- ix. The staff will work in an orderly manner without causing damage / loss to LESCO's property or equipment. The service provider is responsible for making good any damage / loss to LESCO's property / equipment in case of such damage by his staff, the amount as determined by LESCO shall be recovered from the monthly bill.
- x. The service provider shall issue the identity cards at its own cost and shall be duly intimating LESCO's Officer-in-charge as and when new staff is deployed by him for carrying out the job in LESCO formations.
- xi. The working hours for the outsourced personnel shall be as per the general official timings in force in LESCO. However, duty may be assigned on weekends / gazetted holidays with extra charges as decided between LESCO and Service Provider or equal to per day salary of that employee.
- xii. In addition, the client may also call for extra shifts as and when required. The timings may be changed subject to the notifications and policy of the Govt of Pakistan or LESCO. Moreover, additional cost will be paid to the employee through service provider for additional assignments (if any).
- xiii. During the term of the contract the firm shall mandatorily ensure registration with EOBI and Social Security and timely deposit of contributions for all deployed manpower
- xiv. The contractor shall provide Group Life Insurance (GLI) coverage from a reputed insurance firm to all deployed manpower for the entire contract duration.
- xv. The firm shall be responsible for compliance of the following:
  - The contract shall be governed by and interpreted in accordance with the laws of Pakistan.
  - The firm shall, in all matters arising out in the performance of the contract, conform, in all respects, with the provisions of all Federal, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan and shall give all notices and pay all fees required to be given or paid and keep LESCO indemnified against all penalties and liabilities of any kind for breach of any of the same. **The courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.**
- xvi. The firm shall be responsible for required contributions towards any other statutory payment and shall deposit these amounts on or before the due dates. It is the duty of the service provider to ensure timely payment of statutory dues and in no case LESCO shall bear any liability in this regard. Any dispute related to these payments shall be dealt with by the contractor entirely at his risk and costs. All the records shall be maintained by the contractor and shall produce for inspection to LESCO as and when required. In case LESCO is called upon to make payment on the direction, decree or proceeding of court of law or by statutory authority, LESCO shall have the rights to recover

the said amount in full and authorize to deduct directly from the payment to be made to the contractor or from invocation of Performance Security as being kept with the Client (LESCO).

xvii. Performance Guarantee

Within 14 days after the notification of letter of acceptance intent (LOI), the successful bidder shall furnish a Performance Guarantee on the stamp paper worth Rs. 500/- (Specimen attached), value of which shall be equal to 05 % of total contract value in the form of bank draft/pay order/CDR or bank guarantee favoring CEO LESCO. Contract value is to be calculated considering tentative pay for about 2345 Nos. ALM in total (Number shall increase/decrease lot wise as per LESCO demand and the Lot for which the bid is submitted.). This amount shall remain valid for one year after end of service agreement.

Performance Bond / Security must be issued by the following scheduled Banks of Pakistan having credit rating "AA" and above, as decided and circulated by the BoD, LESCO in its 239<sup>th</sup> meeting held on 30.11.2021.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NBP	BOP	HBL	UBL	ABL	MCB	Bank Al-Flah	Bank Al-Habib	Faysal Bank	Askari Bank	Meezan Bank	Zari Bank	Tarq	Habib Metro Samba Bank Ltd.	Std. Bank	Dubai Bank	Islar JS Bank

If the contractor fails to comply with any terms and conditions of the contract, its performance bond shall be forfeited. Decision of LESCO in this respect shall be final and binding on the contractor.

**7. MONITORING AND EVALUATION:**

LESCO will regularly monitor the performance of the deployed manpower and evaluate their effectiveness as per their Job Description.

**8. DELIVERABLES:**

The service provider will be required to deliver the following:

- a) Deployment of skilled manpower at all designated offices within the agreed timeline (**about 2345 ALM (Number may be increased or decreased as per demand)**) for the posts and duties as mentioned in Clause 3 of Schedule of Requirements.
- b) Monthly reports on the status of manpower deployment and work done by them relating to LESCO operational activities, consumer complaints handled, and resolution trends.
- c) A detailed training plan and schedule for deployed manpower.
- d) Compliance with LESCO's guidelines and standards for HSE Standards.

**9.** Bidder also provides sufficient necessary trainings and training material to the resources. DISCO will provide necessary hands on training to effectively use these staff.

**10.** The Bidder need to sign the agreement and non-disclosure agreement with Client.

11. All the expenditure pertaining to the man-power deployed will be borne by the successful bidder including the salaries and other benefits of the staff, if any.
12. The Bidder will abide by the job safety measures prevalent in Pakistan and will free Client from all demands or responsibilities arising from accidents or loss of life the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold Client responsible or obligated.
13. The Bidder is responsible for managing the activities of its personnel and will hold himself responsible for any misbehavior.
14. The Bidder will treat as confidential all data and information about Client, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party.
15. The successful bidder is required to do all prior work of recruitment and training of ALM in 30 days-time from the date of award of contract to them and should start operations within this period in four (04) lots circle wise as per LESCO requirements.
16. The bidder will provide per ALM & other staff cost including (HR + Other related Costs) and additional resource cost if required.
17. Any adjustments resulting from an increase in the minimum wage announced by the government will be accommodated in accordance with the revised wage structure as per government directives.
18. All installed equipment safeguarding shall be responsibility of bidder.

#### **19. OPERATIONAL INSTRUCTIONS:**

- a) Shift will be based on 8 hours and 7 days a week (Monday to Sunday/rotation based), however may not be for all staff.
- b) Bidder will have to ensure availability of Line Staff in morning, evening and night shifts as and when required/specified by purchaser. In case of regular Line Staff are not available, Bidder should arrange the Line Staff from backup pool.
- c) Progress report should be shared with the Purchaser for review on agreed frequency.
- d) Selected bidder should ensure that every employee (Line Staff, Supervisor/Team lead) have the identification cards (CNIC & Company's card).
- e) Bidder must devise quality assurance mechanism to maintain the quality of work.
- f) Any other expense such as transportation, Lodging and travelling etc. will also be an obligation on part of Service Provider.
- g) The bidder shall ensure to pay salaries to the ALMs through Bank Accounts only in a transparent manner and ensure strict compliance with minimum wage laws, Gratuity, EOBI and Social Security.
- h) Bidder is the sole responsible to pay the salaries of the staff (Line Staff, Supervisor as per Labor laws and/or DC Rates areawise as specified by the Government of Pakistan.

#### **20. LINE STAFF PARAMETERS**

- a. Provide services in Urdu and Local language(s) as per requirement.
- b. Should have proper knowledge of how to work on line and poles (live and offline).
- c. Must have positive attitude with flair to go the extra mile or to go out of the way for customer facilitation without compromising/deviating from the defined processed and timelines.

- d. Must not have any criminal record or proceedings pending or in process in any court of law. Police character certificate is mandatory to submit on joining.
- e. Must not be an ex-employee of DISCO who was either terminated or asked to resign.

## **21. GENERAL INSTRUCTIONS**

Service Provider are requested to consider the following instructions when preparing their responses:

- a) Only respondents who have been directly invited to respond to this RFP shall be considered.
- b) Service Provider responses must be valid for 04-month (s) from the date of submission.
- c) Service Provider must address all matters raised in this RFP.
- d) Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- e) Service Provider must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration. Submission of proposals shall constitute evidence that the vendor has made all the above mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

## **22. CONTRACT DURATION**

Contract will be awarded for three years (s) which may be extended on mutually agreed terms & conditions for another term of year (s) on mutual agreed price subject to satisfactory performance by the Service Provider and principal approval by the competent authority for contract extension.

## **23. DISQUALIFICATION AND BLACKLISTING**

If hired staff ALMs are found involved in any of the following illegal activities directly or indirectly:

1. Theft of Electricity
2. Theft of Material
3. Damaging of LESCO installation / tampering of metering equipment
4. Illegal MCO / RCO / ERO / SCO
5. Installation of Bogus Meters
6. Illegal Gratification
7. Any other activities that are against the LESCO SOP and E&D Rules.

After receiving the report of illegal activities by the field officer, the firm shall be blacklisted along with legal action will be proceeded under the relevant LESCO/WAPDA rules. Any activity which is illegal for the regular cadre shall also be considered illegal for the hired staff, and any such activity will be liable for the firm's blacklisting.

Decision regarding blacklisting of the firm will be taken by a committee comprising of following as per LESCO / WAPDA blacklisting rules:

1. Manager (Concerned)
2. Deputy Manager (Concerned)

3. Assistant Manager (Concerned)

**24. REJECTION OF THE BID:**

- i. LESCO reserves the right to reject any or all bids without mentioning any reason or which do not meet the intent of the specifications or where there is evidence of lack of competition in the light of clause 33 or 34 of PPRA Rule,2004 amended to date
- ii. LESCO is not bound to accept the lowest priced bid or any particular bid or any part of a bid.
- iii. In case of rejection as per sub-clause (i) & (ii), LESCO will not be responsible to pay the expenses or losses which may be incurred by any tenderer/bidder in preparation of his bid.

**25. PAYMENT TERMS:**

The lump sum amounts payable by LESCO to the service provider shall include:

- i. The cost payable for the outsourced staff for complete one month.
- ii. Applicable Taxes and other deductions in vogue as per government rules / policies.
- iii. Affidavit to the effect that contractor's invoice is in conformity in all respect mentioned in clause 14. The aforesaid consideration will be paid by LESCO to the Service Provider within 30 days against the monthly invoices raised by contractor at the end of each month. Deductions towards applicable Taxes and other Govt. policies, shall be made from all payments made to the contractor and in respect of such deductions / exemptions, necessary certificates of Tax deduction / exemption documents shall be given.
- iv. Escalation of cost during the contract period shall not be allowed.

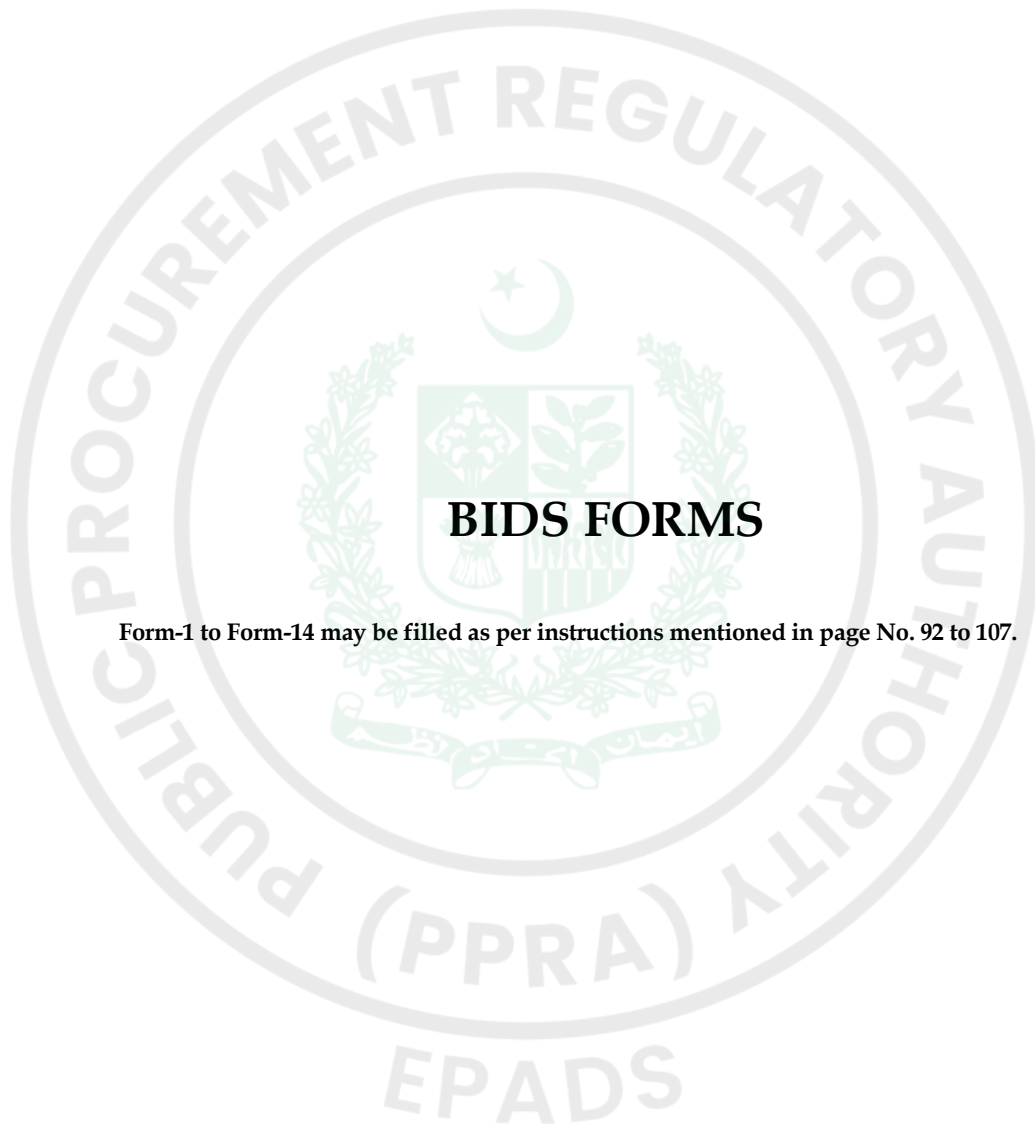
**26. PAYMENT OF BILLS**

The Service Provider shall submit monthly invoice to the Chief Financial Officer LESCO in original on 25<sup>th</sup> of each on-going month. Penalty will be levied by LESCO if services are not rendered according to the terms of said Contract as per Scope of Work and general terms and conditions. The payment will be released against the following documents:

- (a) Service Provider's invoice / bill.
- (b) List showing the details of personnel deployed, their attendance and cost of services separately for each and every person upon verification from concerned offices.
- (c) Job completion certificate countersigned by Drawing & Disbursing Officers of LESCO.
- (d) Income Tax plus other applicable taxes at the prevailing rate as applicable from time to time shall be deducted from the Service Provider's bill.

**27. PERFORMANCE APPRAISAL/TARGETS OF WORK:**

The payment shall be subject to satisfactory performance and targets set by the controlling authorities of LESCO. The Service Provider shall comply with all the instructions given by the client and shall ensure that the work is being carried out according to the terms and conditions, specifications of this document.



## **BIDS FORMS**

**Form-1 to Form-14 may be filled as per instructions mentioned in page No. 92 to 107.**

**Form #. 01**

**Bids Forms  
Bids Submission Sheet**

**Note:-** This form will be submitted by the bidder complete signed, stamped & filled in vender response otherwise the bidder will be disqualified.

Date: \_  
ContractNo: -----

To: \_  
We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bidding document, including Addenda No.: \_\_\_\_\_
- (b) We offer to provide the requited Services in conformity with the bidding document and in accordance with the delivery schedule specified in the Schedule of Requirements, the following Services: \_\_\_\_\_
- (c) Our Bids shall be valid for a period of \_\_\_\_\_ days from the date fixed for the Bids submission deadline in accordance with the bidding document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bids is accepted, we commit to submit a Performance Guarantee in the amount of \_\_\_ Percent of the Contract Price for the due performance of the Contract;
- (e) The rates quoted by us are fixed and valid for \_\_\_\_\_ and binding upon us for the entire period of the contract and period of extension.
- (f) We are not participating, as Bidders, in more than one Bids in this Bidding process, other than alternative offers in accordance with the bidding document;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, have not been declared ineligible by any Government, public sector, bilateral, multilateral agency in Pakistan or international financial organization/ foreign country.

Name \_\_\_\_\_

In \_\_\_\_\_ the \_\_\_\_\_ capacity \_\_\_\_\_ of \_\_\_\_\_

Signed

---

Duly authorized to sign the Bids for and on behalf of \_\_\_\_\_

**FORMAT FOR TECHNICAL PROPOSAL (Annexure-1)**



**Form #. 02**

**Appendix A of Annex I**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Note:-** This form will be submitted by the bidder complete signed, stamped & filled in vender response otherwise the bidder will be disqualified.

[Location, Date]

To,

The Chief Executive Officer  
Attn: The HR Director  
LESCO

Subject: **SERVICES FOR DEPLOYMENT OF TECHNICAL MANPOWER /  
LINE STAFF (ALM)**

Sir/Madam,

We, the undersigned, offer to provide the services for [Title of consulting services] in accordance with your Request for Proposal/EOI dated [date], and our Proposal. We are hereby submitting our Proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope

If negotiations are held during the period of validity of the Proposal, i.e., before [date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations. 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:

**Form #. 03**

**Appendix-B of Annexure-J**

**FIRM'S REFERENCE**

**Relevant Services Carried Out in the Last five Years Which Best Illustrate Qualifications**

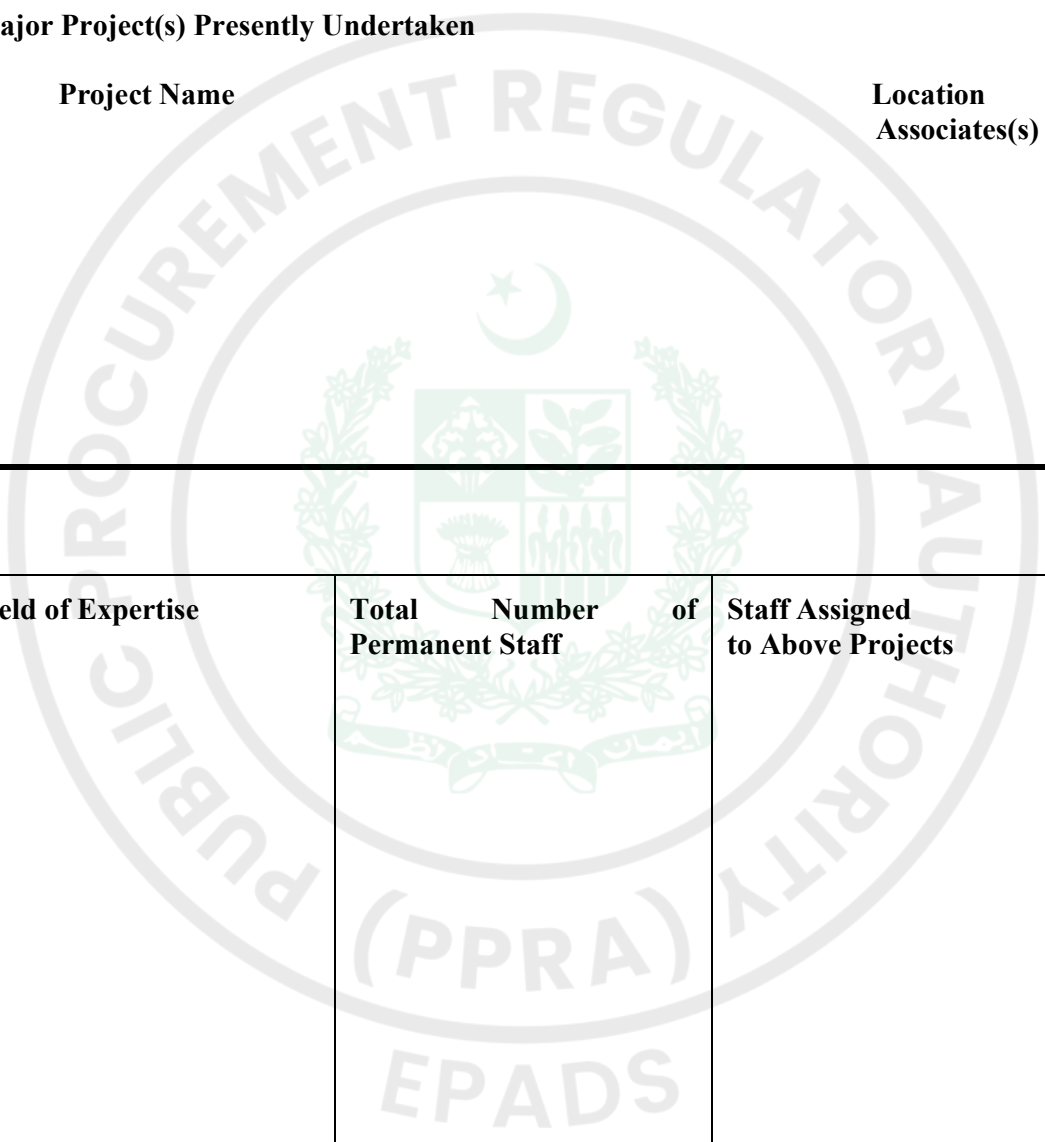
Using in the format below, provide information on each reference assignment for which your firm, individually as a corporate entity was largely contracted.

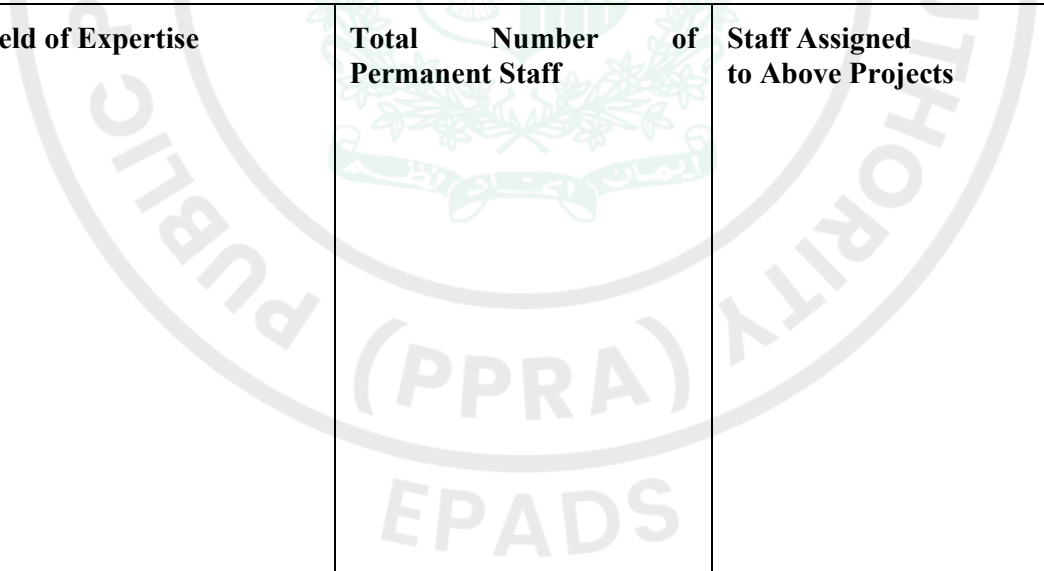
Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Manager) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Service Providers' Name: \_\_\_\_\_

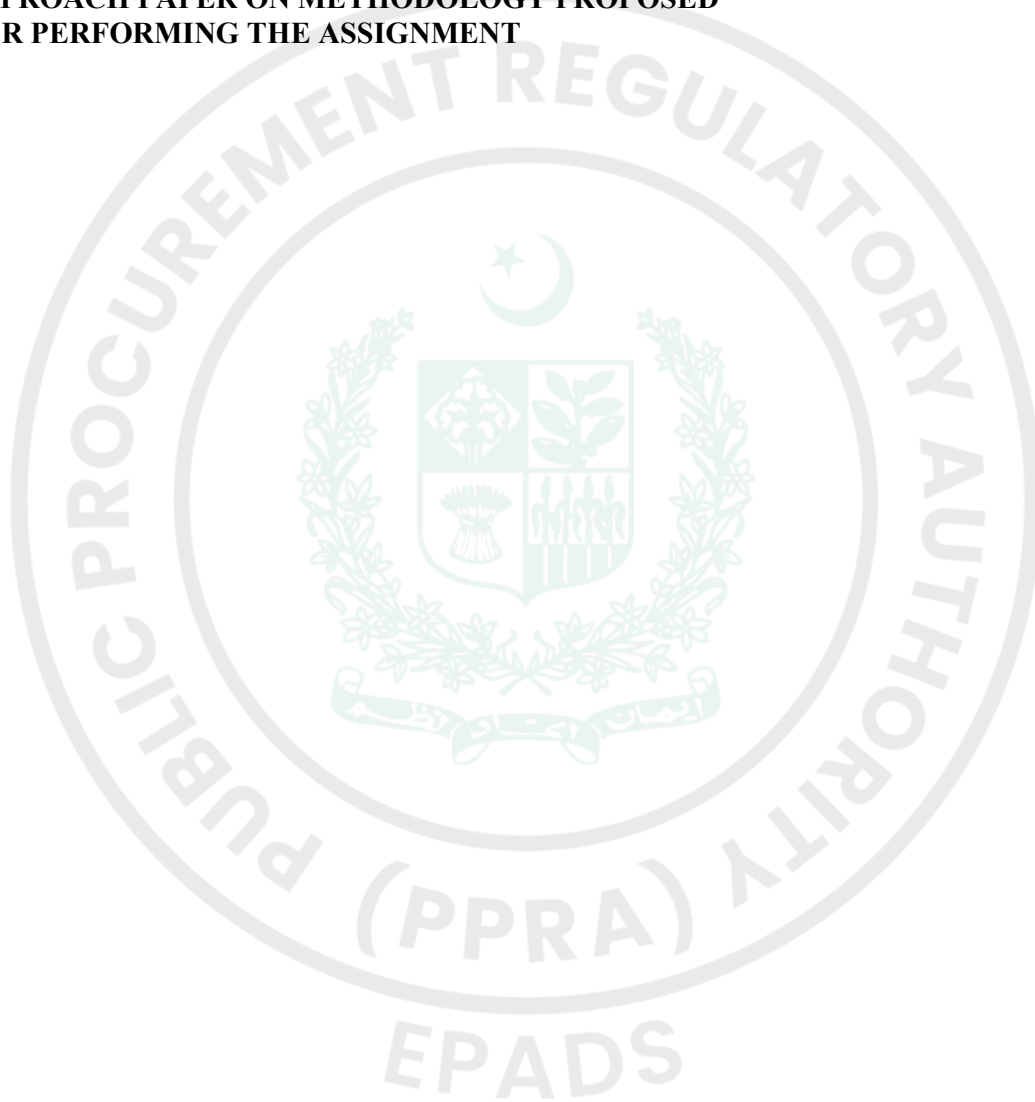
**PRESENT STAFF DEPLOYMENT**

(As of \_\_\_\_\_)

<b>Major Project(s) Presently Undertaken</b>	
<b>Project Name</b>	<b>Location Associates(s)</b>
	

<b>Field of Expertise</b>	<b>Total Number of Permanent Staff</b>	<b>Staff Assigned to Above Projects</b>
		

**APPROACH PAPER ON METHODOLOGY PROPOSED  
FOR PERFORMING THE ASSIGNMENT**



**Form #. 06**

**Appendix-E of Annexure-1**

**WORK PLAN/ACTIVITY SCHEDULE**

Items of Assignment/Activities	Weekly Programme from date of assignment (in the form of a Bar Chart)									
	1	2	3	4	5	6	7	8	9	10

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO BE ASSIGNED TO EACH TEAM MEMBER**

**1. Project Manager**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

**2. Supervisor**

<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

**Form #. 08**

**Appendix-G of Annexure-1**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF**

1. Proposed Position: \_\_\_\_\_
2. Name of Firm: \_\_\_\_\_
3. Name of Staff: \_\_\_\_\_
4. Profession: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Years with Firm: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Membership in Professional Societies, if any: \_\_\_\_\_
9. Detailed Tasks Assigned on the Project: \_\_\_\_\_  
\_\_\_\_\_
10. Key Qualifications:  

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].
11. Education:  

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]
12. Employment Record:  

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

Contd. Form #. 08

**Appendix-G of Annexure-1**

13. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification:

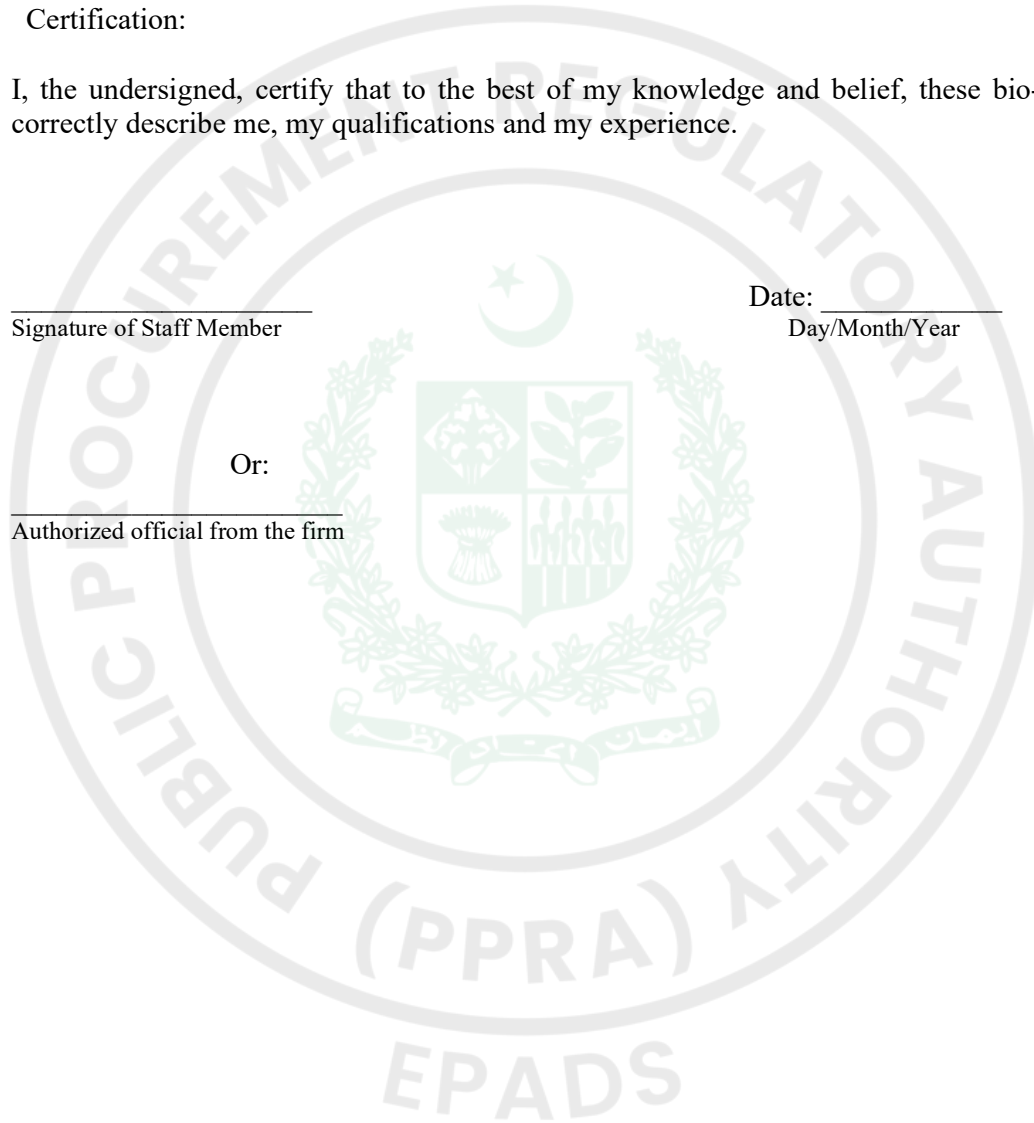
I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe me, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member

Date: \_\_\_\_\_  
Day/Month/Year

Or:

\_\_\_\_\_  
Authorized official from the firm



**Form 09 :Annex-I of PPRA SRO 592**

**Beneficial Ownership Declaration Performa**

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contacts.

1. Name: \_\_\_\_\_
2. Father's Name / Spouse's Name \_\_\_\_\_
3. CNIC/NICOP/Passport No. \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Residential Address \_\_\_\_\_
6. Email Address \_\_\_\_\_
7. Date on which shareholding, control or interest acquired in the business. \_\_\_\_\_
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>Name</u>	<u>Legal form (company/Limited Liability Partnership/ Association of Persons/Single Member Company/Partnership Firm/Trust/Any other individual, body corporate (to be specified</u>	<u>Date of</u>	<u>Name of Registering</u>	<u>Business Address</u>	<u>Country</u>	<u>Email Address</u>	<u>Percentage of shareholding, control or interest of BO in the legal person or legal arrangement</u>	<u>Percentage of shareholding, control or interest of legal person or legal arrangement in the Company</u>	<u>Identify of natural person who ultimate owns or control the legal person or arrangement</u>

9. Information about Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Name and surname (In Block Letters)</u>	<u>CNIC No. (in case of foreigner, Passport No.)</u>	<u>Father's / Husband's name in full</u>	<u>Current Nationality</u>	<u>Any other Nationality (ies)</u>	<u>Occupation</u>	<u>Residential Address in full or the registered/ principal office address for a subscribers other than natural person</u>	<u>Number of shares taken by cash subscriber (in figure and words)</u>
			<u>Total number of shares taken (in figures and words)</u>				

10. Any other information incidental to or relevant to Beneficial Owner(s).

[Additional page may be added if required]

Name and Signature

(Person authorized to issue notice on behalf of the company)

---

Form #. 10

**Appendix-H of Annexure-1**

**COMMENTS/SUGGESTIONS OF SERVICE PROVIDER**

On the Terms of Reference (TOR)

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- Etc.



**Form #. 11**

**Form of Bid Security**

**Note:-** This form will be submitted by the bidder complete signed, stamped & filled in vender response otherwise the bidder will be disqualified.

*[insert Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** *[insert Name and Address of LESCO]* **Date:** *[insert date]*

**Bid Security No.:** *[insert number]*

We have been informed that *[insert name of the Service provider]* (hereinafter called "the Service Provider") has submitted to you its Bids dated *[insert date]* (hereinafter called "the Bids") for the execution of *[insert name of contract]*.

Furthermore, we understand that, according to your conditions, Bid must be supported by a Bid Security.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures][insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bids conditions, because the Service Provider :

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Forms of Bid; or
- (b) having been notified of the acceptance of its Bid by the LESCO during the period of Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Guarantee, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Service Provider, upon our receipt of copies of the contract signed by the Bidder and the Performance Guarantee issued to you upon the instruction of the Service Provider; and (b) if the Bidder is not the successful Service Provider, upon the earlier of

(i) our receipt of a copy your notification to the Bidder of the name of the successful Service Provider; or (ii) twenty-eight days after the expiration of the Service Provider's Bids.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date. Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid Security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**Form #. 12**

**This form is to be replaced with Page No. 78 (Form-9 Bid-Securing Declaration)**

## Form of Bid-Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

**Note:-** This form will be submitted by the bidder complete signed, stamped & filled in vender response otherwise the bidder will be disqualified.

Date: *[date (as day, month and year)]*

No.: *[number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: Lahore Electric Supply Company *[complete name of LESCO]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Bid Submission Sheet/Letter of Bid or
- (b) having been notified of the acceptance of our Bid by the LESCO during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\*  
\_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_ Signature of the person named  
above \_\_\_\_\_ Date signed \_\_\_\_\_

**day of** \_\_\_\_\_,

**\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder**

**\*\*:** Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*

**Form #. 13**

**Letter of Acceptance**

*[Letter head paper of the LESCO]*

*[date]*

To: *[name and address of the Supplier/Contractor]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 51**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

Copy: Appointing Authority and Supplier

**Form #. 14**

**QUALIFICATION INFORMATION FORM**

Bidder's name [insert full name]
In case of Joint Venture (JV), name of each member: [insert full name of each member in JV]
Bidder's actual or intended country of registration: [indicate country of Constitution]
Bidder's actual or intended year of incorporation: [indicate year of Constitution]
Bidder's legal address [in country of registration]: [insert street/ number/ town or city/ country]
Bidder's authorized representative information Name: [insert full name]
Address: [insert street/ number/ town or city/ country]
Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]
E-mail address: [indicate e-mail address]
Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITBs.
In case of JV, letter of intent to form JV or JV agreement, in accordance with the ITBs

# Financial Proposal Submission Form(Annex-2)

**Note:-** Financial Proposal submission form to be attached in Financial Proposal only. Any price Disclosure in Technical Proposal will leads to bidders non responsiveness / rejection.

[Location, Date]

To:  
The HR Director, LESCO.  
22-A, Queens Road Lahore.

We, the undersigned, offer to provide the services for deployment of technical staff / Line staff (ALM) with your Request for Proposal dated [Insert Date] and our Technical Proposal.

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 as indicated in the Instructions to Service Provider sheets.

Our Financial Proposal (inclusive of all taxes) is for: -

**FINANCIAL BID FOR EACH LOT**  
(In sealed Cover super scribed "Financial Bid" in PKR)

Sr. No.	Monthly Payment Details	Total (Lump Sum person per month)	Lot #..... Geographic Area...
1.	Per person per month cost		

Cost For Lot # (Number may be increased or decreased as per demand)

Sr. No.	Monthly Payment Details	Total (Lump Sum cost for About ..... Line Staff) Assistant Lineman (A)
1.	Per month Cost for Lot#.....(Number may slightly change as per LESCO Need)	

**Breakup of the Financial Bid:**

Sr.	Description	Rate/ALM (PKR)
1	Minimum Wages / Salary	
2	6% Employee Social Security Contribution	
3	5% EOBI Contribution by Service Provider	
4	Management cost (including profit / commission, Group Life Insurance and all other expenses & taxes other than Professional Sales Tax.	
5	Provincial Sales Tax	
<b>Total (Lump sum cost per Person)</b>		

<b>Total person required</b>	<b>as specified in the Lot detail</b>
<b>Total (Lumpsum bid cost)</b>	

**Note: Rates quoted must be logical / justifiable w.r.t Minimum wage rate.**

1. Competition will only be based on Management Cost as mentioned at Sr. 4 above. All other contributions will be admissible once these are paid & exactly as per Govt. terms. After its payment to beneficiary, it would be reimbursed when proofs are provided.
2. If there is a change in Minimum Wages, EOBI, PESSI or Taxes, the same will be applicable accordingly.
3. Contributions as mentioned at Sr. 2 & 3 are mandatory as admissible under the rules / policy issued by Govt. of Pakistan.
4. Payment / Re-imbursement of Social Security, EOBI, GLI & PST will be subject to valid documentary evidence in support thereof..

**Total Amount of bid Per Annum in Figures**  
**Total Amount of bid Per Annum in Words**  
**Signatures of authorized person:**

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

We remain,

Yours sincerely,

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:** \_\_\_\_\_

## Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



## Current Contract Commitments / Contracts in Progress Form

<b>1. Name of Contract(s)</b>
<b>2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]</b>
<b>3. Value of outstanding contracts [current PKR equivalent]</b>
<b>4. Estimated Delivery Date</b>
<b>5. Average monthly invoices over the last six months (PKR/mon.)</b>

## Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

### 3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements.

---

<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

## Average Annual Turnover (Annual Sales Value)

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

\* Refer ITA for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.