

Terms of Reference

Hiring of Consultant to Develop Bidding Documents for Engaging the Printing Firms for Pakistan Energy Labels

National Energy Efficiency & Conservation Authority (NEECA) is sole federal authority for initiating, catalyzing, carrying out and coordinating the implementation of all energy conservation programs in all sectors of economy.

NEECA has developed Pakistan Energy Label Regulations 2023 for five electrical appliances namely fans, room air conditioners, household refrigerating appliances, motors, and LED lights. These regulations govern labelling regime by mandatory display of Pakistan Energy Labels on aforementioned five appliances. Authorization for printing of Pakistan Energy Labels and its issuance to manufacturers, assemblers, importers, and sellers of the appliances is to be performed by NEECA.

To support the above activity, NEECA requires services of an individual consultant who will develop bidding documents for engaging / enlisting firms responsible for printing Pakistan Energy Labels.

The ideal candidate will have knowledge and experience of the PPRA Rules, design of comprehensive and practical bidding documents, design and security features of stickers / labels, and process of printing.

The consultant must be Pakistani national and based in Pakistan (preferably Islamabad) and should be willing to travel to other parts of Pakistan as required. The consultant will work closely with NEECA officers at NEECA Building, G-5/2, Islamabad and should remain available for assistance of NEECA on prior notice as and when required. The consultant should have good and reliable internet connectivity resources for virtual meetings as and when required by NEECA.

Deliverables & Accountabilities:

1. The individual consultant shall develop bidding documents for engaging / enlisting firms responsible for Pakistan Energy Labels. The bidding document shall:
 - a) conform to PPRA Rules
 - b) be consistent with all laws of Pakistan
 - c) be comprehensive and practical for bidding to fulfill the requirements upto satisfaction level of NEECA

2. The consultant will also be required to:
 - a) design / modify the Pakistan Energy Label as per requirement of NEECA
 - b) embed security features in the design and its mechanism
 - c) attend in-person meetings on prior notification

- d) attend virtual meetings as and when required by NEECA
 - e) prepare and deliver presentations relevant to the tasks assigned in the contract
3. The consultant will submit:
- a) complete and final bidding documents printed copy (one set) as required above
 - b) Soft copy pdf and editable document of the final bidding documents
 - c) Presentation files and other relevant record, reports, document prepared for the relevant tasks under the contract
 - d) Report / Manual for the mechanism of embedding security features in the Pakistan Energy Label

Further Notes & Information:

1. The consultant must abide by laws of Pakistan during completion of the contract.
2. The consultant shall not use any material / content which has copy rights of others or proprietary of others.
3. All the material, documents, content handed over to NEECA shall be property of NEECA and the consultant shall have no proprietary rights of this material.
4. Payment to the consultant shall be made lump sum on successful completion of the contract within thirty (30) calendar days of receipt of complete and verifiable invoice. Interim payments are not permitted.
5. The consultant shall not sublet the task to any other individual or firm.
6. The consultant shall be required to maintain confidentiality and avoid breach of data & content deliverable under the contract.
7. All the costs for deliverables under the contract are to be borne by the consultant except for travelling outside Islamabad / Rawalpindi for official purposes. Prior approval of NEECA for such travelling is mandatory.
8. A penalty of 5% per day of the lump sum contract value shall be applicable in case of delay in completion of contract except for the reasons which are not attributable to the consultant.
9. In case of breach of the conditions of the contract, NEECA reserves the right to black-list the consultant in record of NEECA and initiate necessary legal action.
10. Either Party shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature.
11. Either party may terminate this agreement at any time by providing the other party with seven (7) calendar days written notice. The NEECA may terminate this agreement immediately at any time if the consultant fails to provide service or breaches any other material term of this agreement.
12. NEECA reserves the right to reject all proposals without assigning any reason.

Duration of Contract:

30 Calendar Days from date of signing of the Contract

Eligibility:

The consultant submitting proposal must meet following eligibility criteria.

1. Must be Pakistani National
2. Maximum age limit for the consultant is sixty (60) years
3. Must have at least graduate degree
4. A Minimum of eight (8) years of experience verifiable through documents of which at least five (5) years should be relevant to bidding & tendering
5. Strong research, report writing, and presentation skills
6. Proficient of using computer software
7. Excellent English written and verbal communication skills
8. Must not be related by blood or marriage to any employee presently serving in NEECA, Enercon, or Energy Conservation Fund
9. Must not be employed or having any proprietary shares of the firms interested to be enlisted for printing Pakistan Energy Labels

Deadline to Submit Proposal / Quotation :

31st May 2024 (10:30 AM)

Mandatory Contents of Proposal:

The proposal to be submitted by the interested bidder must contain followings, otherwise the proposal may be considered non-responsive.

1. Brief proposal comprising work plan for successful completion of the contract
2. Lump sum bid value inclusive of all applicable taxes
3. CV of the consultant
4. Copies of CNIC, qualification, and work experience certificates attested by Gazetted Officer or Notary Public