

**PROCUREMENT NOTICE**

**HIRING THE SERVICES OF OUTSOURCED FIRM (3<sup>RD</sup> PARTY) TO PROVIDE  
RESOURCES (ACCOUNT ASSISTANT) TO IESCO  
(Non-Consultancy Services)**

1. Islamabad Electric Supply Company (IESCO) Power Distribution Company serving 4.0 million consumers intends to hire eligible bidder for providing following Resources on need basis in different areas of IESCO as mentioned at Para-2 below, through this advertisement.
2. The Headquarters (Islamabad Electric Supply Company (IESCO) has reserved Funds for the procurement planned for FY 2026 – 27. The Headquarters (Islamabad Electric Supply Company (IESCO) intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "HIRING THE SERVICES OF OUTSOURCED FIRM (3<sup>RD</sup> PARTY) TO PROVIDE RESOURCES (ACCOUNT ASSISTANT) TO IESCO".

| No.         | Function       | Title              | Category | Maximum Requirement (Nos.) | Location / Office | Quantity (Nos.) |
|-------------|----------------|--------------------|----------|----------------------------|-------------------|-----------------|
| 1           | Accounts Staff | Accounts Assistant | Skilled  | 101                        | Islamabad         | 47              |
|             |                |                    |          |                            | Rawalpindi        | 23              |
|             |                |                    |          |                            | Attock            | 09              |
|             |                |                    |          |                            | Chakwal           | 12              |
|             |                |                    |          |                            | Jhelum            | 10              |
| Grand Total |                |                    |          | 101                        |                   | 101             |

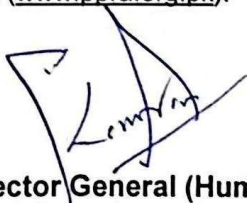
\*On need basis

3. The Headquarters (Islamabad Electric Supply Company (IESCO) invites Bids through E-PADS v2.0 from eligible Bidders registered on E-PADS v2.0 for provision of Non-Consultancy Services.
4. **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, with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
5. 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, and Call at Deposit**. The Bid shall be valid for a period of 180 days in favor of CEO IESCO, valid for 28 days beyond bid validity (Total 210 days).
6. Only eligible and reputable bidders with demonstrable, proven capability of undertaking, managing and providing Resources (Account Assistant), can submit Request for Proposal (RFP) while considering the below mentioned essential conditions:
  - a. Relevant registration of Bidder having copy of NTN, ICAP, GST, PST, Income Tax (Active Tax payer), EOBI, Social Security and Insurance Company.
  - b. JV Partners agreement must be attached with submitted E-Bid.
  - c. Bidder must demonstrate positive Net Worth.
  - d. No Active/ Pending Litigation/ blacklisting/ Stay Order with any Public/ Autonomous/ Private Company in any Court of Law.
7. 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/>, which can be downloaded by interested Bidder from E-PADS 2.0.
8. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through EPADS v2.0 on or before **Monday, August 10, 2026 12:00 Hrs**. E-bids will be opened on the same day at **Monday, August 10, 2026 12:30 Hrs**. A pre-bid



meeting will also be scheduled to be held on **Wednesday, July 29, 2026 11:00 Hrs.** Manual or conditional 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=MNV6T38v7tc>.

9. Bids security in original in shape of required tender and any affidavits shall be provided in original on the date of bid opening.
10. A set of technical bid submitted on E-PADS v2.0 shall be provided by bidder to the Company at the time of bid opening or as and when required by the Company. The same will be used for verification of record.
11. The quoted price by the bidder on E-PADS Version 2.0, shall be inclusive of all taxes and duties applicable as per Law however, GST and PST is reimbursable on the submission of original invoices/forms.
12. In case of fake/false information/documents uploaded by the Bidder on E-PADS, IESCO mechanism for blacklisting of supply/ contractor/ consultant/ manufacturer shall prevail during bidding and contract execution period <https://iesco.com.pk/images/downloads/Final-SOP-for-Blacklisting-Original-27-12-2019.pdf>.
13. In case of holiday announced by the Federal Govt. of Pakistan, strike in IESCO or any other reason whatsoever due to which this office remains closed on above schedule, the tender will be open on next working day at the same time, place & venue.
14. IESCO reserves the right to accept or reject all proposals at any time according to PPRA Rules 33(1).
15. 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)).

  
Director General (Human Resources)

Headquarters (Islamabad Electric Supply Company (IESCO), Office  
Street # 40, Sector G-7/4, IESCO Head Quarters, Islamabad Capital Territory  
Ph. No. +92-319-5990906 & Fax No. +92-51-9253071  
[dg\\_hr@iesco.com.pk](mailto:dg_hr@iesco.com.pk)