

REQUEST FOR PROPOSAL (RFP)

Electrical Engineering Services for Inspection, Maintenance & Rectification

1. Introduction

The Institute of Chartered Accountants of Pakistan (ICAP) invites sealed proposals from qualified and experienced Electrical Engineering vendors for the inspection, maintenance, organization, and rectification of existing electrical systems at its premises.

2. Objective

The objective of this RFP is to engage a competent Electrical Engineer/vendor to ensure that all electrical systems are safe, properly organized, compliant with standards, and functioning efficiently.

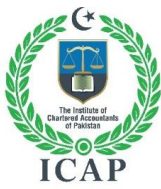
3. Scope of Work

The selected vendor will be responsible for carrying out the following tasks, including but not limited to:

- Complete Electrical Design
- Inspection and rectification of electrical wiring
- Maintenance of switchgear components (breakers, relays, timers, etc.)
- Identification and rectification of loose connections, short circuits, and improper terminations
- Organizing unstructured and tangled wiring, including mesh networks and communication cables
- Installation and management of cable trays
- Cable fixing using cable ties, tagging, and proper addressing
- Conducting earthing tests and safety inspections
- Inspection and reporting of redundant systems
- Cable and load management
- Electrical testing and submission of comprehensive reports
- Compliance with applicable electrical safety standards and regulations

4. Eligibility Criteria

Interested vendors must meet the following requirements:



- Registered Electrical Engineering firm/company
- Minimum 3–5 years of relevant experience in similar projects
- Qualified Electrical Engineer(s) with valid certifications
- Proven track record of handling commercial/institutional electrical systems
- Availability of necessary tools, equipment, and workforce
- Valid NTN and GST registration (if applicable)

5. Deliverables

The selected vendor will be required to provide:

- Complete Electrical Design
- Detailed inspection reports
- Rectification and maintenance reports
- Test results (earthing, load, safety, etc.)
- As-built documentation (if changes are made)
- Final completion report with recommendations

6. Timeline

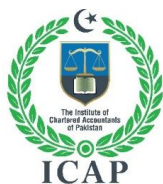
- RFP Publication Date: July 9, 2026
- Proposal Submission Deadline: July 20, 2026
- Technical & Financial Evaluation: July 25, 2026
- Award of Contract: August 01-03, 2026
- Project Completion Timeline: 4–6 weeks from award

7. Terms and Conditions

- ICAP reserves the right to accept or reject any or all proposals without assigning any reason.
- Incomplete or late submissions will not be considered.
- Vendors must submit both technical and financial proposals separately.
- The selected vendor must comply with all safety regulations and ICAP policies.
- Any damages during work will be the responsibility of the vendor.
- Payment terms will be defined in the contract agreement (e.g., milestone-based or upon completion).
- ICAP may terminate the contract in case of unsatisfactory performance.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:



Criteria	Weightage
Relevant Experience	25%
Technical Capability & Approach	25%
Qualified Personnel	15%
Past Performance / References	15%
Financial Proposal	20%

9. Submission Requirements

Vendors are required to submit:

- Company profile
- Relevant experience and project portfolio
- List of technical staff and certifications
- Proposed methodology and work plan
- Financial proposal (clearly itemized)
- Copy of registration documents (NTN, GST, etc.)

10. Submission Method

Proposals must be submitted via:

- Email: raghib.rehman@icap.org.pk

OR

- Hard copy at: ICAP Head Office

G-31, Chartered Accountant Avenue, Block-8, Clifton Karachi

Subject line/email must clearly mention:

“RFP – Electrical Engineering Services”

11. Contact Information

For any queries or clarifications, please contact:

Mr. Pervez Sardar Cell# 0333-2298476

12. Vendor Enlisting

Submit the attached for enlisting as Vendor after the approval.