Standard Bidding Document

Outsourcing of Essential Services for Daanish School Astore - Gilgit Baltistan
(Non-Consultancy Services)

National

Single Stage-Two Envelope

October 28, 2026

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Table of Contents

PROCUREMENT NOTICE 1

Instructions to Bidders 3

Bid Data Sheet 26

Bids Data Sheet (BDS) 27

Eligibility Criteria 32

Evaluation Criteria 35

Required Services 40

Related Services : 43

Services Specifications 44

Scope of Work 63

Brief Description 63

Price Schedule 64

General Conditions of Contract 66

Special Conditions of Contract 76

Bid Securing Declaration 82

Contract Form 84

Integrity Pact 87

Performance Guarantee Form 89

Annexure 92

Annex-A 93

Annex-B 93

Annex-B 93

Procurement Forms 94

Past Experience and Completed Contracts 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History 1

Current Contracts and Their Progress 1

Financial Capacity and Net Worth Evaluation Form 1

Average Annual Turnover 1

Additional Forms and Documents 97

PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Daanish School Authority (Daanish School Authority)** has reserved Funds for the procurement planned for FY **2026-27**. The **Daanish School Authority (Daanish School Authority)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the " **Outsourcing of Essential Services for Daanish School Astore - Gilgit Baltistan**" with the reference of **"P170214"**

2. The **Daanish School Authority (Daanish School Authority)** 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, 2026 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, 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://epads.gov.pk/opportunities/federal/procurements/170214**.

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 **Thursday, November 12, 2026 11:00 AM**. E-bids will be opened on the same day at **Thursday, November 12, 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**

In terms of Rules 65 of Public Procurement Rules, 2026 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.gov.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 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 Procurement Notice.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(x) of Public Procurement Rules, 2026.

4. **Eligible Bidders**

4.1. A bidder shall be eligible to participate in a procurement process, if it—

4.1.1. possesses the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and past performance necessary to complete the procurement contract,

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

4.1.3. has not been declared bankrupt or, in the case of company or firm, insolvent or being wound up and its activities or affairs are suspended by a Competent Authority or by the Court of law;

4.1.4. is not under any legal proceedings which may result in bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property;

4.1.5. has not been convicted by a final judgment of a Court of Law,

4.1.6. is not blacklisted by the procuring agency or cross-debarred by the Authority at the time of the submission of bid;

4.1.7. is not blacklisted or debarred at the time of the submission of bid by an international financial institution, international organizations, or other multilateral development Bank for the period defined by them; and

4.1.8. is not convicted in the case of a company, its owners and beneficial owners, directors or officers of a criminal offence related to-

4.1.8.1. its professional conduct; or

4.1.8.2. a prohibited practice within the period specified in the tender documents and has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been debarred from a procurement process in Pakistan.

4.2. Except as permitted under the Ordinance, rules and regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that-

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

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

4.2.3. is not related to the avoidance of 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.

5. **Qualification of the Bidder**

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

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. 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 Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section V Fraud & Corruption
Section VI General Conditions of Contract (GCC)
Section VII Special Conditions of Contract (SCC)
Section VIII Contract Forms

6.2. 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.

7. **Clarifications**

7.1. 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.

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

7.3. 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 .**

7.4. 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.

7.5. 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** .

7.6. 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:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. 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.

8. **Amendment of Bidding documents**

8.1. 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.

8.2. 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.

8.3. 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 after record reason in writing:

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

9. Documents Constituting the Bids

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

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

9.1.2. 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;

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

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

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

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. 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.

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

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to ITB 8, the bidder shall furnish, as part of itsbid, 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.

11.2. 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.

11.3. 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:

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

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

12. **Form of Bid**

12.1. **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.**

13. **Bids Prices**

13.1. 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.

13.2. 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.

13.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 10 shall be the total price of the bid, excluding any discounts offered.

13.4. 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.

13.5. 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.

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

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

14.3. **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.**

15. **Bids Currencies**

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

16. **Bid Validity Period**

16.1. 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.

17. **Bid Security or Bid Securing Declaration**

17.1. 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 Form 9 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.

17.2. 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 14.5

17.3. 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.

17.4. 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:

17.4.1. the expiry of the Bid Security;

17.4.2. 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;

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

17.4.4. 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.

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

17.5.1. if a bidder:

17.5.1.1. 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

17.5.1.2. does not accept the correction of errors pursuant to ITB 23; or

17.5.2. in the case of a successful bidder fails:

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

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

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

18. **Alternative Bids by Bidders**

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

18.2. 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 Section V, Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

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

20. **Format and Signing of Bids**

20.1. 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.

D. Submission of Bids

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

21.1. 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.

21.2. 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

22. **Opening & Evaluation of Bids by the Procurement Cell**

22.1. As per Rule 10 of Public Procurement Rules, 2026
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2026)

23. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

23.1. As per Rule 11 of Public Procurement Rules, 2026
(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)

24. **Third Party Validation**

24.1. **In compliance with Rule 12** of Public Procurement Rules, 2026, 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.

25. External Bid Evaluation Committee

25.1. **As per Rule 13 of Public Procurement Rules, 2026,** procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

26. Opening of Bids

26.1. 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.

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

26.3. 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**.**

26.4. 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.

27. Confidentiality

27.1. 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.

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

28. **Preliminary Examination of Bids**

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

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

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

28.1.3. is accompanied by the required securities; and

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

28.2. The procuring agency will confirm that the documents and information specified under **ITB 7,8 and 9** 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 bid shall be rejected.

28.3. 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.

29. **Examination of Terms and Conditions, Technical Evaluation**

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

been met without material deviation or reservation.

29.2. 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.

30. **Correction of Errors**

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

30.1.1. 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;

30.1.2. 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

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

30.1.4. 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.

30.2. 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 14.**

31. **Conversion to Single Currency**

31.1. As per Rule 42(2) of Public Procurement Rules, 2026.

32. **Evaluation of Bids**

32.1. The procuring agency shall evaluate bids in accordance with Rule 42 of Public Procurement Rules, 2026 and compare only those bids determined to be substantially responsive, pursuant to **ITB 21.**

32.2. 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.

32.3. **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.**

32.4. The Procuring agency/Employer's evaluation of a bid will take into account:

32.4.1. 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;

32.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 30;**

32.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 31**;

32.6. 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.

32.7. 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.**

33. **Determination of Most Advantageous Bids**

33.1. 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.

34. **Abnormally Low Financial Bids**

34.1. Subject to sub-rule (2), a procuring agency may, in the procurement of goods, works and services, 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.

34.2. A procuring agency shall not reject a bid as abnormally low under sub-rule (1) unless the procuring agency—

34.2.1. requested through EPADS from the bidder a written clarification of bid, including a detailed price analysis of its 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 documents; and

34.2.2. having taken into account the information provided by the bidder in response to a request under clause (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 against the offered price.

34.3. The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision. The procuring agency may reinitiate the bidding process after communication of such decision.

34.4. Every abnormally low bid shall be investigated in order to determine the reason for submitting the bid including whether the bid was submitted in order to remove other bidders from competition.

34.5. In case it is established after investigation that the bidder submitted an abnormally low bid to remove other bidders from competition or to frustrate the bidding process, the procuring agency may blacklist the bidder in accordance with Rule 25(1)(d).

35. **Rejection of Bids**

35.1. As per Rule 45 of Public Procurement Rules, 2026

36. **Cancellation of procurement**

36.1. As per Rule 46 of Public Procurement Rules, 2026

37. **Single Responsive Bid**

37.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 50 of Public Procurement Rules, 2026.

38. **Alternate Dispute Resolution (ADR)**

38.1. As per Rule 66 of Public Procurement Rules, 2026

39. **Arbitration Clause**

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

40. **Fee of the Arbitrator**

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

41. **Socio-economic development**

41.1. As per Rule 63 of Public Procurement Rules, 2026, 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

42. **Environmental objectives**

42.1. As per Rule 64 of Public Procurement Rules, 2026, 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

43. **Appointment of Contract Manager**

43.1. 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 Public Procurement Rules, 2026.

44. **Criteria of Award**

44.1. 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 .

45. **Procuring Agency's Right to reject All Bids**

45.1. 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).

45.2. 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.

46. **Procuring Agency's Right to Vary Quantities at the Time of Award**

46.1. 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.

47. **Notification of Award**

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

47.2. 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 Award 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).

47.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee in accordance with **ITB 33** and signing of the contract in accordance with **ITB 32.**

48. **Signing of Contract**

48.1. 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.

49. **Performance Guarantee**

49.1. After the receipt of the Letter of Award, 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.

49.2. Failure of the successful bidder to comply with the requirement of **ITB 33.1** 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.

50. **Advance Payment**

50.1. 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.

51. **Arbitration**

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

52. **Corrupt & Fraudulent Practices**

52.1. 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

53. **Constitution of Grievance Redressal**

53.1. The Principal Accounting Officer or head of procuring agency or any authorized officer shall constitute a committee comprising of odd number of members completely outside the procuring agency from any other procuring agency or from the pool of experts maintained by the Authority and accessible through EPADS with necessary powers and authorizations, to address the complaints of bidders or parties that may occur prior to the entry into force of the procurement contract.

53.2. Any party may file a written complaint, two days prior to the proposal submission deadline, against the eligibility parameters, evaluation criteria or

any other terms and conditions described in the bidding documents, if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the GRC.

53.3. Any bidder or party feeling aggrieved by any act of the procuring agency after the submission of bid, may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

53.4. In case, the complaint is filed against the technical or final evaluation report, the GRC may suspend the procurement proceedings till the decision.

53.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant may not raise any objection on technical evaluation of the report:Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage-single envelope bidding procedure is adopted.

53.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

53.7. Any bidder or party not satisfied with the decision of the GRC or if GRC fails to decide within ten days under sub-rule 6, may file an appeal before the Appellate Committee of the Authority, comprising odd number of members including an external member within ten days of communication of decision subject to depositing the prescribed fee and in accordance with the procedure determined by the Authority. The Appellate Committee of the Authority shall decide the appeal within 45 days from the receipt of the appeal. The Appellate Committee may suspend the process of award of contract to such period as deemed appropriate during the pendency of appeal. The decision of the Appellate Committee of the Authority shall be considered as final.

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-25 of the Public Procurement Rules, 2026 , Mechanism for Blacklisting, Debarment Regulations, 2026 and “procedure for filling and disposal of review petition under rule-25(6) of Public Procurement Rules, 2026.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **Daanish School Authority (Daanish School Authority)**

The subject of procurement is: **Outsourcing of Essential Services for Daanish School Astore - Gilgit Baltistan**

Expected commencement date: **Monday, November 30, 2026**

BDS Clause Number 2
ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P170214**

BDS Clause Number 3
ITB Number 4.6

JV/Consortium or Association Allowed: **Yes**
Number of JV/Consortium Members: **07**

B. Bidding Documents

BDS Clause Number 4
ITB Number 7.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Monday, November 9, 2026
Pre-Bid Meeting: Friday, October 30, 2026 12:00 AM
Venue: Office No.227, 2nd Floor, D block, Pak Secretariat
Meeting Link: https://us06web.zoom.us/j/85475013153?pwd=WXuIcHjRh5uJTPn7VEPb05Nsxx8ZT8.1

BDS Clause Number 5
ITB Number 8.1

Any addendum, in case issued, shall be published on **Daanish School Authority (Daanish School Authority)** website and on **EPADS v2.0**.

BDS Clause Number 6
ITB Number9.1

List of documents required along with the bid:

1. As required in the Mandatory and Evalution creteira

BDS Clause Number 7
ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8
ITB Number 7.6

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9
ITB Number 13.1 & 13.2

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10
ITB Number 7.6.2

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11
ITB Number 13.5

The price shall be **Fixed**.

BDS Clause Number 12
ITB Number 15.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 13
ITB Number 16.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14
ITB Number 17.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
Instrument of Bid Security Shall be in the Name of : **Daanish School Authority**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Demand Draft**

BDS Clause Number 15
ITB Number 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.

BDS Clause Number 16
ITB Number 18.1

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17
ITB Number 21.1

Bid shall be submitted online on **EPADS v2.0** whereas hard copy of the bid security should be submitted to the following;

Office No.227, 2nd Floor, D block, Pak Secretariat

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, November 12, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18
ITB Number 26.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Thursday***

Date: ***Thursday, November 12, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 19
ITB Number 32.1

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20
ITB Number 49.1

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Bank Guarantee**

BDS Clause Number 21
ITB Number 51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22
ITB Number 53.1

Grievence against this procurement shall be submitted online on **EPADS v2.0**.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
NADRA CITIZENSHIP (CNIC/NICOP)
FBR (NTN)
FBR (GSTN)
SECP
Registrar of Firms

Eligibility Criteria	Document
Letter of Application – Signed by the authorized signatory of the Lead Partner	Yes
Authorization Letter/Power of Attorney – Confirming authority of the person signing the bid on stamp Paper which must be issued in the name of Lead Partner.	Yes
Company Profile – The Lead Member of the Joint Venture / Consortium shall have a minimum of seven (07) years of registration as a legally incorporated entity in Pakistan. Including organizational structure and services offered. Must have a minimum one prior experience of providing integrated facility management services to a relevant entity. - Two (02) years Registration for non-lead partners,	Yes

Valid Registration Certificate – With SECP / Registrar of firms / or any relevant registration authority for all	Yes
National Tax Number (NTN) and Active Taxpayer Status (Income Tax & Sales Tax) – As per FBR by all JV / Consortium partners.	Yes
Audit Reports / Income Tax Returns – For the last three (03) financial years from the lead partner.	Yes
Joint Venture / Consortium Agreement	Yes
Average Annual Turnover The Lead Partner of the Joint Venture / Consortium shall have an average annual turnover of not less than Rs. 300 Million during the last three (03) financial years. Documentary evidence, duly audited and certified, shall be submitted to substantiate the stated turnover.	Yes
Affidavit of No Litigation – Confirming the firm has no current litigation with government clients (on stamp paper) by all JV / Consortium partners.	Yes
Affidavit of Not Being Blacklisted – From any public or private sector organization. (on stamp paper) by all JV / Consortium partners.	Yes
Affidavit Regarding Dedicated Staffing – Confirming proposed staff is not committed to any other project. (On stamp paper) by all JV / Consortium partners.	Yes
Bid Security – Rs.2.0 million in shape of CDR in the name of DDO, DSA, M/o FE&PT. (one bid security for all JV / Consortium partners.) - must also be submitted in Hard	Yes
Proof of Physical Office in Pakistan – Must include office address and contact details by all JV / Consortium partners.	Yes
Relevant Experience in relevant Outsourcing Services – At least one (01) similar assignment experience by all JV / Consortium partners in their respective field/ lot	Yes
Firms must sign the prescribed Mandatory Integrity Pact on Stamp Paper in Technical Proposal by the lead partner only.	Yes
Additional Mandatory condition given in each LOT of the BoQ shall also be complied.	Yes

All applicable Licensing from the relevant departments for the offered services must be attached.	Yes
Attach Complete technical bid	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	**100**
Passing Marks	**70**
Firm Experience	

Relevant Experience • Documentary evidence in the form of work orders, completion certificates with client references shall be provided. • Relevant experience of each partner, with whom the firm has been associated, will be evaluated individually for scoring purposes. 1 similar project is mandatory for each lot cumulative marking will be made assigning each project 1.43 marks... marks will be given in the following ranges (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Consortium having similar experience of all lots and getting Marks between 26-30 **(30)** Consortium having similar experience of all lots and getting Marks between 21-25 **(25)** Consortium having similar experience of all lots and getting Marks between 16-20 **(20)** consortium having similar experience of all lots and getting Marks between 11-15 **(15)** consortium having similar experience of all lots and getting Marks between 5-10 **(10)** consortium having similar experience of all lots and getting Marks between 1-5 **(5)**	30
Approach & Methodology	
Understanding of Daanish School need (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Comprehensive & Specific **(5)** Moderate **(3)** Basic **(2)**	5

HR & General Services Plan (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Clear & Step wise **(5)** Partial Plan **(3)** Generic **(2)**	5
Staff Performance & Monitoring Plan (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) KPI based **(5)** Basic **(3)**	5
Risk Management Contingency Plan (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Comprehensive **(5)** Basic **(3)**	5
Team Composition & CVs	
Project Manager (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Bachelor (16 years) or degree in relevant field (minimum 7 years post qualification experience- at least 3 similar assignments (Meeting both) **(8)** Bachelor (16 years) or degree in relevant field (minimum 7 years postqualification experience- at least 3 similar assignments (Meeting 50% either) **(4)**	8

Finance Accounts Officer (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Bachelor (16 Years) Accounting & Finance or equivalent with 5 years Minimum Experience 50% Marks Qualification, 50 % Marks Experience **(6)** Bachelor (16 Years) Accounting & Finance or equivalent with 5 years Minimum Experience 50% Marks Qualification, 50 % Marks Experience **(3)**	6
Quality / Compliance Officer (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Bachelor (16 Years) degree with 5 years Experience in monitoring service quality & reporting 50% Marks Qualification, 50 % Marks Experience **(6)** Bachelor (16 Years) degree with 5 years Experience in monitoring service quality & reporting 50% Marks Qualification, 50 % Marks Experience **(3)**	6
Average Annual Turn Over	
Annual Turnover Showing for the past 3 years (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Rs. 500 Million and above **(20)** Rs.400-499 Million **(15)** Rs.300-399 Million **(10)**	20
Work Plan & Schedule	

Timeline with Gantt/Bar Chart (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Detailed & Realistic **(5)** Basic **(2)**	5
Mobilization Strategy of all Proposed Services (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Comprehensive **(3)** Moderate **(2)** Basic **(1)**	3
Staff Exclusivity & Replacement Plan (Qualitative)(Doc Required) (Qualitative)(Doc Required) (Quantitative)(Doc Required) Replacement within 7 days **(2)** Beyond 7 Day **(1)**	2

Required Services

Lot Title : For Lot has whole

Bid Security : 2000000 PKR

Position	Delivery Schedule	Quantity
Security Services	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job
Janitorial, Gardening and Operation & Maintenance	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job
Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber)	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job

Position	Delivery Schedule	Quantity
Mess Services (Food / Canteen / Catering)	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job
HR for Dispensary, Mosque	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job
Uniform and Tailoring, Book / Stationery / Bags / Sports Kits / Non Stationery	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job
Transport Services	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job

Position	Delivery Schedule	Quantity
Service Management Office / Performance Monitoring Unit and	**Address:** Office No.227, 2nd Floor, D block, Pak Secretariat **Schedule:** As Per Schedule **Quantity:** 1/job	1/job

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Related Services :

No

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Services Specifications

Lot Title : For Lot has whole

Position: Security Services

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-1: Security Services						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Security Guards (SGs) – 11 x Security Positions @ 3 SGs per Position for 8-hourly duty	Per post per month	33	12		-
2	Lady Guard / Searcher	Per post per month	4	12		-
3	Head Guard – one HG to manage 6 Security Positions and another to manage 5 Security Positions	Per post per month	2	12		-

Bill of Quantities (BoQ) – Lot-1: Security Services						
4	Security Supervisor	Per post per month	1	12		-
5	QRF Personnel	Per post per month	3	12		-
6	Patrolling (inner and outer perimeter) – 2 Security Guards with 2 x Electric Bikes	Per post per month	2	12		-
7	Control Room Operator – each to perform 8-hourly duty or as required	Per post per month	3	12		-
TOTAL Lot-1: Security Services – inclusive of all applicable taxes						-
Notes:						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						

Bill of Quantities (BoQ) – Lot-1: Security Services
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. The Personnel Shall not have any criminal record / Provision of Security Clearance certificate
6. Relevant Licensing for the Security Service will be submitted without which the bid shall not be accepted

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Position: Janitorial, Gardening and Operation & Maintenance

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-2: Janitorial, Gardening and Operation & Maintenance						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Janitors / Cleaners	Per post per month	50	12		-
2	Supervisor	Per post per month	2	12		-
3	Cleaning Tools, Chemicals, Toiletries and Equipment as mentioned in TORs	Lump sum (annual)	1			-

Bill of Quantities (BoQ) – Lot-2: Janitorial, Gardening and Operation & Maintenance						
4	Gardener	Per post per month	10	12		-
5	Horticulturist	Per post per month	1	12		-
6	Tools for Horticulture / Gardening (Tractors, Grass-cutting Machines, Water Pipes, Water Sprinklers, Hybrid Saplings / Ornamental Plants, Fertilizers and Pesticide Sprays etc.)	Lump sum (annual)	1			-
7	Electrician	Per post per month	2	12		-
8	Plumber	Per post per month	2	12		-
9	HVAC / AC Technician	Per post per month	1	12		-

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bill of Quantities (BoQ) – Lot-2: Janitorial, Gardening and Operation & Maintenance						
10	General Technician	Per post per month	1	12		-
11	O & M Supervisor	Per post per month	1	12		-
12	Mason	Per post per month	2	12		-
TOTAL Lot-2: Janitorial, Gardening and Operation & Maintenance – inclusive of all applicable taxes						-
Notes:						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						

Bill of Quantities (BoQ) – Lot-2: Janitorial, Gardening and Operation & Maintenance
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5.EOBI / Social Welfare and Labor Laws/ Rules will be applicable 6. Provision of Relevant qualifications / Certificates

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Position: Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber)

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber)						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Warden (1 Female, 2 Male)	Per post per month	3	12		-
2	Aya	Per post per month	4	12		-
3	Room Attendant (4 x Female, 8 x Male)	Per post per month	12	12		-

Bill of Quantities (BoQ) – Lot-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber)						
4	Bedding Set & Personal Care: 2 x bed sheets, 2 x pillows, 2 x towels, 1 x winter blanket (per student); toothbrush (1 every 3 months) and small toothpaste (1 per month); 1 medium-size soap and shampoo per student per month; any other personal care / essential item as per requirement; sanitary pads for girls as per requirement	Per set (Annual)	500			-
5	Laundry Services – 2 uniforms, 1 sports kit, 1 towel and 1 bed sheet per week; personal clothing laundry 30 pieces per month per student	Per student per month	300	12		-
6	Barber Services (two times per month per student)	Per student per month	300	12		-
TOTAL Lot-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber) – inclusive of all applicable taxes						-
Notes:						

Bill of Quantities (BoQ) – Lot-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber)						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.						
5. EOBI / Social Welfare and Labor Laws/ Rules will be applicable						

Position: Mess Services (Food / Canteen / Catering)

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-4: Mess Services (Food / Canteen / Catering)						
Sr. No.	Item Description	Unit	Qty	Months	Rate (PKR)	Total Amount (PKR)

Bill of Quantities (BoQ) – Lot-4: Mess Services (Food / Canteen / Catering)						
1	Meals (3 x meals + snacks) as per menu provided in TORs – all-inclusive rate (food, on-site cooking, manpower incl. mandatory minimum staff, kitchen set-up, rental equipment, gas, fuel, utilities, crockery & cutlery)	Per person per month	400	12		-
TOTAL Lot-4: Mess Services (Food / Canteen / Catering) – rental based – inclusive of all applicable taxes						-
Notes:						

Bill of Quantities (BoQ) – Lot-4: Mess Services (Food / Canteen / Catering)						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.						
5. Payment only on all-inclusive per-meal basis; mandatory minimum mess staff as per RFP shall be deployed at the Service Provider's cost.						

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bill of Quantities (BoQ) – Lot-4: Mess Services (Food / Canteen / Catering)
• The Client shall pay the Service Provider only on a per-meal cost basis for a period of one (1) year; no separate payments shall be made for manpower, equipment, utilities, or any other cost. • The quoted per-meal rate shall be all-inclusive, covering food ingredients, on-site cooking, manpower, kitchen setup, rental equipment, gas, fuel, utilities, safety measures, and crockery and cutlery and all operational expenses. • The Service Provider shall cook all meals on site and shall be solely responsible for food quality, hygiene, health, safety, and compliance with all applicable labor and HR laws. • The Service Provider shall deploy the mandatory minimum staffing listed below; deployment of fewer staff than stated shall constitute material non-compliance. Mandatory Minimum Cooking & Support Staff (Per Shift / Per Day) • Cooks: Minimum 10 • Cook Helpers / Water Boys / Dishwashers: Minimum 14 • Tandoorchi: Minimum 1 • Tandoorchi Helper: Minimum 1 • Waiters / Serving Staff: Minimum 18 (for serving 400 persons per meal) • Nutritionist permanent on site • The Service Provider may deploy additional staff at its own cost if required for smooth operations; no reduction below the mandatory numbers shall be permitted without prior written approval of the Client. • All staff shall remain on the payroll, supervision, and legal responsibility of the Service Provider, and the Client shall bear no employer–employee liability. • The Service Provider shall ensure all staff are medically fit, trained in food safety, and compliant with health, labor, and safety regulations. • Failure to comply with the per-meal pricing model, staffing requirements, HR compliance, or safety standards shall render the bid non-responsive or may lead to contract termination.

Position: HR for Dispensary, Mosque

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-5: HR for Dispensary & Mosque						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)

Bill of Quantities (BoQ) – Lot-5: HR for Dispensary & Mosque						
1	Medical Officer – 1 Male and 1 Female	Per post per month	2	12		-
2	Staff Nurse (2 Male, 2 Female)	Per post per month	4	12		-
3	Psychologist / Counselling Officer	Per post per month	1	12		-
4	Dispenser / Paramedic	Per post per month	1	12		-
5	First Aid / Essential Medicine and Equipment for Dispensary	Lump sum (annual)	1			-
6	Senior Imam	Per post per month	1	12		-
7	Muazzin	Per post per month	1	12		-
8	Khatib	Per post per month	1	12		-
TOTAL Lot-5: HR for Dispensary & Mosque – inclusive of all applicable taxes						-
Notes:						

Bill of Quantities (BoQ) – Lot-5: HR for Dispensary & Mosque						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.						
5. Ambulance services, medicine for daily use chronic disease, and essential medicine / medical response in far-flung areas shall be reimbursable as per actual.						

Position: Uniform and Tailoring, Book / Stationery / Bags / Sports Kits / Non Stationery

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits					
Sr. No.	Item Description	Unit	Qty	Months	Rate (PKR)

Bill of Quantities (BoQ) – Lot-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits					
1	Supply of fabric and stitching of uniforms (School, Sports, Evening casual dress) – 2 summer, 2 winter uniforms, 2 track suits and 2 evening dresses per student per year. Summer: pant, shirt and tie (boys); shalwar kameez, scarf and sash (girls). Winter: in addition to summer items – blazer, 1 full-sleeve jersey, 1 sleeveless jersey	Per student	800		
2	Shoes (School, Sports, flip-flop for girls and Peshawari chappal for boys, 1 washroom slipper) – each year per student	Per student	800		
3	Supply of Notebooks, Stationery Kits	Per set	800		
4	Office stationery as per list provided in TORs	Lump sum (annual)	1		
5	Supply of durable, ergonomic School Bags – 1 per student per year	Per student	800		
TOTAL Lot-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits – inclusive of all applicable taxes					
Notes:					

Bill of Quantities (BoQ) – Lot-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits					
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.					
2. Rates shall be inclusive of all applicable taxes, duties and levies.					
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).					

Position: Transport Services

Specifications / Requirements:

Bill of Quantities (BoQ) – Lot-7: Transport Services (on need basis)						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Hiace with Driver	Per vehicle per month	1	12		-

Bill of Quantities (BoQ) – Lot-7: Transport Services (on need basis)						
2	660 CC with Driver	Per vehicle per month	1	12		-
3	1000 CC with Driver	Per vehicle per month	1	12		-
4	1300 CC with Driver	Per vehicle per month	1	12		-
5	Ambulance	Per vehicle per month	1	12		-
6	Hino Full Size School Bus with Driver and Conductor	Per vehicle per month	1	12		-
7	Travelling cost – Hiace	Per KM				-
8	Travelling cost – 660 / 1000 / 1300 CC	Per KM				-
9	Travelling cost – Hino Full Size School Bus	Per KM				-

Bill of Quantities (BoQ) – Lot-7: Transport Services (on need basis)						
TOTAL Lot-7: Transport Services (on need basis) – inclusive of all applicable taxes						-
Notes:						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						
4. Transport on need basis; quantities shown are notional for evaluation only and bills shall be reimbursed as per actual. Per-KM rates are quoted for use under the contract and are not added to the evaluated total.						

Position: Service Management Office / Performance Monitoring Unit and

Specifications / Requirements:

Service Management Office / Performance Monitoring Unit						
Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)

Service Management Office / Performance Monitoring Unit						
1	HR Manager / Team Leader	Per post per month	1	12		-
2	Payroll / Admin / Account Manager	Per post per month	1	12		-
3	Field Supervisor / Monitoring Supervisor / Compliance / Quality Manager	Per post per month	1	12		-
4	Clerical Staff	Per post per month	1	12		-
5	Office Boy	Per post per month	1	12		-
TOTAL Lot-8: Service Management Office / Performance Monitoring Unit – inclusive of all applicable taxes						-
Notes:						

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Service Management Office / Performance Monitoring Unit						
1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.						
2. Rates shall be inclusive of all applicable taxes, duties and levies.						
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).						
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.						

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Scope of Work

Attacheed at Annex-A (Scope)

Brief Description

Detailed Tors Attached at Annex-A

Detailed BoQ attached at Annex- B

Complete RFP attached at Annex-C

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

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 Contractorand 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

7. **Effectiveness of Contract**

7.1. 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.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of required resources and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. 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.

10. **Starting Date/Expiration Date**

10.1. 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.**

10.2. 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.**

11. **Entire Agreement**

11.1. 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.

12. **Modification**

12.1. 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.

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

13. **Force Majeure**

13.1. **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.

13.2. **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.

13.3. **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.

13.4. **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.

14. **Termination**

14.1. **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);

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

14.1.2. 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;

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

14.1.4. 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;

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

14.2. **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.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within thirty (30) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. 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;

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

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within thirty (30) 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

15. **General**

15.1. **Standard of Performance**

15.1.1. 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;

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

15.2. **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.

16. **Conflict of Interests**

16.1. **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.

16.2. **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.

16.3. **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:

16.3.1. 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;

16.3.2. 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;

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

17. **Insurance to be Taken Out by the Contractor**

17.1. 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.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

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

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

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. 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.

20. **Liquidated Damages**

20.1. **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.

20.2. **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.**

20.3. **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

21. **Performance Guarantee**

21.1. 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.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Service Provider failure to complete its obligations under the Contract.

21.3. 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**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Service Provider 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.**

22. **Sustainable Procurement**

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

D. Contractor's Personnel

23. **Description of Personnel**

23.1. 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.

24. **Removal and / or Replacement of Personnel**

24.1. 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.

24.2. 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.

24.3. 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

25. **Change in the Applicable Law**

25.1. 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.**

26. **Services and Facilities**

26.1. 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.

26.2. 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

27. **Contract Price**

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

28. **Terms and Conditions of Payment**

28.1. 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.

28.2. 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.

29. **Quality Control Identifying Defects**

29.1. 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**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. 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.

30.2. 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.

30.3. 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.

31. **Settlement of Disputes Amicable Settlement**

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

32. **Dispute Settlement**

32.1. **Arbitration**

32.1.1. **Alternate Dispute Resolution (ADR),** After coming into force of the procurement contracts, disputes, between the parties to the contract may be settled by one or more alternate dispute resolution methods including
Arbitration. Where an Alternate Dispute Resolution process other than Arbitration may not lead to an amicable settlement of dispute, Arbitration shall be resorted to.

32.1.2. The procuring agency shall specify mechanism for the appointment of an arbitrator expressly in the contract and the competent authority who shall appoint the arbitrator.

32.1.3. The laws of Pakistan shall apply to an arbitration unless specifically agreed to otherwise in the contract.

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.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Daanish School Authority (Daanish School Authority), Deputy Secretary Office No.227, 2nd Floor, D block, Pak Secretariat

Contractor is:

The title of the subject procurement is:Outsourcing of Essential Services for Daanish School Astore - Gilgit Baltistan

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

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 **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Daanish School Authority (Daanish School Authority), Deputy Secretary
Office No.227, 2nd Floor, D block, Pak Secretariat
+92-345-358-2628
asim.khanzada@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Daanish School Authority (Daanish School Authority), Deputy Secretary
Office No.227, 2nd Floor, D block, Pak Secretariat
+92-345-358-2628
asim.khanzada@gmail.com

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be …….

Number of GC Clause 14

Termination

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.

Number of GC Clause 16

Conflict of Interest:

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 16**.**

Number of GC Clause 20

Liquidated Damages

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 **0.01%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:
Instrument of Performance Guarantee shall be in the Name of : **Daanish School Authority**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 28

Payment terms:

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.

Number of GC Clause 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

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 31

Following is the guidance for Dispute Resolution

i. 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**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. 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.

iv. 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**.**

v. 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 Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P170214***

To: **Daanish School Authority (Daanish School Authority), Deputy Secretary Office No.227, 2nd Floor, D block, Pak Secretariat**

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 **Daanish School Authority (Daanish School Authority), Deputy Secretary Office No.227, 2nd Floor, D block, Pak Secretariat**

(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., **Outsourcing of Essential Services for Daanish School Astore - Gilgit Baltistan (*P170214*)** and has accepted a Bids by the Bidder for the provision of Services 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: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE 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 time 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: **Daanish School Authority (Daanish School Authority), Deputy Secretary Office No.227, 2nd Floor, D block, Pak Secretariat**

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 Non-Consultancy Services*(*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}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annex-A

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-A** (page number: 98)

Annex-B

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annex-B** (page number: 113)

Annex-B

BOQ to be filled only with Financial Proposal and filled BoQ must not be atttached with Technical Proposals

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-B** (page number: 119)

Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 187)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 188)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 190)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 191)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 193)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

TERMS OF REFERENCE (TORs)

Title: Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)

Client: Daanish Schools Authority

Background: The Daanish Schools Authority has completed the construction of Daanish School Astore, Gilgit-Baltistan (GB), and now the academic session is scheduled to be commenced from _____, 2026, In order to ensure timely and compliant staffing / Essential services , DSA seeks to engage a qualified outsourcing / Service Provider firm for the provision of services (Security , Hostel / Mess , Janitorial Services) for the period of one year.

Objective: To recruit, deploy, and manage a qualified workforce / services under third-party outsourcing arrangements to support Daanish School Astore, Gilgit-Baltistan (GB) as required.

Scope of Work: The selected outsourcing firm will be responsible for:

1. Recruitment of competent personnel in accordance with the staffing table provided by Daanish Schools Authority.
2. Screening and verification of qualifications and credentials of candidates.
3. Deployment of staff to Daanish School within 15 days of contract signing.
4. Salary disbursement, attendance monitoring, and compliance with applicable labor laws.
5. Timely replacement of staff in cases of resignation, absenteeism, or unsatisfactory performance.
6. Maintenance of records including contracts, attendance, payroll, and insurance for all outsourced staff.
7. Regular reporting to DSA on staffing status and compliance.

A. SECURITY SERVICES

SCOPE

- 24/7 Security of Campus, Hostels, Academic Blocks, gates
- Access Control, Visitor Management, patrolling, CCTV Monitoring.
- Incident Reporting and Emergency Response.

The contractor / service provider firm shall provide one shift (day) security services from 8AM -8PM and one shift (Night) security Services from 8 PM- 8 AM at the Daanish School Astore, Gilgit-Baltistan (GB).
Minimum number of staff required is as follows:

NAME/POSITION	NO OF POST
Security Guards (SGs) – 11 x Security Positions @ 3 SGs per Position for 8-hourly duty	33
Lady Guard	4
Head Guard	2
Security Supervisor	1
QRF	3
Patrolling (inner and outer perimeter) – 2 Security Guards with 2 x Electric Bikes	2
Control Room Operator – 8-hourly duty or as required	3

The Client reserves the right to increase or decrease no of staff as per its requirement. The actual number of employees required immediately will be shared after the award of contract. At any time, during the contract term within upper limit the client may require additional security guards.

Contractor / Service Provider Firm Shall Equip the security guards with following item/ Facility

Ser	Item	Quantity Required
1	Semi-Automatic Rifle/Pistol (Licensed)	17
2	Uniform with Daanish School Logo Embroidered	16
3	P Cap / Wool Cap, Shoes, Belt Name Plate	8
4	Gloves and Sweater / Jackets for winters	8
5	Flash Light (High Throw)	4
6	Whistle	8
7	Baton Stick	8
8	Magazine Pouch Jacket	4
9	Wireless Hand Held Walkie-Talkie Sets	17
10	Motor Bike	02

B. JANITORIAL / CLEANING SERVICES / GARDENING / OPERATION AND MAINTENANCE

NAME/POSITION	NO OF POST
Janitors / Cleaners	50
Supervisor	2
Cleaning Tools, Chemicals, Toiletries and Equipment as mentioned in TOR's Lump sum Cost will be provided	
Gardener	10
Horticulturist	1
Tools for Horticulture / Gardening like Tractors, Grass cutting Machines, Water pipes, Water Sprinkles , Fertilizers and Pesticides Sprays etc (Lump Sum Cost should be provided)	
Electrician	2
Plumber	2
HVAC / AC Technician	1

General Technician	1
O & M Supervisor	1
Mason	2

Janitorial Service provider will be responsible for overall cleaning of the institute, minimum staff required is as follows.

Required Cleaning Tools and Equipment

- **Brooms, Dustpans, and Brushes:** Essential for sweeping up debris from various floor types.
- **Mops and Buckets:** Used for wet and damp mopping of hard floors, often with a wringer attachment for efficiency.
- **Microfiber Cloths and Dusters:** Highly effective for dusting, wiping surfaces, and polishing glass and stainless steel without leaving residue or streaks.
- **Vacuum Cleaners:** Vital for removing dirt and allergens from carpets and hard floors. Commercial settings often use backpack or industrial-grade vacuums with various attachments.
- **Squeegees and T-bars:** Primarily used for achieving streak-free windows and mirrors, often with extension poles for higher reach.
- **Utility Items:** This includes step ladders for high-reach areas, plungers for minor plumbing issues, and a janitorial cart to transport supplies efficiently.

Cleaning Chemicals and Solutions

- **All-Purpose Cleaners:** Versatile for cleaning most surfaces.
- **Disinfectants/Sanitizers:** Crucial for killing bacteria and viruses, especially on high-touch surfaces in restrooms and kitchens.
- **Glass Cleaner:** A specialized solution for achieving streak-free glass surfaces.
- **Bathroom/Toilet Bowl Cleaner:** Designed to remove soap scum, mildew, and stains specific to restroom environments.
- **Degreasers:** Heavy-duty cleaners for areas with oil and grease buildup, such as commercial kitchens.
- **Specialty Cleaners:** May include wood floor cleaner, carpet spot remover, and stainless steel cleaner, depending on the facility's needs.

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Waste Management and Restroom Supplies

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- **Trash Bags/Liners:** In various sizes for different bins.
- **Trash Cans and Recycling Bins:** Essential receptacles for waste disposal and encouraging recycling practices.
- **Paper Products:** This includes paper towels, toilet paper, and toilet seat covers for stocking restrooms and break rooms.
- **Hand Soap and Sanitizers:** Provided to promote personal hygiene among building occupants.
- **Odor Control Products:** Air fresheners and deodorizers help maintain a pleasant-smelling environment.

Personal Protective Equipment (PPE) and Safety

Safety gear is mandatory to protect staff from chemicals and workplace hazards.

- **Gloves:** Both disposable (for general tasks) and heavy-duty reusable rubber gloves (for harsh chemicals).
- **Safety Goggles/Face Shields:** To protect eyes from splashes during cleaning and chemical handling.
- **Masks/Respirators:** Recommended when working with strong fumes or in dusty environments.
- **Non-slip Footwear:** To prevent slips and falls on wet surfaces.
- **Safety Signage:** "Wet Floor" or "Caution" signs are crucial for alerting others to potential hazards during cleaning.
- **First-Aid Kit:** A basic kit should be readily available for minor injuries

C. HOSTEL AND MESS SERVICES

1. **Operations**: Room management, check-in/out, inventory.
2. **Housekeeping**: Cleaning, sanitation, waste management.
3. **Maintenance**: Repairs (plumbing, electrical, carpentry), preventative maintenance.
4. **Food Services (Mess/Canteen)**: Breakfast, Lunch, Tea and Dinner, (Quality control, hygiene, timings.)
5. **Utilities Management**: Power, water, gas, Wifi
6. **Staffing :** Female staff for female hostel and Male staff for Male Hostel

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Food Service Menu

Day	Breakfast	Lunch	Dinner	Snacks
Saturday	Seasonal Fruit, Tea/Milk, Eggs, Toast / Paratha / Nan	Chicken Biryani with Raita	Aloo Kofta Salan with Nan	Sandwich / Biscuits / French Fries and Glass of Milk at night or in Morning
Sunday	//	Chicken Qorma with Nan and Salad	Bhindi with Nan, Salad	//
Monday	//	White Rice with Daal	Aloo Beef Salan with Nan	//
Tuesday	//	Chicken Pulao with Raita	Daal Channa with Nan	//
Wednesday	//	Mix Sabzi with Nan, Raita, Salad	Beef Nihari with Nan	//
Thursday	//	Aloo Chicken Salan with Nan	Chicken Biryani	//
Friday	//	Beef Pulao	Daal Channa with Nan	//

The Vendor may quote per student price for above menu, minimum student will be 150

List of Stationery Items:

Sr.#	Item	Description / Specification	M. Unit	Qty.
1	Exercise Notebook (A4)	125 GSM cover, 80 GSM inside pages, 200 pages	Nos.	6,400
2	Exercise Notebook (A5)	125 GSM cover, 80 GSM inside pages, 100 pages	Nos.	4,800
3	Rough Notebook	A4, 100 GSM cover, 70 GSM pages	Nos.	1,600

4	English Register	A4 size, hard cover, 300 pages	Nos.	800
5	Math Register	A4 size, hard cover, 300 pages	Nos.	800
6	Science Practical Notebook	A4, hard cover, ruled + blank pages	Nos.	800
7	Ball Point Pen (Blue)	Fine tip, refillable	Nos.	9,600
8	Ball Point Pen (Black)	Fine tip, refillable	Nos.	4,800
9	Pencil (HB)	Good quality graphite	Nos.	9,600
10	Eraser	Non-dust, soft rubber	Nos.	4,800
11	Sharpener	Steel blade, single hole	Nos.	4,800
12	Geometry Box	Standard set with compass, ruler, protractor	Nos.	800
13	Ruler	Plastic, 30 cm	Nos.	1,600
14	Color Pencils Set	12 colors per box	Nos.	800
15	Crayons Set	12 colors, wax based	Nos.	800
16	Drawing Book	A4, 120 GSM, 40 pages	Nos.	800
17	School Bag	Medium size, durable fabric	Nos.	800
18	Writing Pad	A4 size, 80 GSM	Nos.	1,600
19	Glue Stick	Non-toxic, 15–20 g	Nos.	1,600
20	Scissors	Student size, blunt edge	Nos.	800
21	Highlighter	Assorted colors	1,600	
22	Whiteboard Marker	Blue/Black, refillable	1,200	
23	File Folder	Plastic, A4 size	1,600	
24	Attendance Register	Hard cover, 400 pages	20	
25	Exam Answer Sheet Bundle	A4 size, 80 GSM (500 sheets per bundle)	10 bundles	
26	Graph Notebook	A4 size, 80 GSM, 100 pages	800	
27	Urdu Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
28	Islamiat Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
29	Social Studies Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
30	Computer Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
31	Marker Set	Permanent, assorted colors (pack of 4)	400	
32	White Paper Ream	A4 size, 80 GSM, 500 sheets	50 reams	

33	Chart Paper	22x28 inches, assorted colors	2,400	
34	Manila Paper	A4 size, 150 GSM	2,400	
35	Clip Board	A4 size, hard board with clip	800	
36	Name Labels	Self-adhesive, pack of 10	800 packs	
37	Exam Pad	A4 size, cardboard backing	800	
38	Correction Pen	White fluid, quick dry	1,600	
39	Stapler (Mini)	With 1000 pins	400	
40	Stapler Pins	No.10, box of 1000	800 boxes	
41	Paper Clips	Metal, box of 100	400 boxes	
42	Rubber Bands	Assorted size, pack	400 packs	
43	Student ID Card	PVC, printed	800	
44	ID Card Lanyard	Nylon, clip hook	800	
45	School Diary	Printed, 150 pages	800	
46	Exam Result Folder	Cardboard, A4 size	800	
47	Library Card	Laminated	800	
48	Book Cover Roll	Plastic, transparent	200 rolls	
49	Brown Paper Roll	Packing quality	200 rolls	
50	Dust-Free Chalk Box	White, pack of 100 sticks	100 boxes	
51	Duster	Wooden handle, felt base	200	
52	Whiteboard	Wall-mounted, 4x3 ft	40	
53	Whiteboard Eraser	Magnetic	200	
54	Teacher Marker	Whiteboard, assorted colors	600	
55	Lesson Plan Register	Hard cover, 300 pages	50	
56	Teacher Attendance Register	Hard cover, 400 pages	30	
57	Staff Notebook	A4 size, 200 pages	200	
58	Photocopy Paper	Legal size, 80 GSM, 500 sheets	30 reams	
59	Envelopes	A4 size, brown, pack of 50	200 packs	
60	Envelopes	Small size, white, pack of 50	200 packs	
61	Notice Board	Cork board, 3x2 ft	20	
62	Pin Box	Push pins, box of 100	100 boxes	
63	Permanent Marker	Black/Blue	400	
64	Attendance Sheet Pad	Printed, 50 sheets	100 pads	
65	Register Stand	Metal/Plastic	50	

66	Floor Chart Stand	Adjustable metal	20	
67	Map (World)	Laminated, wall size	20	
68	Map (Pakistan)	Laminated, wall size	20	
69	Science Chart Set	Human body, plants, physics	50 sets	
70	Math Chart Set	Tables, shapes, formulas	50 sets	
71	English Chart Set	Grammar, tenses, vocabulary	50 sets	
72	Suggestion Box	Lockable, metal	10	
73	Complaint Register	Hard cover, 200 pages	10	

74	Stock Register	Hard cover, 400 pages	10	
75	Asset Register	Hard cover, 300 pages	10	
76	Procurement File	Lever arch, A4 size	100	
77	Student File	Paper file, A4 size	1,600	
78	Display File	Plastic, 40 pockets	400	
79	Laminating Sheets	A4 size, pack of 100	50 packs	
80	Lamination Roll	Heavy duty	20 rolls	
81	Calculator (Student)	Basic, 8–10 digit	800	
82	Calculator (Office)	Scientific	30	
83	Computer Paper	Continuous, perforated	20 boxes	
84	USB Flash Drive	16 GB, USB 3.0	100	
85	External Hard Drive	1 TB, USB 3.0	10	
86	Printer Cartridge (Black)	Compatible with school printers	60	
87	Printer Cartridge (Color)	CMY set	60 sets	
88	Toner Cartridge	Laser printer compatible	40	
89	Computer Register	Hard cover, 300 pages	20	
90	ICT Log Book	Hard cover, 200 pages	20	
91	Project File	Cardboard, A4 size	2,400	
92	Practical File	With clip & divider	1,600	
93	Index Divider	A4 size, set of 10	800 sets	
94	Sticky Notes	3x3 inches, pack of 100	800 packs	
95	Tape Roll	Transparent, 2 inch	600	
96	Double-Sided Tape	1 inch	400	
97	Brown Tape	Packing tape, 2 inch	400	
98	Battery Cells	AA size, pack of 4	200 packs	
99	Extension Cord	5 meters, surge protected	50	

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100	Power Strip	6 sockets with switch	50	
101	School Stamp	Self-inking, official seal	10	
102	Ink Pad	Blue/Black, medium size	20	
103	Date Stamp	Adjustable, self-inking	10	
104	Receipt Book	Printed, 100 pages	50	
105	Voucher File	Accounting standard	50	
106	Cash Book Register	Hard cover, 400 pages	10	
107	Petty Cash Voucher	Printed pad, 50 sheets	100 pads	
108	Bank Deposit Slip Book	Standard format	20	
109	Payroll Register	Hard cover, 300 pages	10	
110	Inventory Tags	Plastic, numbered	1,000	
111	Shelf Labels	Adhesive, pack of 50	100 packs	
112	Storage Box	Plastic, medium size	200	
113	Filing Cabinet	Steel, 4-drawer	10	
114	Document Tray	Stackable plastic	200	
115	Desk Organizer	Multi-compartment	200	
116	Visitor Register	Hard cover, 300 pages	10	
117	Suggestion Register	Hard cover, 200 pages	10	
118	Complaint Forms	Printed, pad of 50	100 pads	
119	Notice Circular File	Hard cover	50	

120	Meeting Minutes Register	Hard cover, 300 pages	20	
121	First Aid Box	Complete school kit	20	
122	Bandage Roll	Crepe, 3 inch	200	
123	Antiseptic Solution	500 ml bottle	100	
124	Cotton Roll	Medical grade	200	
125	Disposable Gloves	Latex, box of 100	100 boxes	
126	Face Masks	Disposable, pack of 50	200 packs	
127	Hand Sanitizer	500 ml bottle	400	
128	Liquid Soap	500 ml refill	400	
129	Tissue Box	Standard, 200 pulls	400	
130	Paper Towels	Kitchen roll	200	
131	Broom	Plastic handle	100	
132	Mop Set	With bucket & wringer	50	

133	Floor Cleaner	1 liter bottle	200	
134	Disinfectant	Phenyl, 1 liter	200	
135	Garbage Bags	Large size, pack of 50	200 packs	
136	Waste Bin	Plastic, 50 liter	100	
137	Recycling Bin	Color-coded	60	
138	Fire Extinguisher	ABC type, 6 kg	20	
139	Fire Safety Signage	Glow-in-dark	50	
140	Emergency Exit Sign	LED	20	
141	Science Lab Apron	Cotton, reusable	200	
142	Safety Goggles	Polycarbonate	200	
143	Test Tube Set	Glass, set of 12	100 sets	
144	Beaker Set	Glass, assorted sizes	100 sets	
145	Measuring Cylinder	Glass, 100–500 ml	200	
146	Microscope Slides	Pack of 50	200 packs	
147	Cover Slips	Pack of 100	200 packs	
148	Lab Notebook	A4, hard cover, 200 pages	200	
149	Sports Notebook	A5, 100 pages	800	
150	Football	Standard size	50	
151	Volleyball	Standard size	30	
152	Cricket Bat	Kashmir willow	40	
153	Cricket Ball	Leather	200	
154	Badminton Racket	Steel frame	100	
155	Shuttlecock	Feather, pack of 12	100 packs	
156	Whistle	Plastic/metal	50	
157	Sports First Aid Kit	Portable	20	
158	Stopwatch	Digital	30	
159	Sports Cones	Plastic, set of 10	50 sets	
160	Score Board	Manual, portable	10	
161	Ball Point Pen (Red)	Fine tip, refillable	4,800	
162	Pencil (2B)	Writing & drawing quality	6,400	
163	Pencil (Color – Single)	Assorted colors	9,600	
164	Eraser (Large)	Dust-free, soft	6,400	
165	Sharpener (Plastic)	Double hole	6,400	

166	Sharpener (Metal)	Single hole, blade guard	3,200	

167	Scale (Small)	Plastic, 15 cm	4,800	
168	Geometry Compass	Metal, student grade	1,600	
169	Protractor	Plastic, 180 degree	1,600	
170	Set Squares	Pair, plastic	1,600	
171	Writing Slate	Reusable, small size	1,200	
172	Slate Pencil	White chalk pencil	4,800	
173	Pencil Pouch	Fabric/Plastic, zip	800	
174	School Art Kit	Drawing tools, mixed set	800	
175	Water Color Set	12 colors with brush	800	
176	Paint Brush Set	Pack of 5 sizes	800	
177	Scrap Book	A4 size, 40 pages	800	
178	Activity Book	Printed, student level	800	
179	Homework Diary	Student-use, dated	800	
180	Exam Pad (Student)	A4, cardboard back	800	
181	Rubber Band Bundle (Large)	Heavy duty, assorted sizes	1,000 bundles	
182	3-in-1 Register (Eng/Urdu/Math)	Hard cover, ruled, multisection	22,000	
183	Hard Chart Paper	Primary & secondary colors, thick	40,000 sheets	
184	Thin Chart Paper	Assorted colors, light weight	40,000 sheets	
185	Glue Stick	Non-toxic, 15–20 g	10,000	
186	Scotch Tape	Transparent, 1 inch	4,000	
187	Masking Tape	Paper tape, 1 inch	4,000	
188	Chalk Box (White)	Dust-free, pack of 100 sticks	15,000 boxes	
189	Chalk Box (Colored)	Assorted colors, pack of 100 sticks	15,000 boxes	
190	Ball Point Pen Boxes (Teachers)	Blue/Black, assorted	2,000 boxes	
191	Colored Marker Pack	Permanent/whiteboard mix	10,000 packs	
192	Pencil (HB)	Student quality	150,000	
193	Eraser	Dust-free, soft	150,000	
194	Sharpener	Plastic/metal mix	100,000	
195	Stapler	Standard office size	1,200	
196	Safe Scissors	Student, blunt edge	3,000	
197	Punch Machine	Two-hole, heavy duty	600	

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198	String / Saba	Cotton/jute, bundle	1,200 bundles	
199	Colorful Straws	Pack of assorted colors	2,000 packs	
200	Ice-Cream Sticks (Colorful)	Craft quality, pack	4,000 packs	
201	Marble Stones	Assorted sizes, box	600 boxes	
202	Plastic Balls (5.5 cm)	Colorful, learning play	20,000	
203	Blank Paper Sheets (A4)	White + colored, 500 sheets/ream	800 reams	
204	Bottle Caps	Mixed colors, recycled	200 kg	
205	Ludo Dice	Plastic, standard size	2,400	
206	Ruler	12-inch, plastic, colorful	6,000	
207	Socks	Colorful, medium size (pair)	3,600 pairs	
208	Styrofoam Plates	Round, white	10,000	
209	Modeling Clay / Play-Dough	Pack of 12 colors	2,000 packs	
210	Paper Cups	White Styrofoam	20,000	
211	Water Color Set	Paint + brush	3,000 packs	
212	Measuring Tape	60 inches	600	
213	Yarn Ball (Large)	Craft quality	600	
214	Thumb Tacks	Colorful, pack	1,000 packs	
215	Styrofoam Sheet	Craft size	2,000 sheets	
216	Cotton Buds	Pack	600 packs	

Deployment Timeline: All positions must be filled and deployed within **15 days** from the date of contract signing.

Performance Monitoring:

- Monthly performance and attendance reports
- Immediate reporting of staff absenteeism or resignation
- Grievance redress mechanism for staff and client
- The payments shall be subsequently adjusted as per performance monitoring report. The client shall notify a performance monitoring committee.

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Replacement Policy

Any staff member found absent, non-performing, or in violation of DSA regulations shall be replaced by the Service Provider within seven (07) calendar days of written notice.

Replacement personnel shall meet or exceed the qualification and experience requirements of the original position, as defined in the TOR.

Penalty for Delayed Replacement or Deployment

If the Service Provider fails to deploy or replace required personnel within the specified period, a penalty of PKR 5,000 (Five Thousand only) per day per position shall be imposed, deductible from the monthly invoice, subject to a maximum cap of 10% of the monthly invoice value.

Deployment Deadline

The Service Provider shall deploy all approved personnel within fifteen (15) calendar days from the date of contract signing. Non-compliance will attract similar penalties.

Exclusion Criteria

DSA reserves the right to reject any proposed candidate:

- Who fails to meet required qualifications
- Whose background check or verification is unsatisfactory
- Against whom credible complaints are received

Compliance Requirements:

- Firm /service provider after Award of contract should ensure EOBI and social security registration of all staff (if applicable)
- Should Maintain insurance coverage for all deployed personnel
- Should Follow all statutory and regulatory employment obligations

Grievance Redressal & Dispute Management

- DSA reserves right to interview and reject staff on unsatisfactory performance basis
- Grievance mechanism must be proposed by bidder in TECH-3

Liability for Criminal Conduct

- The outsource firm shall be solely and fully responsible for the conduct and background of all staff deployed under this assignment. In the event that any staff member is involved in a criminal offense,

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legal dispute, or is the subject of a police complaint, investigation, or FIR (First Information Report), the entire responsibility—legal, financial, or otherwise— shall rest with the Service Provider. The Client (DSA) shall bear no liability or obligation whatsoever in such matters and reserves the right to immediately demand removal or replacement of the concerned individual without prejudice to any other rights available under the contract.

Deliverables:

1. Inception report and staff deployment report within 15 days of contract award 2. Monthly reports including:
    - Attendance summary
    - Payroll disbursement sheets / statements if any / duly signed by compliance manager /account officer / with record
    - Compliance updates
3. Final summary report upon contract completion

Duration: The duration of the contract shall be **12 months**, extendable upon satisfactory performance.

Client's Responsibilities:

- Provide job descriptions and selection criteria
- Facilitate access to DSA facilities for monitoring
- Conduct spot checks or audits if required

Restrictions:

- The outsourcing firm shall not subcontract services further.
- Proposed staff shall not be engaged in any other assignments.
- DSA reserves the right to interview final shortlisted candidates before deployment.

Payment Terms:

- 10% payment on approval of the inception report by the client, subject to the availability of funds.
- Monthly payments upon submission invoices against salaries and allied cost upon submission of auditable record. The same shall be subjected to all recoveries, applicable taxes and adjustments due under the contract.

Contract Type: Long term extendable after 1 year completion: Performance-based renewal will be applicable

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Bill of Quantities (BoQ) – Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)

EPADS Tender No. P170214 | Daanish Schools Authority / M/o Federal Education & Professional Training | Single Stage – Two Envelope (QCBS), Public Procurement Rules, 2026 | All amounts in Pak Rupees, inclusive of all applicable taxes

SUMMARY OF COSTS (FORM FIN-2)		
Sr. No.	**Component**	**Total Amount (PKR)**
1	Component-1: Security Services	-
2	Component-2: Janitorial, Gardening and Operation & Maintenance	-
3	Component-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber)	-
4	Component-4: Mess Services (Food / Canteen / Catering)	-
5	Component-5: HR for Dispensary & Mosque	-
6	Component-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits	-
7	Component-7: Transport Services (on need basis)	-
8	Component-8: Service Management Office / Performance Monitoring Unit	-
	GRAND TOTAL (Component-1 to Component-8) – inclusive of all applicable taxes	**-**

Component-1: Security Services

Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Security Guards (SGs) – 11 x Security Positions @ 3 SGs per Position for 8-hourly duty	Per post per month	33	12		-
2	Lady Guard / Searcher	Per post per month	4	12		-
3	Head Guard – one HG to manage 6 Security Positions and another to manage 5 Security Positions	Per post per month	2	12		-
4	Security Supervisor	Per post per month	1	12		-
5	QRF Personnel	Per post per month	3	12		-
6	Patrolling (inner and outer perimeter) – 2 Security Guards with 2 x Electric Bikes	Per post per month	2	12		-
7	Control Room Operator – each to perform 8-hourly duty or as required	Per post per month	3	12		-
					TOTAL Component-1: Security Services – inclusive of all applicable taxes	**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. The Personnel Shall not have any criminal record / Provision of Security Clearance certificate

6. Relevant Licensing for the Security Service will be submitted without which the bid shall not be accepted

Component-2: Janitorial, Gardening and Operation & Maintenance						
Sr. No.	**Item Description**	**Unit**	**Qty / No. of Posts**	**Months**	**Rate (PKR)**	**Total Amount (PKR)**
1	Janitors / Cleaners	Per post per month	50	12		-
2	Supervisor	Per post per month	2	12		-
3	Cleaning Tools, Chemicals, Toiletries and Equipment as mentioned in TORs	Lump sum (annual)	1			-
4	Gardener	Per post per month	10	12		-
5	Horticulturist	Per post per month	1	12		-
6	Tools for Horticulture / Gardening (Tractors, Grass-cutting Machines, Water Pipes, Water Sprinklers, Hybrid Saplings / Ornamental Plants, Fertilizers and Pesticide Sprays etc.)	Lump sum (annual)	1			-
7	Electrician	Per post per month	2	12		-
8	Plumber	Per post per month	2	12		-
9	HVAC / AC Technician	Per post per month	1	12		-
10	General Technician	Per post per month	1	12		-
11	O & M Supervisor	Per post per month	1	12		-
12	Mason	Per post per month	2	12		-
TOTAL Component-2: Janitorial, Gardening and Operation & Maintenance – inclusive of all applicable taxes						**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. EOBI / Social Welfare and Labor Laws/ Rules will be applicable
6. Provision of Relevant qualifications / Certificates

Component-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber)						
Sr. No.	**Item Description**	**Unit**	**Qty / No. of Posts**	**Months**	**Rate (PKR)**	**Total Amount (PKR)**
1	Warden (1 Female, 2 Male)	Per post per month	3	12		-
2	Aya	Per post per month	4	12		-
3	Room Attendant (4 x Female, 8 x Male)	Per post per month	12	12		-

4	Bedding Set & Personal Care: 2 x bed sheets, 2 x pillows, 2 x towels, 1 x winter blanket (per student); toothbrush (1 every 3 months) and small toothpaste (1 per month); 1 medium-size soap and shampoo per student per month; any other personal care / essential item as per requirement; sanitary pads for girls as per requirement	Per set (Annual)	500			-
5	Laundry Services – 2 uniforms, 1 sports kit, 1 towel and 1 bed sheet per week; personal clothing laundry 30 pieces per month per student	Per student per month	300	12		-
6	Barber Services (two times per month per student)	Per student per month	300	12		-
TOTAL Component-3: Hostel (Housekeeping – Hosiery, Bedding, Toiletries, Laundry, Barber) – inclusive of all applicable taxes						**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. EOBI / Social Welfare and Labor Laws/ Rules will be applicable

Component-4: Mess Services (Food / Canteen / Catering)

Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Meals (3 x meals + snacks) as per menu provided in TORs – all-inclusive rate (food, on-site cooking, manpower incl. mandatory minimum staff, kitchen set-up, rental equipment, gas, fuel, utilities, crockery & cutlery)	Per person per month	400	12		-
TOTAL Component-4: Mess Services (Food / Canteen / Catering) – inclusive of all applicable taxes						**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. Payment only on all-inclusive per-meal basis; mandatory minimum mess staff as per RFP shall be deployed at the Service Provider's cost.

• The Client shall pay the Service Provider only on a per-meal cost basis for a period of one (1) year; no separate payments shall be made for manpower, equipment, utilities, or any other cost.

• The quoted per-meal rate shall be all-inclusive, covering food ingredients, on-site cooking, manpower, kitchen setup, rental equipment, gas, fuel, utilities, safety measures, and crockery and cutlery and all operational expenses.

• The Service Provider shall cook all meals on site and shall be solely responsible for food quality, hygiene, health, safety, and compliance with all applicable labor and HR laws.

• The Service Provider shall deploy the mandatory minimum staffing listed below; deployment of fewer staff than stated shall constitute material non-compliance. Mandatory Minimum Cooking & Support Staff (Per Shift / Per Day)

• Cooks: Minimum 10

• Cook Helpers / Water Boys / Dishwashers: Minimum 14

• Tandoorchi: Minimum 1

• Tandoorchi Helper: Minimum 1

• Waiters / Serving Staff: Minimum 18 (for serving 400 persons per meal)

• Nutritionist permanent on site

• The Service Provider may deploy additional staff at its own cost if required for smooth operations; no reduction below the mandatory numbers shall be permitted without prior written approval of the Client.

• All staff shall remain on the payroll, supervision, and legal responsibility of the Service Provider, and the Client shall bear no employer–employee liability.

• The Service Provider shall ensure all staff are medically fit, trained in food safety, and compliant with health, labor, and safety regulations.

• Failure to comply with the per-meal pricing model, staffing requirements, HR compliance, or safety standards shall render the bid non-responsive or may lead to contract termination.

Component-5: HR for Dispensary & Mosque

Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Medical Officer – 1 Male and 1 Female	Per post per month	2	12		-
2	Staff Nurse (2 Male, 2 Female)	Per post per month	4	12		-
3	Psychologist / Counselling Officer	Per post per month	1	12		-
4	Dispenser / Paramedic	Per post per month	1	12		-
5	First Aid / Essential Medicine and Equipment for Dispensary	Lump sum (annual)	1			-
6	Senior Imam	Per post per month	1	12		-
7	Muazzin	Per post per month	1	12		-
8	Khatib	Per post per month	1	12		-
	TOTAL Component-5: HR for Dispensary & Mosque – inclusive of all applicable taxes					**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).
4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.
5. Ambulance services, medicine for daily use chronic disease, and essential medicine / medical response in far-flung areas shall be reimbursable as per actual.

Component-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits

Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Supply of fabric and stitching of uniforms (School, Sports, Evening casual dress) – 2 summer, 2 winter uniforms, 2 track suits and 2 evening dresses per student per year. Summer: pant, shirt and tie (boys); shalwar kameez, scarf and sash (girls). Winter: in addition to summer items – blazer, 1 full-sleeve jersey, 1 sleeveless jersey	Per student	800			-
2	Shoes (School, Sports, flip-flop for girls and Peshawari chappal for boys, 1 washroom slipper) – each year per student	Per student	800			-
3	Supply of Notebooks, Stationery Kits	Per set	800			-
4	Office stationery as per list provided in TORs	Lump sum (annual)	1			-
5	Supply of durable, ergonomic School Bags – 1 per student per year	Per student	800			-
	TOTAL Component-6: Uniform & Tailoring, Books / Stationery / Bags / Sports Kits – inclusive of all applicable taxes					**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

Component-7: Transport Services (on need basis)

Sr. No.	Item Description	Unit	Qty / No. of Posts	Months	Rate (PKR)	Total Amount (PKR)
1	Hiace with Driver	Per vehicle per month	1	12		-
2	660 CC with Driver	Per vehicle per month	1	12		-
3	1000 CC with Driver	Per vehicle per month	1	12		-
4	1300 CC with Driver	Per vehicle per month	1	12		-
5	Ambulance	Per vehicle per month	1	12		-
6	Hino Full Size School Bus with Driver and Conductor	Per vehicle per month	1	12		-
7	Travelling cost – Hiace	Per KM				-
8	Travelling cost – 660 / 1000 / 1300 CC	Per KM				-
9	Travelling cost – Hino Full Size School Bus	Per KM				-
	TOTAL Component-7: Transport Services (on need basis) – inclusive of all applicable taxes					**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.

3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

4. Transport on need basis; quantities shown are notional for evaluation only and bills shall be reimbursed as per actual. Per-KM rates are quoted for use under the contract and are not added to the evaluated total.

Component-8: Service Management Office / Performance Monitoring Unit						
Sr. No.	**Item Description**	**Unit**	**Qty / No. of Posts**	**Months**	**Rate (PKR)**	**Total Amount (PKR)**
1	HR Manager / Team Leader	Per post per month	1	12		-
2	Payroll / Admin / Account Manager	Per post per month	1	12		-
3	Field Supervisor / Monitoring Supervisor / Compliance / Quality Manager	Per post per month	1	12		-
4	Clerical Staff	Per post per month	1	12		-
5	Office Boy	Per post per month	1	12		-
TOTAL Component-8: Service Management Office / Performance Monitoring Unit – inclusive of all applicable taxes						**-**

Notes:

1. Total Amount = Qty × Months × Rate. Where Months is blank (lump sum / per set / per student items), Total = Qty × Rate.
2. Rates shall be inclusive of all applicable taxes, duties and levies.
3. Quantities may be increased / decreased, or additional items added, as per Client requirement within the same contract (Mandatory Instructions, FIN-3).

4. Minimum salary shall not be less than the Government-notified minimum wage; EOBI / Social Security and labour laws shall apply.

Check: sum of component totals equals Grand Total *OK*

GOVERNMENT OF PAKISTAN
Ministry of Federal Education and Professional Trai

REQUEST FOR PROPOSAL (RFP)

FOR

OUTSOURCING OF ESSENTIAL SERVICES

FOR DAANISH SCHOOL, ASTORE GILGIT-BALTISTAN (GB)

October , 2026

TENDER NOTICE

FOR
OUTSOURCING OF ESSENTIAL SERVICES FROM SERVICE PROVIDERS FIRMS (CONSORTIUM/JV)

Daanish Schools Authority intends to hire services of qualified outsourcing firms/service providers in the form of consortium / JV for the provision and management of Security Services, Hostel (Housekeeping), Mess Services, Janitorial & Gardening, Operation & Maintenance, Book / Stationery / Bags, Uniform & Tailoring, Mosque & Barber
Services, Health Services, Sports Services, Transport, Laundry, other General Services in Daanish School Astore, Gilgit-Baltistan (GB) (detailed RFP document is available on Ministry's website at www.mofept.gov.pk and EPADS portal www.eprocure.gov.pk). For this purpose, experienced and compliant Outsourcing Service Providers are invited to submit their proposals.

2. The bidding shall follow the "Single Stage – Two Envelope" procedure under **Quality and Cost Based Selection (QCBS) in accordance with Rule 27(b) of the Public Procurement Rules, 2026.** Each bid shall comprise two sealed envelopes: one containing the technical proposal and the other containing the financial proposal. Technical proposals will be opened first; only firms achieving the minimum technical score as mentioned in RFP will have their financial proposals evaluated. Eligible firms must be legally registered and fulfill all mandatory requirements listed in the RFP.

3. The last date for submission of proposals is **_____ _____, 2026 by 15:00** hours. Technical proposals will be opened on the same date at **15:30** hours in the presence of representatives of participating firms who wish to attend. **Bid security (Rs.2.0 M) in the shape of CDR in the name of DDO, M/o FE&PT must be furnished along with Technical Proposal which is mandatory;** proposals without it shall be rejected.

4. A pre-bid meeting will be held on **_____ _____, 2026 at 1000 Hours** in the office of the undersigned. In case of a public holiday on the submission day, the next working day will be treated as the deadline. DSA reserves the right to cancel the process at any stage. The detailed RFP can be downloaded from PPRA and M/o FE&PT websites.

(Shah Jehan)
Deputy Secretary (Daanish Schools Authority)
Ministry of Federal Education and Professional Training **051-9103915**

DISCLAIMER

1. Daanish Schools Authority, Government of Pakistan (hereinafter referred to as the "Client") has prepared this Request for Proposal (RFP) document to provide information regarding the "Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)" (hereinafter referred to as the "Assignment"). The information contained in this RFP, or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Client, or any of their employees, is provided to Bidder(s) on the terms and conditions set out in this RFP.

2. This RFP is not an agreement and is neither an offer nor an invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this RFP (the "Bid"). This RFP includes statements that reflect various assumptions and assessments arrived at by the Client in relation to the Assignment. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client or its employees to consider the investment objectives, financial situation, and particular needs of each party who reads or uses this RFP. Each Bidder should therefore conduct its own investigations and analysis and should verify the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this RFP and obtain independent advice from appropriate sources.

3. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

4. The Client accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein. The Client and its employees make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise. This includes the accuracy, adequacy, correctness, completeness, or reliability of the RFP and any assessment, assumption, or information contained therein or deemed to form part of this RFP or arising in any way in this Bid stage.

5. The Client also accepts no liability of any nature, whether resulting from negligence or otherwise, arising from reliance of any Bidder upon the statements contained in this RFP.

6. The Client may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information, assessment, or assumptions contained in

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this RFP. The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder for the Assignment. The Client reserves the right to reject all or any of the Bidders or Bids after providing reasons/justifications as per the Public Procurement Rules, 2026.

7. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a Bidder, regardless of the conduct or outcome of the bidding process.

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LETTER OF INVITATION

____ _____, 2026

Subject: Letter of Invitation for "Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)"

1. The Daanish Schools Authority, Government of Pakistan (hereinafter referred to as the "Client") requests proposals through National Competitive Bidding (NCB) advertised through EPADs/Newspaper for the **"Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)"**. Eligible and qualified outsourcing firms/service provider are invited to apply, subject to meeting the criteria mentioned in the RFP.

2. RFP documents can be obtained from the EPADS (www.eprocure.gov.pk). Manual submission without submission on EPADS is not allowed. No proposal will be entertained after closing time.

3. Method of selection will be **Quality and Cost Based Selection (QCBS)** under **Single Stage – Two Envelope** bidding procedure as per Rule 27(b) of the Public Procurement Rules, 2026, read with Rule 28(b) thereof.

4. The RFP includes the following documents:
   - Disclaimer
   - Letter of Invitation
   - Instructions to Bidders
   - Technical Proposal Forms
   - Financial Proposal Forms
   - Term of Reference (ToRs)
   - Draft Contract Agreement

5. The Client invites sealed Technical Proposals (one original, one copy) and Financial Proposals (one original and one copy) in the formats prescribed in the RFP. Proposals must be delivered to the address mentioned below not later than _____ _____, 2026, at 03:00pm. Technical Proposals will be opened on the same day at 03:30pm in the presence of the authorized representatives of the bidding firms. Financial Proposals of only technically responsive firms shall be opened at a later date. Each envelope must be properly marked. The same shall be submitted on EPADs.

6. It is mandatory to use the standard forms provided in the RFP. Any proposal not in the prescribed format or missing required information shall not be considered.

7. Evaluation criteria are defined in the RFP. The combined evaluation shall be based on 70% Technical and 30% Financial scores. Financial proposals of only those firms that score at least **70%** in the Technical Proposal and 50% in each category will be considered.

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8. Bid security (Rs.2.0 M) is mandatory and must be accompanied with technical bids. Proposals without bid security / less than the said amount shall be rejected.
9. The Client reserves the right to reject or cancel proposals in accordance with the Public Procurement Rules, 2026. Proposals that are incomplete or non-compliant shall not be entertained. All applicable government taxes shall apply.
10. The Joint Venture / Consortium shall designate one member as the Lead Member, who shall be duly authorized through a legally valid authorization to act on behalf of all members for all contractual, financial, and administrative matters related to this procurement and the resulting contract. The proposal must also be duly signed and stamped by that authorized representative.
11. Proposals shall remain valid for **90 days** from the date of bid opening.
12. A **Pre-Proposal Meeting** will be held on _____ _____, 2026 at 10:00 hours in the office of the undersigned.

(Shah Jehan)
Deputy Secretary
Ministry of Federal Education and Professional Training

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SECTION 2. INSTRUCTIONS TO SERVICE PROVIDER FIRMS

SECTION: 2

Instructions to Consultants (For the Assignment: Outsourcing of Essential Services in Daanish School Astore, Gilgit-Baltistan (GB)

1. Definitions

1.1. **Procuring Agency (PA):** Daanish Schools Authority, with whom the selected Service Provider will sign the contract.

1.2. **Service Provider:** Service Provider means a Consortium or Joint Venture of two or more legally registered firms, formed specifically for the purpose of participating in this procurement, which submits a Proposal in response to this RFP for the outsourcing of essential services.

1.3. **Contract:** The agreement signed between MOFEPT and the successful Service Provider, including all attachments and appendices.

1.4. **Data Sheet:** Section of the RFP providing specific details on the assignment, timeline, and criteria.

1.5. **Country:** Islamic Republic of Pakistan.

1.6. **Day:** Calendar day.

1.7. **Government:** Government of Pakistan.

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1.8. **Applicable Law:** Any legal instruments in force in Pakistan.

1.9. **Instructions to firm:** Guidelines provided in this section for preparing and submitting proposals.

1.10. **LOI (Letter of Invitation):** The formal invitation to participate in bidding.

1.11. **Proposal:** Response submitted by the Service Provider, comprising both technical and financial submissions.

1.12. **RFP:** The full Request for Proposal document.

1.13. **Services:** Outsourcing of essential services as described in the Terms of Reference (TOR).

1.14. **Terms of Reference (TOR):** Scope, roles, deliverables, and responsibilities defined for the assignment.

2. Introduction

2.1. MOFEPT invites technical and financial proposals from service provider firms.

2.2. Assignment overview and objectives are detailed in the Data Sheet and TOR.

2.3. Implementation will follow the schedule stated in the TOR and Data Sheet.

2.4. Bidders may visit DSA offices to understand the context and clarify any issues. 2.5. The Client will assist in accessing project data and resolving administrative barriers.

2.6. Proposal preparation and negotiation costs shall be borne solely by the bidder.

2.7. The selection method will be **QCBS (Quality and Cost Based Selection)**.

3. Conflict of Interest

3.1. Firm must avoid conflicts of interest and disclose any actual or perceived conflict.

3.2. Conflict arises if:

3.2.1. Any owner, director, partner, or key professional staff of the bidder, or of any Joint Venture / Consortium member, is concurrently employed by, or directly involved in, the operational, supervisory, or decision-making functions of the DSA in relation to this procurement or the resulting contract.

3.2.2. The bidder, or any member of a Joint Venture / Consortium, has a close business, financial, or immediate family relationship with any official of the DSA who is directly involved in the preparation, evaluation, approval, or award of this procurement.

3.2.3. Public servants may be hired only under specific conditions (e.g., NOC, on leave, no recent affiliation).

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4. Fraud and Corruption

4.1. Firms must maintain the highest standards of integrity. Misrepresentation, bribery, or other fraudulent behavior will lead to disqualification and blacklisting.

5. Integrity Pact (Mandatory)

5.1. Firms must sign the prescribed Mandatory **Integrity Pact** on Stamp Paper in Technical Proposal.

6. Eligibility of Consultants and Sub-consultants

6.1. Only firms meeting the eligibility and compliance requirements set in the Data Sheet are allowed to participate. Shortlisted firms may not partner with those disqualified during evaluation.

7. Proposal Rules

7.1. Only one proposal may be submitted. Submitting multiple proposals will result in disqualification.

8. Proposal Validity

8.1. Proposals must remain valid for 90 days from the date of bid opening.

9. Clarification and Amendments

9.1. Clarifications may be requested in writing through EPADS up to three (03) days prior to the submission deadline; DSA shall respond through EPADS within two (02) days and the response shall be shared with all prospective bidders, in terms of Rule 38 of the Public Procurement Rules, 2026. DSA may issue written addenda if necessary.

10. Preparation of Proposals

10.1. Bidders must carefully review all RFP contents and ensure completeness.
10.2. The number of proposed staff and roles must align with the TOR and budget provisions.
10.3. Technical Proposals must include firm experience, proposed team, methodology, and CVs.
10.4. Financial Proposals should follow the format in Section 4.

11. Taxes

11.1. Consultants are responsible for all applicable federal/provincial taxes.

12. Submission and Opening

12.1. No overwriting is allowed.
12.2. Submit Technical and Financial Proposals in separate sealed envelopes on EPADS. A manual copy of the bid shall also be submitted. Bids shall be opened through EPADS; in case of any

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discrepancy between the EPADS submission and the manual copy, the bid submitted on EPADS shall prevail.

12.3. Envelopes must be clearly marked.

12.4. Late submissions will not be accepted.

13. Evaluation of Proposals

13.1. Technical proposals are evaluated first.

13.2. Only proposals scoring at least 70% overall and 50% in each category will proceed to financial evaluation. The technical evaluation report shall be published on EPADS and the websites of PPRA and DSA before opening of the financial proposals, in terms of Rule 48 of the Public Procurement Rules, 2026.

13.3. Combined score: 70% technical + 30% financial.

13.4. Financial score formula: Sf = 100 x (Fm / F)

14. Negotiations

14.1. Shortlisted firms may be invited to negotiations on methodology and scope only (sans cost), during which the proposed staffing and methodology may be refined.

15. Award and Commencement

15.1. DSA will award the contract to the top-ranked firm after successful negotiations. The firm must provide **Performance Security in the Bank Guarantee from a Scheduled Bank, amounting to up to 10%** of the contract value (Rule 51, PPR 2026) and commence work as specified. The contract shall be awarded after expiry of the period available for lodging of complaints under Rule 65 of the Public Procurement Rules, 2026 (Rule 49).

16. Confidentiality

16.1. No party may disclose proposal details or evaluation results before official publication of the award.

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16.2. Grievance Redressal: Any bidder may lodge a written complaint with the Grievance Redressal Committee of DSA in the manner and within the time limits specified in Rule 65 of the Public Procurement Rules, 2026, i.e. against the terms of the RFP not later than two (02) days prior to the proposal submission deadline, and against evaluation within seven (07) days of announcement of the technical evaluation report or five (05) days of announcement of the final evaluation report.

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DATA SHEET

2.1	**Assignment Title:** Outsourcing of essential Services in Daanish School Astore, Gilgit-Baltistan (GB): i. Security Services ii. Janitorial & Gardening, & Operation & Maintenance iii. Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber etc.) iv. Mess Services (Food / Canteen / Catering) v. HR for Dispensary, Mosque vi. Uniform and Tailoring, Books, Stationery, School Bags, Sports Kits vii. Transport Services ***Note: The contract shall be awarded as an integrated service package. Bidders are required to submit proposals in the form of a Consortium / Joint Venture, duly constituted in accordance with the requirements of this RFP, to collectively provide all services included in the scope. The Consortium / Joint Venture shall assume full and joint responsibility for the delivery, coordination, and performance of all services under the contract.*** **Client Officials:** 1. Shah Jehan, Deputy Secretary, M/o FE&PT **Address:** Room No.227, D-Block, Ministry of Federal Education and Professional Training, For Clarification **Email:** akhanzada@hec.gov.pk
2.1	**Selection Method:** Quality and Cost Based Selection (QCBS) Single Stage Two Envelope procedure
2.2	**Proposal Format:** Technical and Financial Proposals must be submitted in separate sealed envelopes
2.5	**Logistics & Support:** The successful bidder shall arrange all necessary logistics and facilities to perform the assignment, as detailed in the Special Stipulations
5	**Integrity Pact: (Mandatory on Stamp Paper)** Required. Any firm not submitting a duly signed Integrity Pact on stamp paper shall be treated as non-responsive and disqualified

6	**Mandatory Eligibility Requirements:** The proposal shall include: **Letter of Application** – Signed by the authorized signatory of the Lead Partner **Authorization Letter/Power of Attorney** – Confirming authority of the person signing the bid on stamp Paper which must be issued in the name of Lead Partner. **Company Profile** – The Lead Member of the Joint Venture / Consortium shall have a minimum of seven (07) years of registration as a legally incorporated entity in Pakistan. Including organizational structure and services offered. - Must have a minimum one prior experience of providing integrated facility management services to a relevant entity. - Two (02) years Registration for non-lead partners, **Valid Registration Certificate** – With SECP / Registrar of firms / or any relevant registration authority for all **National Tax Number (NTN)** and **Active Taxpayer Status (Income Tax & Sales Tax)** – As per FBR by all JV / Consortium partners. **Audit Reports / Income Tax Returns** – For the last **three (03) financial years** from the lead partner. **Joint Venture / Consortium Agreement** **Average Annual Turnover** The Lead Partner of the Joint Venture / Consortium shall have an average annual turnover of not less than Rs. 300 Million during the last three (03) financial years. Documentary evidence, duly audited and certified, shall be submitted to substantiate the stated turnover. **Affidavit of No Litigation** – Confirming the firm has no current litigation with government clients (on stamp paper) by all JV / Consortium partners. **Affidavit of Not Being Blacklisted** – From any public or private sector organization. (on stamp paper) by all JV / Consortium partners. **Affidavit Regarding Dedicated Staffing** – Confirming proposed staff is not committed to any other project. (On stamp paper) by all JV / Consortium partners. **Bid Security** – Rs.2.0 million in shape of CDR in the name of DDO, DSA, M/o FE&PT. (one bid security for all JV / Consortium partners.) **Proof of Physical Office in Pakistan** – Must include office address and contact details by all JV / Consortium partners.

	☐ **Relevant Experience in relevant Outsourcing Services** – At least one **(01) similar assignment experience** by all JV / Consortium partners in their respective field/ lot. ☐ Firms must sign the prescribed Mandatory **Integrity Pact** on Stamp Paper in Technical Proposal by the lead partner only. ☐ **Additional Mandatory condition given in each LOT of the BoQ shall also be complied.** ☐ **All applicable Licensing from the relevant departments for the offered services must be attached.**

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9.1	**Proposal Validity:** 90 days from the date of bid opening.
10.1	**Clarifications Deadline:** Through EPADS, up to three (03) days prior to the submission deadline (Rule 38, PPR 2026).
11.2	**Deliverables:** Staffing schedule / Required Services and reporting structure as per TORs
12	**Language:** All proposals and correspondence must be in English.
13.1	**Proposal Format:** Full Technical Proposal (FTP)
14.1	**Financial Proposal Details:** Must include: **FORM FIN-1: Financial Proposal Submission Form FORM** **FIN-2: Summary of Costs** **FORM FIN-3 Lot Wise Breakdown of Cost**
15.1	**Taxes:** All payments will be subject to Pakistani taxes, duties, and levies
16.2	**Submission Copies:** Only EPADS submission.
16.4	**Submission Deadline:** **Date: _____ _____, 2026** **Time:** 15:00 Hours **Location:** Room No 227, 2nd Floor, D-Block , Ministry of Federal Education and Professional Training, Pak Secretariat, Islamabad
18.1	**Evaluation Criteria:** QCBS Methodology with 70% weightage for Technical and 30% for Financial

19.4	**Financial Score Formula:** **Sf = 100 × Fm / F**, where Fm = lowest price; F = price under consideration
24.3	**Expected Commencement Date: _____, 2026.**
24.4	**Duration of the project: 1 year extendable upon satisfactory performance**

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TECHNICAL EVALUATION CRITERIA

(Minimum 70% Marks required to qualify for financial opening)

Criteria	Sub criteria	Scoring Methodology	Max Marks	Total Marks
1. Firm Experience	Relevant Outsourcing Services assignments in public or reputed private sector Institutions (20 marks) & At least one relevant integrated facility management assignment in relevant field. (10 Marks)	• 3 or more projects = 30 marks;	30	30
		• 2 projects = 20 marks;		
		• 1 project = 10 marks;		
	• *Documentary evidence in the form of work orders, completion certificates with client references shall be provided.* • *Relevant experience of each partner, with whom the firm has been associated, will be evaluated individually for scoring purposes.*			
2. Approach & Methodology	a) Understanding of institute's Needs	• Comprehensive & specific = 05;	05	20
		• Moderate = 03;		
		• Basic = 02;		
		• Inadequate= 0		
	b) HR & General Services Plan	• Clear stepwise plan = 05;	05	
		• Partial plan = 03;		
		• Generic = 02;		
		• None = 0		
	c) Staff Performance & Monitoring Plan	• KPI-based system = 5;	5	
		• Basic monitoring = 3;		
		• None = 0		
	d) Risk Management & Contingency Plan	• Comprehensive mitigation plan = 5;	5	
		• Basic identification = 3;		
		• None = 0		

	The Joint Venture/Consortium shall submit a consolidated approach and methodology covering all proposed services. The Lead Partner shall be responsible for overall coordination, integration, and management of services.			
3. Team Composition & CVs	a) Manager / Supervisor	Bachelor (16 years) or degree in relevant field (minimum 7 years post-qualification experience- at least 3 similar assignments *50% Marks Qualification, 50 % Marks Experience*	8	20
	b) Finance / Accounts Officer	Bachelor (16 Years) Accounting & Finance or equivalent with 5 years Minimum Experience *50% Marks Qualification, 50 % Marks Experience*	6	
	c) Quality / Compliance Officer	Bachelor (16 Years) degree with 5 years Experience in monitoring service quality & reporting *50% Marks Qualification, 50 % Marks Experience*	6	
	The bidder shall propose one integrated team comprising all the above-mentioned personnel to cover the entire scope of the assignment.			
4. Annual Turnover	a) Annual Turnover Showing for the past 3 years	• 500 Million or Above = 20 • 400 Million or above = 10 • Below 300 Million = 0	20	
	Only required from Lead Partner			
5. Work Plan & Schedule	a) Timeline with Gantt/Bar Chart	• Detailed & realistic = 5; • Basic = 2; • None = 0	5	10
	b) Mobilization Strategy of all proposed services	• Realistic = 3; • Within 30 days = 2; • Beyond 30 days = 1 • Partial = 2; • None = 0	3	
	c) Staff Exclusivity & Replacement Plan	• Replacement within 7 days = 2; • Beyond 7 days = 1; • None = 0	2	

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	The Joint Venture/Consortium shall submit a consolidated approach and methodology covering all proposed services. The Lead Partner shall be responsible for overall coordination, integration, and management of services.	
	Total	100

Only proposals scoring at least 70% overall and 50% in each category will proceed to financial evaluation

SECTION 3.
TECHNICAL PROPOSAL – STANDARD FORMS

TECH-1: Technical Proposal Submission Form

[Location, Date]

To:
[Client Name]
[Client Address]

Dear Sir/Madam,

I, the undersigned, offer to provide the services for "Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)" in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal submitted under a separate sealed envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FORM TECH-2: Organization & Relevant Experience

A. Organization Profile

Legal status, registration, number of employees, office locations, professional capabilities.

B. Relevant Assignments

List at least 2 similar outsourcing of Services projects (public or large private sector) completed in the last 5 years and at least one relevant (educational institute) integrated facility management assignment in public sector:

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- Client name,
- assignment title
- Contract value,
- Duration
- Number of staff deployed
- Brief scope and deliverables
- Contact person for reference

FORM TECH-3: Approach, Methodology & Work Plan

- A narrative covering:
- Understanding of Daanish School staffing services needs.
- Recruitment process, compliance with labor laws.
- Screening/vendor management, payroll, attendance tracking, replacement policy.
- Logistics and coordination strategy with Client.
- Performance monitoring, reporting structures. Timeline
- presented via Gantt chart.

FORM TECH-4: Team Composition & Staffing Plan

Provide a table for key supervisory and managerial positions:

- Role
- Name (if known)
- Qualification Experience (years)
- Responsibility

Include a bar chart timeline (home vs. field) for staffing mobilization.

FORM TECH-5: CVs of Key Personnel

Include detailed, signed CVs for: Project

- Manager / Supervisor
  Accounts Manager
- Quality / Compliance officers

CV must include education, experience, role in previous similar assignments, and contactable references.

FORM TECH-6: Work Schedule

Bar-chart/Gantt illustrating:

- Mobilization, Recruitment, Deployment
- Staff training
- Monthly performance reviews, reporting
- Contract closeout

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SECTION 4.
FINANCIAL PROPOSAL – STANDARD FORMS

FORM FIN-1: Financial Proposal Submission Form

To:
[Client Name & Address]

Date: [Insert Date]

"We, the undersigned, offer to provide the **Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)**, in accordance with your RFP dated [Insert Date] ... Our Financial Proposal is submitted in a separate sealed envelope. We declare no commissions or gratuities have been or will be paid in relation to this proposal."

Signature:
Name & Title of Authorized Representative
Company Name
Address, Phone, Email

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FORM FIN-2: Summary of Costs

A table summarizing total cost in Pak Rupees:

COST ITEM	TOTAL (PKR)
Security Services	
Janitorial, Gardening and Operation & Maintenance	
Hostel (Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber)	
Mess Services (Food / Canteen / Catering)	
HR for Dispensary, Mosque	
Uniform and Tailoring, Book / Stationery / Bags / Sports Kits / Non-Stationery	
Transport Services	
Service Management Office / Performance Monitoring Unit and	
Total	

Note: Prices should be included all kind of applicable taxes

FORM FIN-3
LOT -1 - Breakdown of Security Services

NAME/POSITION	NO OF POST	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
33 Security Guards (SGs) for 11 x Security Positions @ of 3 SGs per Position for 8 hourly duty	33	12		
Lady Guard / Searcher	4	12		
Head Guard One Head Guard (HG) will manage 6 Security Positions, and another will manage 5 Security Positions	2	12		
Security Supervisor	1	12		
QRF Personnel	3	12		
Patrolling (inner and outer perimeter) 2 Security Guards	2			

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2 x Electric Bikes				
Control Room Operator Each will perform 8 hourly duty or as required	3	12		
Total				
Mandatory Instructions:	• *The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract* • *Minimum Salary should be as per Government notified Minimum wage.* • *EOBI / Social Welfare and Labor Laws/ Rules will be applicable* • *Relevant Licensing for the Security Service will be submitted.* • *The Personnel Shall not have any criminal record / Provision of Security Clearance certificate* • *Provision of Relevant Experience / Training Certificate*			

FORM FIN-3

LOT-2 – Janitorial, Gardening and Operation & Maintenance Services

NAME/POSITION	NO OF POST	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Janitors / Cleaners	50	12		
Supervisor	2	12		
Cleaning Tools, Chemicals, Toiletries and Equipment as mentioned in TOR's Lump sum Cost will be provided				
Gardener	10	12		
Horticulturist	1	12		
Tools for Horticulture / Gardening like Tractors, Grass cutting Machines, Water pipes, Water				
Sprinkles, Hybrid saplings / ornamental plants, Fertilizers and Pesticides Sprays etc. (Lump Sum Cost should be provided)				
Electrician	2	12		
Plumber	2	12		
HVAC / AC Technician	1	12		
General Technician	1	12		
O & M Supervisor	1	12		
Mason	2	12		
Total				

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• **Mandatory Instructions**	**Note:** • *The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract* • *Minimum Salary should be as per Government notified Minimum wage* • *EOBI / Social Welfare and Labor Laws/ Rules will be applicable* • *Provision of Relevant qualifications / Certificates*

FORM FIN-3

LOT 3 Hostel *(Housekeeping – Hosiery, bedding, Toiletries, Laundry, Barber etc.)*

NAME/POSITION	Unit Rate	NO OF POST	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Warden (1 Female , 2 Males)		3	12		
Aya		4	12		
Room Attendant (4 x Female , 8 x Male)		12	12		
- Bedding Set 2 x bed sheets, 2 x pillows, 2 x Towels, 1 x winter blanket (Per Student) - Toothbrush (1 after every 3 months) and Tooth paste small size (1 per month) - 1 medium-size soap and shampoo per student per month - Any other item in personal care kit and other essential requirement as per requirement. - Sanitary pads for Girls as per requirement.		500 Sets			
Laundry Services – - 2 uniforms 1 Sport Kit and 1 Towel and 1 bed Sheet – Per week		300 Students	12		

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- Personal clothing Laundry - 30 pieces per month per student					
Barber Services (two times Per Month per student)		300 Students	12		
Total					
Mandatory Instructions	**Note:** • *The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract*				
	• *Minimum Salary should be as per Government notified Minimum wage* • *EOBI / Social Welfare and Labor Laws/ Rules will be applicable* • *Provision of Relevant qualifications / Certificates*				

FORM FIN-3

LOT 4 *Mess Services (Food / Canteen / Catering) – rental based*

NAME/POSITION	Unit Rate	NO OF Persons	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Meal (3 x meals + Snacks) as per menu provided in TOR's		600 Persons	12		
Total					
Mandatory Condition					

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	• The Client shall pay the Service Provider **only on a per-meal cost basis** for a period of **one (1) year**; **no separate payments** shall be made for manpower, equipment, utilities, or any other cost. • The quoted **per-meal rate shall be all-inclusive**, covering food ingredients, on-site cooking, manpower, kitchen setup, rental equipment, gas, fuel, utilities, safety measures, and crockery and cutlery and all operational expenses. • The Service Provider shall cook **all meals on site** and shall be solely responsible for **food quality, hygiene, health, safety, and compliance with all applicable labor and HR laws**. • The Service Provider shall deploy the **mandatory minimum staffing** listed below; deployment of fewer staff than stated shall constitute **material non-compliance**. Mandatory Minimum Cooking & Support Staff (Per Shift / Per Day) • **Cooks:** Minimum **10** • **Cook Helpers / Water Boys / Dishwashers:** Minimum **14** • **Tandoorchi:** Minimum **1** • **Tandoorchi Helper:** Minimum **1** • **Waiters / Serving Staff:** Minimum **1**8 (for serving 400 persons per meal) • **Nutritionist permanent on site** • The Service Provider may deploy **additional staff at its own cost** if required for smooth operations; **no reduction** below the mandatory numbers shall be permitted without prior written approval of the Client. • All staff shall remain on the **payroll, supervision, and legal responsibility of the Service Provider**, and the Client shall bear **no employer–employee liability**. • The Service Provider shall ensure all staff are **medically fit, trained in food safety, and compliant with health, labor, and safety regulations**. • Failure to comply with the **per-meal pricing model, staffing requirements, HR compliance, or safety standards** shall render the bid **non-responsive** or may lead to **contract termination**.

FORM FIN-3

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LOT-5: Break Down of Dispensary & Masjid Services

NAME/POSITION	NO OF POST	MONTHS	RATE/PM (PKR)	TOTAL (PKR)
Medical Officer – 1 Male and 1 Female	2	12		
Staff Nurse (2 Male, 2 Female)	4	12		
Psychologist / Counselling Officer	1	12		
Dispenser / Paramedic	1	12		
First Aid / Essential Used Medicine and equipment for Dispensary (Lump Sum Cost Shall be provided)				
Senior Imam	1	12		
Muazzin	1	12		
Khatib	1	12		
Total				
Mandatory Condition:	• *The Quantity can be increased / decreased or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract* • *Relevant certifications for staff and others* • *Referral to nearby hospital in case of medical emergency* • *Ambulance Services as per actual* • Any daily use medicine in case of chronic disease shall be reimbursable • In far flung areas, where there is no nearby hospital, the vendor will arrange all essential medicine / medical response at the School and shall be reimbursable •			

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FORM FIN-3

LOT-6: Breakdown of Uniform & Tailoring, Books / Stationery / Bags / Sports Kits

NAME/POSITION	Per Student	No of Student	TOTAL (PKR)
Supply of Fabrics and Stitching of Summer and Winter Uniform (School, Sports , evening casual dress) – 2 Summer and 2 winter uniform and 2 track suit, 2 evening dress to be provided to each student per year Summer Uniform consists of: Pant, shirt and tie for boys and Shalwar Kameez, Scarf and Sash for girls Winter Uniform consists of: In addition to summer items - Blazer, 1 Jersey full sleeve, 1 x jersey without sleeve.		800	
Shoes (School, Sports, flip flop for girls and peshawari chappal for boys, 1 washroom slipper **each year per student**)		800	
Supply of Notebooks, Stationery Kits		800 Sets	
Office stationery as per list provided in TOR's			
Supply of Durable, ergonomic School Bags 1 per student per year		800	
Mandatory Condition:	*The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract*		

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FORM FIN-3

LOT-7 Transport Services

Transport Services				
Vehicles for Rent	Qty	**RATE/PM/each vehicle (PKR)**	**MONTHS**	**TOTAL (PKR)**
Hiace with Driver	As per requirement			
660 CC with Driver				
1000 CC with Driver				
1300 CC with Driver				
Ambulance				
Hino Full Size School Bus with Driver and Conductor				
Travelling Cost / KM				
Hiace	Per KM Rate should be Quoted (see from contract)			
660 / 1000 / 1300				
Hino Full Size School Bus				
Sub-total Remuneration				
Mandatory Condition:	*The Quantity can be increased / decreased, or any additional item can be added as per client requirement / deemed necessary for the services delivery within the same contract. Transport Services shall be on need basis.* - Bill shall be reimbursable as per actual incurred expenditure.			

Breakdown of Service Management / Performance Monitoring

NAME/POSITION	**PERSON-MONTHS**	**RATE/PM (PKR)**	**MONTHS**	**TOTAL (PKR)**
HR Manager / Team Leader	1		12	
Payroll//Admin/Account Manager	1		12	
Field Supervisor /Monitoring Supervisor / Compliance / Quality Manager	1		12	
clerical staff	1		12	

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Office Boy	1		12	
Total				

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SECTION 5.
TERMS OF REFERENCE

TERMS OF REFERENCE (TOR)

Title: Outsourcing of Essential Services for Daanish School Astore, Gilgit-Baltistan (GB)

Client: Daanish Schools Authority

Background: The Daanish Schools Authority has completed the construction of Daanish School Astore, Gilgit-Baltistan (GB), and now the academic session is scheduled to be commenced from _____, 2026, In order to ensure timely and compliant staffing / Essential services , DSA seeks to engage a qualified outsourcing / Service Provider firm for the provision of services (Security , Hostel / Mess , Janitorial Services) for the period of one year.

Objective: To recruit, deploy, and manage a qualified workforce / services under third-party outsourcing arrangements to support Daanish School Astore, Gilgit-Baltistan (GB) as required.

Scope of Work: The selected outsourcing firm will be responsible for:

1. Recruitment of competent personnel in accordance with the staffing table provided by Daanish Schools Authority.
2. Screening and verification of qualifications and credentials of candidates.
3. Deployment of staff to Daanish School within 15 days of contract signing.
4. Salary disbursement, attendance monitoring, and compliance with applicable labor laws.
5. Timely replacement of staff in cases of resignation, absenteeism, or unsatisfactory performance.
6. Maintenance of records including contracts, attendance, payroll, and insurance for all outsourced staff.
7. Regular reporting to DSA on staffing status and compliance.

A. SECURITY SERVICES

SCOPE

- 24/7 Security of Campus, Hostels, Academic Blocks, gates
- Access Control, Visitor Management, patrolling, CCTV Monitoring.
- Incident Reporting and Emergency Response.

The contractor / service provider firm shall provide one shift (day) security services from 8AM -8PM and one shift (Night) security Services from 8 PM- 8 AM at the Daanish School Astore, Gilgit-Baltistan (GB).
Minimum number of staff required is as follows:

NAME/POSITION	NO OF POST
Security Guards (SGs) – 11 x Security Positions @ 3 SGs per Position for 8-hourly duty	33
Lady Guard	4

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Head Guard	2
Security Supervisor	1
QRF	3
Patrolling (inner and outer perimeter) – 2 Security Guards with 2 x Electric Bikes	2
Control Room Operator – 8-hourly duty or as required	3

The Client reserves the right to increase or decrease no of staff as per its requirement. The actual number of employees required immediately will be shared after the award of contract. At any time, during the contract term within upper limit the client may require additional security guards.

Contractor / Service Provider Firm Shall Equip the security guards with following item/ Facility

Ser	Item	Quantity Required
1	Semi-Automatic Rifle/Pistol (Licensed)	17
2	Uniform with Daanish School Logo Embroidered	16
3	P Cap / Wool Cap, Shoes, Belt Name Plate	8
4	Gloves and Sweater / Jackets for winters	8
5	Flash Light (High Throw)	4
6	Whistle	8
7	Baton Stick	8
8	Magazine Pouch Jacket	4
9	Wireless Hand Held Walkie-Talkie Sets	17
10	Motor Bike	02

B. JANITORIAL / CLEANING SERVICES / GARDENING / OPERATION AND MAINTENANCE

NAME/POSITION	NO OF POST
Janitors / Cleaners	50
Supervisor	2
Cleaning Tools, Chemicals, Toiletries and Equipment as mentioned in TOR's Lump sum Cost will be provided	
Gardener	10

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Horticulturist	1
Tools for Horticulture / Gardening like Tractors, Grass cutting Machines, Water pipes, Water Sprinkles , Fertilizers and Pesticides Sprays etc (Lump Sum Cost should be provided)	
Electrician	2
Plumber	2
HVAC / AC Technician	1
General Technician	1
O & M Supervisor	1
Mason	2

Janitorial Service provider will be responsible for overall cleaning of the institute, minimum staff required is as follows.

Required Cleaning Tools and Equipment

- **Brooms, Dustpans, and Brushes:** Essential for sweeping up debris from various floor types.
- **Mops and Buckets:** Used for wet and damp mopping of hard floors, often with a wringer attachment for efficiency.
- **Microfiber Cloths and Dusters:** Highly effective for dusting, wiping surfaces, and polishing glass and stainless steel without leaving residue or streaks.
- **Vacuum Cleaners:** Vital for removing dirt and allergens from carpets and hard floors. Commercial settings often use backpack or industrial-grade vacuums with various attachments.
- **Squeegees and T-bars:** Primarily used for achieving streak-free windows and mirrors, often with extension poles for higher reach.
- **Utility Items:** This includes step ladders for high-reach areas, plungers for minor plumbing issues, and a janitorial cart to transport supplies efficiently.

Cleaning Chemicals and Solutions

- **All-Purpose Cleaners:** Versatile for cleaning most surfaces.
- **Disinfectants/Sanitizers:** Crucial for killing bacteria and viruses, especially on high-touch surfaces in restrooms and kitchens.
- **Glass Cleaner:** A specialized solution for achieving streak-free glass surfaces.

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- **Bathroom/Toilet Bowl Cleaner:** Designed to remove soap scum, mildew, and stains specific to restroom environments.
- **Degreasers:** Heavy-duty cleaners for areas with oil and grease buildup, such as commercial kitchens.
- **Specialty Cleaners:** May include wood floor cleaner, carpet spot remover, and stainless steel cleaner, depending on the facility's needs.

Waste Management and Restroom Supplies

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- **Trash Bags/Liners:** In various sizes for different bins.
- **Trash Cans and Recycling Bins:** Essential receptacles for waste disposal and encouraging recycling practices.
- **Paper Products:** This includes paper towels, toilet paper, and toilet seat covers for stocking restrooms and break rooms.
- **Hand Soap and Sanitizers:** Provided to promote personal hygiene among building occupants.
- **Odor Control Products:** Air fresheners and deodorizers help maintain a pleasant-smelling environment.

Personal Protective Equipment (PPE) and Safety

Safety gear is mandatory to protect staff from chemicals and workplace hazards.

- **Gloves:** Both disposable (for general tasks) and heavy-duty reusable rubber gloves (for harsh chemicals).
- **Safety Goggles/Face Shields:** To protect eyes from splashes during cleaning and chemical handling.
- **Masks/Respirators:** Recommended when working with strong fumes or in dusty environments.
- **Non-slip Footwear:** To prevent slips and falls on wet surfaces.
- **Safety Signage:** "Wet Floor" or "Caution" signs are crucial for alerting others to potential hazards during cleaning.
- **First-Aid Kit:** A basic kit should be readily available for minor injuries

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C. HOSTEL AND MESS SERVICES

1. **Operations**: Room management, check-in/out, inventory.
2. **Housekeeping**: Cleaning, sanitation, waste management.
3. **Maintenance**: Repairs (plumbing, electrical, carpentry), preventative maintenance.
4. **Food Services (Mess/Canteen)**: Breakfast, Lunch, Tea and Dinner, (Quality control, hygiene, timings.)
5. **Utilities Management**: Power, water, gas, Wifi
6. **Staffing :** Female staff for female hostel and Male staff for Male Hostel

Food Service Menu

Day	Breakfast	Lunch	Dinner	Snacks
Saturday	Seasonal Fruit, Tea/Milk, Eggs, Toast / Paratha / Nan	Chicken Biryani with Raita	Aloo Kofta Salan with Nan	Sandwich / Biscuits / French Fries and Glass of Milk at night or in Morning
Sunday	//	Chicken Qorma with Nan and Salad	Bhindi with Nan, Salad	//
Monday	//	White Rice with Daal	Aloo Beef Salan with Nan	//
Tuesday	//	Chicken Pulao with Raita	Daal Channa with Nan	//
Wednesday	//	Mix Sabzi with Nan, Raita, Salad	Beef Nihari with Nan	//
Thursday	//	Aloo Chicken Salan with Nan	Chicken Biryani	//
Friday	//	Beef Pulao	Daal Channa with Nan	//

The Vendor may quote per student price for above menu, minimum student will be 150

List of Stationery Items:

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Sr.#	Item	Description / Specification	M. Unit	Qty.
1	Exercise Notebook (A4)	125 GSM cover, 80 GSM inside pages, 200 pages	Nos.	6,400
2	Exercise Notebook (A5)	125 GSM cover, 80 GSM inside pages, 100 pages	Nos.	4,800
3	Rough Notebook	A4, 100 GSM cover, 70 GSM pages	Nos.	1,600
4	English Register	A4 size, hard cover, 300 pages	Nos.	800
5	Math Register	A4 size, hard cover, 300 pages	Nos.	800
6	Science Practical Notebook	A4, hard cover, ruled + blank pages	Nos.	800
7	Ball Point Pen (Blue)	Fine tip, refillable	Nos.	9,600
8	Ball Point Pen (Black)	Fine tip, refillable	Nos.	4,800
9	Pencil (HB)	Good quality graphite	Nos.	9,600
10	Eraser	Non-dust, soft rubber	Nos.	4,800
11	Sharpener	Steel blade, single hole	Nos.	4,800
12	Geometry Box	Standard set with compass, ruler, protractor	Nos.	800
13	Ruler	Plastic, 30 cm	Nos.	1,600
14	Color Pencils Set	12 colors per box	Nos.	800
15	Crayons Set	12 colors, wax based	Nos.	800
16	Drawing Book	A4, 120 GSM, 40 pages	Nos.	800
17	School Bag	Medium size, durable fabric	Nos.	800
18	Writing Pad	A4 size, 80 GSM	Nos.	1,600
19	Glue Stick	Non-toxic, 15–20 g	Nos.	1,600
20	Scissors	Student size, blunt edge	Nos.	800
21	Highlighter	Assorted colors	1,600	
22	Whiteboard Marker	Blue/Black, refillable	1,200	
23	File Folder	Plastic, A4 size	1,600	
24	Attendance Register	Hard cover, 400 pages	20	
25	Exam Answer Sheet Bundle	A4 size, 80 GSM (500 sheets per bundle)	10 bundles	
26	Graph Notebook	A4 size, 80 GSM, 100 pages	800	

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27	Urdu Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
28	Islamiat Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
29	Social Studies Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
30	Computer Notebook	A4 size, 125 GSM cover, 80 GSM pages	800	
31	Marker Set	Permanent, assorted colors (pack of 4)	400	
32	White Paper Ream	A4 size, 80 GSM, 500 sheets	50 reams	
33	Chart Paper	22x28 inches, assorted colors	2,400	
34	Manila Paper	A4 size, 150 GSM	2,400	
35	Clip Board	A4 size, hard board with clip	800	
36	Name Labels	Self-adhesive, pack of 10	800 packs	
37	Exam Pad	A4 size, cardboard backing	800	
38	Correction Pen	White fluid, quick dry	1,600	
39	Stapler (Mini)	With 1000 pins	400	
40	Stapler Pins	No.10, box of 1000	800 boxes	
41	Paper Clips	Metal, box of 100	400 boxes	
42	Rubber Bands	Assorted size, pack	400 packs	
43	Student ID Card	PVC, printed	800	
44	ID Card Lanyard	Nylon, clip hook	800	
45	School Diary	Printed, 150 pages	800	
46	Exam Result Folder	Cardboard, A4 size	800	
47	Library Card	Laminated	800	
48	Book Cover Roll	Plastic, transparent	200 rolls	
49	Brown Paper Roll	Packing quality	200 rolls	
50	Dust-Free Chalk Box	White, pack of 100 sticks	100 boxes	
51	Duster	Wooden handle, felt base	200	
52	Whiteboard	Wall-mounted, 4x3 ft	40	
53	Whiteboard Eraser	Magnetic	200	
54	Teacher Marker	Whiteboard, assorted colors	600	
55	Lesson Plan Register	Hard cover, 300 pages	50	

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56	Teacher Attendance Register	Hard cover, 400 pages	30	
57	Staff Notebook	A4 size, 200 pages	200	
58	Photocopy Paper	Legal size, 80 GSM, 500 sheets	30 reams	
59	Envelopes	A4 size, brown, pack of 50	200 packs	
60	Envelopes	Small size, white, pack of 50	200 packs	
61	Notice Board	Cork board, 3x2 ft	20	
62	Pin Box	Push pins, box of 100	100 boxes	
63	Permanent Marker	Black/Blue	400	
64	Attendance Sheet Pad	Printed, 50 sheets	100 pads	
65	Register Stand	Metal/Plastic	50	
66	Floor Chart Stand	Adjustable metal	20	
67	Map (World)	Laminated, wall size	20	
68	Map (Pakistan)	Laminated, wall size	20	
69	Science Chart Set	Human body, plants, physics	50 sets	
70	Math Chart Set	Tables, shapes, formulas	50 sets	
71	English Chart Set	Grammar, tenses, vocabulary	50 sets	
72	Suggestion Box	Lockable, metal	10	
73	Complaint Register	Hard cover, 200 pages	10	

74	Stock Register	Hard cover, 400 pages	10	
75	Asset Register	Hard cover, 300 pages	10	
76	Procurement File	Lever arch, A4 size	100	
77	Student File	Paper file, A4 size	1,600	
78	Display File	Plastic, 40 pockets	400	
79	Laminating Sheets	A4 size, pack of 100	50 packs	
80	Lamination Roll	Heavy duty	20 rolls	
81	Calculator (Student)	Basic, 8–10 digit	800	
82	Calculator (Office)	Scientific	30	
83	Computer Paper	Continuous, perforated	20 boxes	
84	USB Flash Drive	16 GB, USB 3.0	100	
85	External Hard Drive	1 TB, USB 3.0	10	
86	Printer Cartridge (Black)	Compatible with school printers	60	
87	Printer Cartridge (Color)	CMY set	60 sets	
88	Toner Cartridge	Laser printer compatible	40	

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89	Computer Register	Hard cover, 300 pages	20	
90	ICT Log Book	Hard cover, 200 pages	20	
91	Project File	Cardboard, A4 size	2,400	
92	Practical File	With clip & divider	1,600	
93	Index Divider	A4 size, set of 10	800 sets	
94	Sticky Notes	3x3 inches, pack of 100	800 packs	
95	Tape Roll	Transparent, 2 inch	600	
96	Double-Sided Tape	1 inch	400	
97	Brown Tape	Packing tape, 2 inch	400	
98	Battery Cells	AA size, pack of 4	200 packs	
99	Extension Cord	5 meters, surge protected	50	
100	Power Strip	6 sockets with switch	50	
101	School Stamp	Self-inking, official seal	10	
102	Ink Pad	Blue/Black, medium size	20	
103	Date Stamp	Adjustable, self-inking	10	
104	Receipt Book	Printed, 100 pages	50	
105	Voucher File	Accounting standard	50	
106	Cash Book Register	Hard cover, 400 pages	10	
107	Petty Cash Voucher	Printed pad, 50 sheets	100 pads	
108	Bank Deposit Slip Book	Standard format	20	
109	Payroll Register	Hard cover, 300 pages	10	
110	Inventory Tags	Plastic, numbered	1,000	
111	Shelf Labels	Adhesive, pack of 50	100 packs	
112	Storage Box	Plastic, medium size	200	
113	Filing Cabinet	Steel, 4-drawer	10	
114	Document Tray	Stackable plastic	200	
115	Desk Organizer	Multi-compartment	200	
116	Visitor Register	Hard cover, 300 pages	10	
117	Suggestion Register	Hard cover, 200 pages	10	
118	Complaint Forms	Printed, pad of 50	100 pads	
119	Notice Circular File	Hard cover	50	

120	Meeting Minutes Register	Hard cover, 300 pages	20	
121	First Aid Box	Complete school kit	20	

122	Bandage Roll	Crepe, 3 inch	200	
123	Antiseptic Solution	500 ml bottle	100	
124	Cotton Roll	Medical grade	200	
125	Disposable Gloves	Latex, box of 100	100 boxes	
126	Face Masks	Disposable, pack of 50	200 packs	
127	Hand Sanitizer	500 ml bottle	400	
128	Liquid Soap	500 ml refill	400	
129	Tissue Box	Standard, 200 pulls	400	
130	Paper Towels	Kitchen roll	200	
131	Broom	Plastic handle	100	
132	Mop Set	With bucket & wringer	50	
133	Floor Cleaner	1 liter bottle	200	
134	Disinfectant	Phenyl, 1 liter	200	
135	Garbage Bags	Large size, pack of 50	200 packs	
136	Waste Bin	Plastic, 50 liter	100	
137	Recycling Bin	Color-coded	60	
138	Fire Extinguisher	ABC type, 6 kg	20	
139	Fire Safety Signage	Glow-in-dark	50	
140	Emergency Exit Sign	LED	20	
141	Science Lab Apron	Cotton, reusable	200	
142	Safety Goggles	Polycarbonate	200	
143	Test Tube Set	Glass, set of 12	100 sets	
144	Beaker Set	Glass, assorted sizes	100 sets	
145	Measuring Cylinder	Glass, 100–500 ml	200	
146	Microscope Slides	Pack of 50	200 packs	
147	Cover Slips	Pack of 100	200 packs	
148	Lab Notebook	A4, hard cover, 200 pages	200	
149	Sports Notebook	A5, 100 pages	800	
150	Football	Standard size	50	
151	Volleyball	Standard size	30	
152	Cricket Bat	Kashmir willow	40	
153	Cricket Ball	Leather	200	
154	Badminton Racket	Steel frame	100	
155	Shuttlecock	Feather, pack of 12	100 packs	
156	Whistle	Plastic/metal	50	

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157	Sports First Aid Kit	Portable	20	
158	Stopwatch	Digital	30	
159	Sports Cones	Plastic, set of 10	50 sets	
160	Score Board	Manual, portable	10	
161	Ball Point Pen (Red)	Fine tip, refillable	4,800	
162	Pencil (2B)	Writing & drawing quality	6,400	
163	Pencil (Color – Single)	Assorted colors	9,600	
164	Eraser (Large)	Dust-free, soft	6,400	
165	Sharpener (Plastic)	Double hole	6,400	

166	Sharpener (Metal)	Single hole, blade guard	3,200	
167	Scale (Small)	Plastic, 15 cm	4,800	
168	Geometry Compass	Metal, student grade	1,600	
169	Protractor	Plastic, 180 degree	1,600	
170	Set Squares	Pair, plastic	1,600	
171	Writing Slate	Reusable, small size	1,200	
172	Slate Pencil	White chalk pencil	4,800	
173	Pencil Pouch	Fabric/Plastic, zip	800	
174	School Art Kit	Drawing tools, mixed set	800	
175	Water Color Set	12 colors with brush	800	
176	Paint Brush Set	Pack of 5 sizes	800	
177	Scrap Book	A4 size, 40 pages	800	
178	Activity Book	Printed, student level	800	
179	Homework Diary	Student-use, dated	800	
180	Exam Pad (Student)	A4, cardboard back	800	
181	Rubber Band Bundle (Large)	Heavy duty, assorted sizes	1,000 bundles	
182	3-in-1 Register (Eng/Urdu/Math)	Hard cover, ruled, multisection	22,000	
183	Hard Chart Paper	Primary & secondary colors, thick	40,000 sheets	
184	Thin Chart Paper	Assorted colors, light weight	40,000 sheets	
185	Glue Stick	Non-toxic, 15–20 g	10,000	
186	Scotch Tape	Transparent, 1 inch	4,000	
187	Masking Tape	Paper tape, 1 inch	4,000	

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188	Chalk Box (White)	Dust-free, pack of 100 sticks	15,000 boxes	
189	Chalk Box (Colored)	Assorted colors, pack of 100 sticks	15,000 boxes	
190	Ball Point Pen Boxes (Teachers)	Blue/Black, assorted	2,000 boxes	
191	Colored Marker Pack	Permanent/whiteboard mix	10,000 packs	
192	Pencil (HB)	Student quality	150,000	
193	Eraser	Dust-free, soft	150,000	
194	Sharpener	Plastic/metal mix	100,000	
195	Stapler	Standard office size	1,200	
196	Safe Scissors	Student, blunt edge	3,000	
197	Punch Machine	Two-hole, heavy duty	600	
198	String / Saba	Cotton/jute, bundle	1,200 bundles	
199	Colorful Straws	Pack of assorted colors	2,000 packs	
200	Ice-Cream Sticks (Colorful)	Craft quality, pack	4,000 packs	
201	Marble Stones	Assorted sizes, box	600 boxes	
202	Plastic Balls (5.5 cm)	Colorful, learning play	20,000	
203	Blank Paper Sheets (A4)	White + colored, 500 sheets/ream	800 reams	
204	Bottle Caps	Mixed colors, recycled	200 kg	
205	Ludo Dice	Plastic, standard size	2,400	
206	Ruler	12-inch, plastic, colorful	6,000	
207	Socks	Colorful, medium size (pair)	3,600 pairs	
208	Styrofoam Plates	Round, white	10,000	
209	Modeling Clay / Play-Dough	Pack of 12 colors	2,000 packs	
210	Paper Cups	White Styrofoam	20,000	
211	Water Color Set	Paint + brush	3,000 packs	
212	Measuring Tape	60 inches	600	
213	Yarn Ball (Large)	Craft quality	600	
214	Thumb Tacks	Colorful, pack	1,000 packs	
215	Styrofoam Sheet	Craft size	2,000 sheets	
216	Cotton Buds	Pack	600 packs	

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Deployment Timeline: All positions must be filled and deployed within **15 days** from the date of contract signing.

Performance Monitoring:

- Monthly performance and attendance reports
- Immediate reporting of staff absenteeism or resignation
- Grievance redress mechanism for staff and client
- The payments shall be subsequently adjusted as per performance monitoring report. The client shall notify a performance monitoring committee.

Replacement Policy

Any staff member found absent, non-performing, or in violation of DSA regulations shall be replaced by the Service Provider within seven (07) calendar days of written notice.

Replacement personnel shall meet or exceed the qualification and experience requirements of the original position, as defined in the TOR.

Penalty for Delayed Replacement or Deployment

If the Service Provider fails to deploy or replace required personnel within the specified period, a penalty of PKR 5,000 (Five Thousand only) per day per position shall be imposed, deductible from the monthly invoice, subject to a maximum cap of 10% of the monthly invoice value.

Deployment Deadline

The Service Provider shall deploy all approved personnel within fifteen (15) calendar days from the date of contract signing. Non-compliance will attract similar penalties.

Exclusion Criteria

DSA reserves the right to reject any proposed candidate:

- Who fails to meet required qualifications
- Whose background check or verification is unsatisfactory
- Against whom credible complaints are received

Compliance Requirements:

- Firm /service provider after Award of contract should ensure EOBI and social security registration of all staff (if applicable)

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- Should Maintain insurance coverage for all deployed personnel
- Should Follow all statutory and regulatory employment obligations

Grievance Redressal & Dispute Management

- DSA reserves right to interview and reject staff on unsatisfactory performance basis
- Grievance mechanism must be proposed by bidder in TECH-3

Liability for Criminal Conduct

- The outsource firm shall be solely and fully responsible for the conduct and background of all staff deployed under this assignment. In the event that any staff member is involved in a criminal offense, legal dispute, or is the subject of a police complaint, investigation, or FIR (First Information Report), the entire responsibility—legal, financial, or otherwise— shall rest with the Service Provider. The Client (DSA) shall bear no liability or obligation whatsoever in such matters and reserves the right to immediately demand removal or replacement of the concerned individual without prejudice to any other rights available under the contract.

Deliverables:

1. Staff deployment report within 15 days of contract award 2.

Monthly reports including:

- Attendance summary
- Payroll disbursement sheets / statements if any / duly signed by compliance manager /account officer / with record
- Compliance updates

3. Final summary report upon contract completion

Duration: The duration of the contract shall be **12 months**, extendable upon satisfactory performance.

Client's Responsibilities:

- Provide job descriptions and selection criteria
- Facilitate access to DSA facilities for monitoring
- Conduct spot checks or audits if required

Restrictions:

- The outsourcing firm shall not subcontract services further.
- Proposed staff shall not be engaged in any other assignments.
- DSA reserves the right to interview final shortlisted candidates before deployment.

Payment Terms:

- 10% payment on approval of the inception report by the client, subject to the availability of funds.
- Monthly payments upon submission invoices against salaries and allied cost upon submission of auditable record. The same shall be subjected to all recoveries, applicable taxes and adjustments due under the contract.

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Contract Type: Long term extendable after 1 year completion: Performance-based renewal will be applicable

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SECTION 6.
MODEL CONTRACT AGREEMENT

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MODEL CONTRACT AGREEMENT

This Agreement is made on this _day of _____2026, between the Ministry of Federal Education and Professional Training, Government of Pakistan (hereinafter referred to as the "Client") and M/s _____, having its registered office at _____(hereinafter referred to as the "Contractor" or "Outsourcing Firm").

WHEREAS:

- The Client desires to acquire services of the Consultant for outsourcing of human resources for its institutions;
- The Consultant has agreed to provide such services on the terms and conditions set forth herein;

NOW THEREFORE, IT IS HEREBY AGREED as follows:

1. Scope of Services

The Consultant shall provide human resource outsourcing services as specified in the Terms of Reference (TOR) annexed to this Agreement as Annex-A.

2. Contract Duration

This Agreement shall remain valid for a period of 12 months from the date of signing unless terminated earlier in accordance with the terms hereof.

3. Contract Price

The Consultant shall be paid based on the approved monthly salaries of deployed staff plus an agreed service fee. Total monthly invoices shall be submitted in accordance with Section 8 below.

4. Staffing and Deployment

The Consultant shall recruit and deploy the staff listed in Annex-A within 30 days from the effective date of this Agreement.

5. Compliance

The Consultant shall:

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- Ensure full compliance with labor laws, EOBI, social security, and insurance requirements;
- Replace any non-performing staff within 7 days upon written notice by the Client.

6. Supervision and Reporting

The Consultant shall ensure regular reporting and coordination with the designated DSA officials. Monthly reports shall be submitted with attendance and payroll records.

7. Payment Terms

- Payments will be made monthly, upon submission of verified deliverables and invoice based on financial proposal;
- All applicable taxes will be deducted at source as per Government rules.
- The consultant/service provider shall provide vouchers and payment details of each employees to substantiate the payments.

8. Termination

This Agreement may be terminated by either party with one month's written notice. DSA may terminate immediately in case of gross misconduct, breach of agreement, or legal disqualification of the Consultant.

9. Dispute Resolution

Any dispute arising out of or relating to this contract shall be settled through mutual consultation; failing which, the matter shall be referred to arbitration under Pakistani law.

10. Confidentiality

Both parties shall ensure confidentiality of all data, information, and documentation shared during the contract period.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first mentioned above.

For and on behalf of DSA:
Name: _____
Designation: _____
Signature: _____
Stamp: _____

For and on behalf of Contractor:

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_____ Name:

_____

_____

Designation: Signature:
Stamp: _____

Annex-A: Terms of Reference (TOR)
Annex-B: Financial Proposal – Summary of Costs
Annex-C: Performance Security
Annex-D: Affidavits – No Litigation / Not Blacklisted / Staff Exclusivity
Annex-E: Deployment Schedule & Work Plan
Annex-F: Format for Monthly Invoice and Compliance Report Template

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Description of the Services

[Details provided in the Terms of Reference sections]

[Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.]

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77

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Reporting Requirements

[List format, frequency, and contents of reports; persons to receive them; dates of submission and the number of copies of each submittal etc. If no reports are to be submitted, state here "Not applicable".]

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Key Personnel and Sub consultants

[List under: C-1Title [and names, if already available], activities of job descriptions and working hours of key Personnel to be assigned to work and staff-months for each.

C-2 List of approved Sub consultants (if already available); same information with respect to their Personnel as in C-1.]

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PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Break down of Contract Price in Local Currency

[List here under cost estimates in foreign currency:

1. (a) Monthly rates for foreign personnel (Key Personnel and other Personnel) (b) Total Remuneration of Staff (on the basis of fixed deliverable rates)

2. Reimbursable direct costs (non-salary costs);

Direct non-salary Costs are such in cured non-salary costs which are directly allocable to specific engagements and projects. These costs include but are not limited to the following:

(i) Provisions for office, light, heat and similar items for working space, costs or rental for furniture, drafting equipment and engineering instrument and automobile expenses identifiable to specific projects for which special facilities other than head office of the firm are arranged.

(ii) Provision for labor or work charge establishment.

(iii) Daily and travelling allowances/expenses of employees, partners and principals when away from home/office on business connected with the project.

(iv) Identifiable communication expenses, such as long distance telephone, telegraph, cable, telex, express charges, and post age other than general correspondence.

(v) Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, laboratory charges, perspectives, renderings, photos, model costs, commercial printing and binding and similar costs which are not applicable to the overhead costs, professional liability insurance cover in accordance with the provisions set out in Sub- Clause GC 3.4.

(vi) Identifiable drafting supplies and office supplies and expenses charged to the employer's work, as distinguished from such supplies and expenses applicable to several projects.

(vii) Identifiable re production cost applicable to the work such as blue printing, photo stating, mimeographing, printing, binding etc.

(The detail of the cost estimates to be provided on the additional pages).

3. Sub-total, remuneration and reimburse able non-salary direct costs= (1+2)
4. Contingencies, if any
5. Total= (3+4)]

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80

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Break down of Contract Price in Local Currency

[List here under cost estimates in local currency:

1. (a) Monthly rates for local Personnel (Key Personnel and other Personnel);

   (b) Total Remuneration of staff (on the basis of fixed deliverable rates)

2. Reimbursable direct costs (non-salary costs);

   Direct non-salary Costs are such in cured non-salary costs which are directly allocable to specific engagements and projects. These costs include but are not limited to the following:

   (i) Provisions for office, light, heat and similar items for working space, costs or rental for furniture, drafting equipment and engineering instrument and automobile expenses identifiable to specific projects for which special facilities other than head office of the firm are arranged.

   (ii) Provision for labor or work charge establishment.

   (iii) Daily and travelling allowances/expenses of employees, partners and principals when away from home/office on business connected with the project.

   (iv) Identifiable communication expenses, such as long distance telephone, telegraph, cable, telex, express charges, and post age other than general correspondence.

   (v) Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, laboratory charges, perspectives, renderings, photos, model costs, commercial printing and binding and similar costs which are not applicable to the overhead costs, professional liability insurance cover in accordance with the provisions set out in Sub- Clause GC3.4.

   (vi) Identifiable drafting supplies and office supplies and expenses charged to the employer's work, as distinguished from such supplies and expenses applicable to several projects.

   (vii) Identifiable reproduction cost applicable to the work such as blue printing, mimeographing, printing, binding etc.

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81

(The detail of the cost estimates to be provided on the additional pages).

3. Sub-total, remunerations and reimbursable non-salary direct costs= (1+2).

4. Contingencies, if any

5. Total= (3+4)

Notes:

A. Elements of the salary costs and billing rates for their relevant salary grades shall also be included in this Appendix.

B. Estimate will include the following items as applicable:

(1) Remuneration, i.e. staff costs based on Deliverable of the staff, and contingencies if any, excluding adjustment of billing rates.

(2) Reimbursable direct non-salary costs, contingencies, if any, excluding adjustment of billing rates for the staff covered under direct costs.

Each item shall be specified whether it is payable on the basis of (a)lump sum fixed deliverable base; or (b) reimbursement of actual expenditures.

(3) Payments in respect of any cost (i.e. total remuneration, and total reimbursable non- salary direct cost) which could exceed the estimates set forth in this Appendix may be chargeable to the contingency amounts provided for in the respective estimates, only if such costs are approved by the Client prior to being incurred].

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82

Services and Facilities to be Provided by the Client

and

Counterpart Personnel to be Made Available
to the Consultants by the Client
(NOT APPLICABLE)

The Client shall make available the following Services and Facilities:

1. Services and Facilities of the Client

The Client shall make available to the Consultants, Sub consultants and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in this Clause at the times and in the manner specified hereunder:

(a) _____

_____

_____

(b) _____
_____
_____

(c) Rent will be charged by the Client only for the family status accommodation provided to the Personnel, in the Client's colonies, at the following rates:

Type of Accommodation	Monthly Rent (Rs)
.....	.....
.....	.....

(d) No rent will be charged for single status residences provided by the Client to the Personnel.

2. Lodge Accommodation

If requested by the Consultants, the Client shall provide lodge accommodation, if available, to all Personnel of the Consultants or the Sub consultants when on visit to various parts of the Project area or any other station where such facilities or the lodge accommodation of the Client exists (and provided that the Personnel of the Consultants or the Sub consultants visit that place

83

In connection with the Project) under the same terms and conditions as the Client's staff is entitled.

3. Counterpart Personnel to be made available to the Consultants

The Client shall make available to the Consultants, free of charge, the following counterpart personnel in connection with carrying out of the Services:

.....
.....

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

84

(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 No. _____ Dated _

Contract Value: _____

Contract Title: _____

… ..... [name of Supplier] here by 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 (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by 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, fees 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 consultation 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, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights 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 time 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.

Name of Buyer: …… Name of Seller/Supplier: ……

Signature: …… Signature: ……
[Seal] [Seal]

85

Form of Bid-Securing Declaration

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

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: *[complete name of Procuring agency/Employer]*

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 Letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Procuring agency/Employer
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.]

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56

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Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

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Historical Contract Non-Performance, and Pending Litigation and Litigation History

[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

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

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** _*[insert number] years, [insert in words]* **(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[1] for the *[number]* years required above; and complying with the requirements.

[1] 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

Annual Turnover Data			
Year	**Amount** **Currency**	**Exchange rate*** **(If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		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.