

TENDER NOTICE

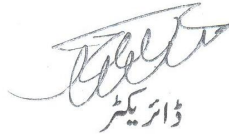
Pakistan Bait-ul-Mal (PBM), a body corporate working under the Federal Government, is contributing towards poverty alleviation through its various poorest of the poor focused services. Pakistan Sweet Home (PSH) is an important project for rehabilitation of orphan (male) children. Each PSH has an approved strength of 100 children. Sealed proposals comprising a single package & containing two separate envelopes, each for the **Financial and Technical Proposals** separately, are invited from **registered local schools at Bannu, D.I.Khan, Haripur, Bajur, Kurrum, Swabi, Peshawar and Mansehra** for primary / secondary education of 100 children residing in each "Pakistan Sweet Home". The Bidding / Tender document is available for the interested bidders from office of the Director, Pakistan Baitul Mal, Provincial Office, Khyber Pakhtunkhwa. Price of the bidding document is **Rs.5,000/-** Non-Refundable {as per rule 23 (5) of Public Procurement Rules, 2004} which may be deposited in **PBM NIDA Orphanage Account No. 3011736523** (maintained at NBP Hayatabad Township Branch Peshawar). Tender document can be obtained during office hours within 15 days from the date of publication of this advertisement. Bidding documents can also be downloaded from website www.pbm.gov.pk, but its price of **Rs. 5,000/-** is to be paid to participate in bidding process. Sealed Proposal will be submitted upto 16th day of publication of this advertisement before 11:30 A.M. Technical Proposal shall be opened on the same date at 12:00 P.M. After evaluation and approval of the technical proposal, the financial proposal of the technically accepted bids will be opened publicly. **Call deposit @ 05%** of the total bid rate in the name of the Director, PBM Provincial Office, Khyber Pakhtunkhwa, Peshawar must be attached with the tender form/s. This advertisement is also available on PPRA and PBM websites, www.ppra.org.pk and www.pbm.gov.pk respectively.

Director

Pakistan Bait ul Mal,
Provincial Office, Khyber Pakhtunkhwa
Syed Zada House, Near Gul Haji Plaza
Peshawar Inn Hotel, Opp. NBP,
University Road, Peshawar
Phone: 091-9218085, Fax: 091-9218154

ٹینڈرنوٹس

پاکستان بیت المال جو کہ وفاقی حکومت کا ایک خود مختار ادارہ ہے اور غربت کے خاتمہ کے لیے مختلف منصوبہ جات کے ذریعے اپنا بھرپور کردار ادا کر رہا ہے۔ انہی منصوبہ جات میں سے ایک پاکستان سویٹ ہومز کا قیام ہے۔ پاکستان سویٹ ہوم ضلع بنوں، ڈی آئی خان، ہری پور، باجوڑ، کرم، صوابی، پشاور، مانسہرہ کے یتیم بچوں کی پرائمری تا ثانوی تعلیم کے لئے محکمہ تعلیم سے رجسٹرڈ مقامی سکولوں سے سربراہی سہولتیں اور مالی تجاویز مطلوب ہیں۔ ہر PSH مرکز میں 100 بچے مقیم ہیں۔ ٹینڈر فارم جو کہ تفصیلی شرائط و ضوابط، طریقہ خریداری، زر ضمانت، ٹینڈر فارم لینے، جمع کرنے کھولنے اور پرکھنے، منظوری یا نا منظوری اور دوسری ضروری ہدایات پر مشتمل ہیں، ڈائریکٹر بیت المال صوبائی دفتر خیبر پختونخواہ جو کہ مندرجہ ذیل پتہ پر واقع ہے، سے خواہشمند بولی دہندگان / سکولز کے لیے دستیاب ہیں۔ ٹینڈر فارم کی قیمت مبلغ 5000 روپے (نا قابل واپسی) ہے جو کہ دفتری اوقات میں زیر دستخطی کے دفتر سے دفتری ایام کار میں اشتہار ہذا کے اشاعت کے 15 دنوں کے اندر وصول کئے جاسکتے ہیں۔ ٹینڈر فارم بیت المال کی ویب سائٹ www.pbm.gov.pk پر بھی دستیاب ہے لیکن ٹینڈر جمع کرتے وقت اس کی قیمت مبلغ 5000 روپے پاکستان بیت المال صوبائی دفتر کے بینک اکاؤنٹ PBM NIDA Orphanage 3011736523 نیشنل بینک حیات آباد ٹاؤن شپ برانچ میں جمع کروا کر اصل رسید دفتر ہذا میں جمع کروانی ہوگی۔ ٹینڈر جو کہ اوپر دی گئی ہدایات کے مطابق بنایا گیا ہو درج ذیل پتہ پر اشتہار ہذا کے سوہولویں دن سے پہلے یا سوہولویں دن پر ساڑھے گیارہ بجے صبح پہنچ جانے چاہیے۔ بولی / proposals اسی دن بارہ بجے کھول دی جائیں گی۔ یہ اشتہار PPRA اور پاکستان بیت المال کی ویب سائٹ www.ppra.org.pk اور www.pbm.gov.pk پر بھی موجود ہے۔


ڈائریکٹر

پاکستان بیت المال صوبائی دفتر، خیبر پختونخواہ

سید زاہد ہاوس، نزد گل حاجی پلاؤ، یونیورسٹی روڈ، پشاور

فون نمبر:- 091-9218085 فیکس نمبر:- 091-9218154



Government of Pakistan
PAKISTAN BAITUL MAL (PBM)
Provincial Office Khyber Pakhtunkhwa
“Say No To Corruption”

Syed Zada House, Near Gul Haji Plaza / District Khyber Inn Hotel, Opposite, NBP, University, Road, Peshawar Ph No.091-9218085, 091-9218154

“SUMMARY OF TENDER FORM”
PROVISION OF FORMAL EDUCATIONAL SERVICES
/ FACILITIES / ITEMS FOR THE CHILDREN OF
PAKISTAN SWEET HOME – DISTRICTS
“BANNU, D.I.KHAN, HARIPUR, BAJUR, KURRUM, SWABI,
PESHAWAR AND MANSEHRA”

SUBMITTED BY EDUCATIONAL INSTITUTE _____

S.No	TOTAL INCLUDING TAXES	TOTAL AMOUNT (Rs.)
1	Total Quoted Rate - Child Per Month (All Inclusive) / Package	
2	Total Quoted Rate For 100 Children / Month	
3	Total Quoted Rate For 100 Children / Year	
4	Call Deposit @ 05% of the Total Quoted Rate	

Total quoted rate for 100 children / year (Amount in words) -----

Note:

The participating educational institutes have to quote the rates / fee charges including all services & items as these will be quoted only on the prescribed Form herein as summary and on last page of this document (at the end) with detail breakup.

Sign and Seal of the Educational Institute



Government of Pakistan
PAKISTAN BAITUL MAL
Provincial Office Khyber Pakhtunkhwa

Syed Zada House, Near Gul Haji Plaza / District Khyber Inn Hotel, Opposite, NBP, University, Road Peshawar Ph No.091-9218085, 9218154

TENDER FORM

Sealed proposal subject to the conditions as detailed below will be received at this office until **11:30 AM on January 24 (*Thursday), 2019** for provision of formal educational services, facilities & items etc on terms and conditions as prescribed below. All proposals (submitted by bidders / schools) will be opened on the same day at **12:00 PM at PBM Provincial Office KP**. Proposal may also be sent / submitted through courier service under sealed envelope clearly marked as “Tender Document for Provision of Academic Services upto Primary & Secondary” level for 100 children of Pakistan Sweet Home Districts **Bannu, D.I.Khan, Haripur, Bajur, Kurrum, Swabi, Peshawar and Mansehra** or be delivered by hand at the time of opening of Tender.

NO LATE PROPOSALS WILL BE ACCEPTED.

Any query regarding this bid can be addressed to the Office of Director PBM Provincial Office, Khyber Pakhtunkhwa **OR** Assistant Director (Projects/PSH), PBM Khyber Pakhtunkhwa.

Commencement of Contract: (Academic Year 2019-20)

In compliance to the above proposal and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish any or all of the academic services, facilities, items etc according to specifications on the terms and conditions as prescribed below.

(PLEASE READ CAREFULLY THE PROCEDURE, RULES, TERMS & CONDITIONS)

(a) School Name _____

Address: _____

The Educational Institute is affiliated with _____

School Level Upto _____ Registration No _____

Established _____ Telephone No: _____

Fax No _____ Email ID: _____

(b) Name of the Owner _____ CNIC (Attach Copy) _____

Signature _____ Phone # _____

(c) Name of the Principal _____ CNIC (Attach Copy) _____

Cell Phone No 1st: _____ Cell Phone No 02nd: _____

Signature _____ Stamp _____

Date _____

This **TENDER FORM** must be completed, signed and returned to the Pakistan Baitul Mal Provincial Office, Khyber Pakhtunkhwa Peshawar on or before the opening date within the time as specified above. Bid must be made in accordance to the instructions contained in this form.

1.0 PROCEDURE AND RULES:

1.1 RIGHTS OF PAKISTAN BAITUL MAL

Pakistan Baitul Mal being the Organization reserves the right to accept or reject any or all proposals. The Organization shall upon request communicate to any bidder who submitted a proposal, the grounds for its rejection or rejection of all proposals, but is not required to justify those grounds. PBM reserves the right to invalidate any proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a proposal received from a Bidder who, in the opinion of PBM, is not in a position to perform in accordance to the contract. PBM shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Tender. The Bidder agrees to be bound by the decision of PBM as whether its proposal meets the requirements described in the proposal. PBM also reserves the right to request any additional supporting or supplementary data from the bidder.

1.2 SUBMISSION OF PROPOSALS

The bidders are subject to submit both financial and technical proposals. The procedure for opening of tender proposals shall lead in this manner as;

- a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- b. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
- c. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
- d. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the Organization without being opened;
- e. The Organization shall evaluate the technical proposal in a manner prescribed in this document, without reference to the rate and reject any proposal which does not conform to the specified requirements;
- f. During the technical evaluation no amendments in the technical proposal shall be permitted;
- g. A proposal determined as not substantially responsive will be rejected by Technical Committee and may not subsequently be made responsive by the Bidder after correction of the non-conformity aspects.
- h. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders but Bank Draft / CDR may be require formal release and therefore shall be released upon the request of the bidder.
- i. After the evaluation and approval of the technical proposal, PBM shall publicly open the financial proposals of the technically accepted bids only **within 20 working days**.

1.3 TECHNICAL PROPOSAL & EVALUATION CRITERIA

The following criteria may be fulfilled before finalization of the report;

- a) Verification of School` s registration with the concerned authority / department;
- b) Verification of registration of the School with concerned Tax Authorities;
- c) Atleast **10 years** history of School, showing performance and overall image of the school;
- d) Location, Access, Transport of the School & its distance from PSH;
- e) Financial Strength (Bank Statement of last 02 years) / Viability of the School and its future Prospects;
- f) Primary Medical care during School time in case of emergency;
- g) Building of the School to cater additional 100 PSH children such as:
 - (i) No. of class rooms (Primary & Secondary);
 - (ii) No. of Halls in the School;
 - (iii) No. of Playgrounds and their sizes;

- (iv) Whether the building is owned, leased / rented;
- (v) How many times the school has been shifted since established;
- (vi) Cross ventilation of the building;
- (vii) Power Backup system of the building, generator, solar system, UPS etc ;
- (viii) Construction of the building;
- (ix) No. of washrooms inside the building, in the premises (if any) & their condition;
- (x) Standard of cleanliness of the building & awareness drive of the management;
- (xi) Whether the building has the potential to accommodate 100 additional children of PSH;
- (xii) Does the school have other branches in the same city or other cities;
- (xiii) Does the School have well equipped science & computer lab;

1.3.1. **Staffing**

- a. Administrative structure of school and level of education of the administration;
- b. No. of teachers teaching in the school;
- c. ;Whether the current strength of teachers is enough to accommodate 100 additional children of PSH for inclusive education or it would require appointment of new staff & the intent of the management;
- d. Qualification of teachers;
- e. Availability of Teachers for evening; taking tuition classes including daily homework, computer and English language teaching etc.

1.3.2. **Education**

- a. What is the medium of education of the school i.e. English / Urdu / Pashto / All?
- b. What type of education the school is imparting i.e. formal / informal / both?
- c. What type of syllabus is being taught i.e. Govt., or of some brand/s or its own syllabus and in the later case whether the syllabus is approved from the concerned department (authority)?
- d. What type of teaching method is being adopted?
- e. Results produced by students in board exams (last 02 years);
- f. Whether school uses traditional black boards, white boards, multi-media (*projector) etc?
- g. Any special programs on multi-media are part of the academic planning and to which grades / classes they are being projected?
- h. Does the school arrange Tutorial & Sermons to know religion, ethics, civic rights & duties etc?
- i. Is English Language Teaching given preferential status in learning? How does the school promote local, national and English as international language to prepare students for modern tools of engagements?
- j. Course standard and stationery being used by the school;
- k. Upto which grade school is managing classes?
- l. Homework given by teachers is normally checked by teachers on the next working day?
- m. Any other point of relevance.

1.3.3. **Manners, Etiquettes And Discipline**

- a. Are moral & ethical habits / norms preferably being imparted through teaching & awareness sessions being arranged / scheduled for the students?
- b. Are students being trained and monitored for their dressed up traits?
- c. What is the culture being implemented by the school i.e. pure Islamic / eastern / traditional / western / hybrid?

1.3.4. **Extra-Curricular activities & Field Trips**

- a. Are extra-curricular activities organized by the school?
- b. Does this school participate in interschool competitions i.e. speeches, science projects, sports etc?
- c. Does the school arrange intra-school competitions within its premises?
- d. Does the school arrange functions within school premises?
- e. Does the school participate in the functions held by other schools?

- f. Does the school arrange study tours and field trips for students, if yes, then how many tours are arranged in a session?
- g. Any significant study tours and field trips arranged so far? How these tours and trips are covered i.e. maintaining tour logs or photographs.

1.3.5. Transportation & Security Of PSH Children

- a. Does the school have its own transport?
- b. Will the present fleet (of vehicles) is enough for accommodating 100 children of PSH? and
- c. If not, what type of transport will be arranged and how many vehicles will be used for the purpose of pick and drop?
- d. What measures would be taken by the school for safety of PSH children which picking them up and dropping them back to PSH?

1.3.6: Physical Verification

PBM reserves the right to physically visit the school / verify contents of the technical proposal through tender committee / technical committee or any member(s) of these committees or through any officer designated by the competent authority i.e. Director PBM KP.

1.4: FINANCIAL PROPOSAL

Upon fulfilling the stated criteria, Financial Proposals will be evaluated for the lowest quoted rates only after the bidders / schools qualify through technical proposals by adhering to the Procedures and Rules and Terms and Conditions of the Tender Document. The Tender Committee will examine the proposals whether they are complete in all respects, whether any computational errors have been made, whether the documents have properly been signed, and whether the proposals are in order. Arithmetical errors will be rectified on the following basis:

- a. If there is discrepancy between the unit rate and the total rate that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total rate shall be corrected.
- b. If the Bidder does not accept the correction of errors, then proposal will be rejected.
- c. If there is any discrepancy between words and figures then the amount in words will prevail.
- d. The Tender Committee will determine the substantial responsiveness of proposals which must conform to all the Procedures and Rules and Terms and Conditions of the Tender Document.
- e. Notwithstanding, the bid found to be the lowest (after technically evaluated) shall be accepted.

1.5: ANNOUNCEMENT OF FINAL REPORTS

The PBM shall announce the result of financial bid evaluation in the form of a report giving justification for acceptance or rejection of bids prior to the award of procurement contract.

1.6: ACCEPTANCE OF BIDS

The bidder with technically responsive and lowest evaluated bid, if not in conflict with Procedures and Rules and Terms and Conditions of the Tender Document and any other law, rules, regulations or policy of the Federal Government / Provincial Government, shall be awarded the contract.

2.0 TERMS AND CONDITIONS OF CONTRACT:

Any contract resulting from this INVITATION shall contain Government of Pakistan (GoP) Terms and Conditions and any other Procedure and Rules and specific Terms and Conditions detailed in this INVITATION.

- a. Sealed Tender / proposals are invited from bidders fulfilling the Procedure and Rules and terms & conditions of the contract;
- b. The **earnest money @ 05 %** of the Tender / Offer in the shape of deposit at call from any scheduled bank in the name of Director, Pakistan Baitul Mal, Provincial Office, Khyber Pakhtunkhwa shall be

accompanied with the tender document. The earnest money of successful Bidder shall not be refunded and will automatically be converted in the **security deposit**. Earnest money will not be released till the termination of the agreement / contract in case of successful bidder. No Tender / Offer will be entertained without earnest money;

- c. Rate should be offered clearly and in the form of a package i.e. monthly package in terms of per child per month including all taxes as per **Annex-A**.
- d. The rate quoted (per child/student) in the opening of tender & agreed (after signing of agreement) will remain valid for 365 days / 01 year (or per session completing 12 months);

2.1 PROVISION OF SERVICES / FACILITIES / ITEMS AND TERMS & CONDITIONS

- a. Provision of formal & inclusive education (PSH children may be mixed with other students as per their classes) for maximum 100 enrolled children of PSH will be ensured by school. The rate for formal education is inclusive of admission, examination, registration (if any for board exams or so) and library fee etc.
- b. Maximum number of children would be 100, and they will be admitted with Educational Institute in classes according to their age, intelligence and previous schooling record etc. This categorization will be carried out jointly by Educational Institute and PBM concerned District Office and PSH Management;
- c. School uniform, stationery, note books & books etc will be provided by school to 100 PSH children.
- d. Refreshment charges amounting **Rs. 20/- (Rupees Twenty Only)** per day per child shall be compensated / incurred through provision of daily food / refreshment etc.
- e. The Educational Institute shall not allow anybody, except Pakistan Baitul Mal staff duly authorized in this regard, to meet these children during school time or take them away;
- f. Safety and security of Pakistan Sweet Home Children, after picking them in the morning from Pakistan Sweet Home (Premises) till handing over them back, shall be the sole responsibility of the Educational Institute for which fool proof security will be provided;
- g. The Educational Institute may allow visits of National / International dignitaries invited by PBM to see the functioning / education of Pakistan Sweet Home children, whenever needed without prior consent of The Educational Institute;
- h. The Educational Institute will arrange quarterly meeting with designated representatives of PBM i.e. the Assistant Director / District Officer of the concerned District Office to discuss the progress of each child separately. Progress report to the PBM Provincial Office, Khyber Pakhtunkhwa shall be submitted through District Office;
- i. In case of adoption of Pakistan Sweet Home children by any donor / philanthropist / Organization / department, individually or collectively, the continuity of resulting contract out of the proposal will depend upon the donor / philanthropist / Organization / department whether he / she / they will continue the education of these children at the Educational Institute or otherwise;
- j. The Educational Institute will take quarterly test of Pakistan Sweet Home children and furnish report to concerned PBM District Office for onward submission to the Provincial Office Khyber Pakhtunkhwa;
- k. Academic deficiency (if any) of PSH child / children shall be fulfilled during coaching classes. Summer vacation may also be utilized by The Educational Institute in this regard with approval of the competent authority i.e. Director PBM KP;
- l. The Educational Institute will engage PSH students in extra-curricular (including sports, stage performance, speech competition etc) activities and will assist Sweet Home management in preparation of students for any event being arranged under official instructions;
- m. No. of Children can be increased or decreased from 100 with mutual consent of both parties; however, the rate / monthly fee of child per month would remain the same as per agreement;
- n. Two study tours per academic session shall be arranged by School / Educational Institute but move sanction may be approved by the competent authority i.e. Director PBM KP;
- o. School Leaving Certificate (SLC) will be issued in favour of student/s as and when required by PBM-PSH management and no extra charges will be paid by PBM.
- p. First aid / Medical treatment shall be given / arranged by school for student/s in case of any health issues. No charges shall be claimed by school in this regard.
- q. Physical training (inclusive) of PSH children shall be arranged by school.

- r. Names with classes of the dropped out children may be submitted to PBM KP through PSH Management / District Office concerned of the preceding month/s. Replacement / fresh enrolment may also be submitted through same channel.

2.2 TERMS OF PAYMENT

The school / educational institute can submit bill/s duly supported with the following documents for payment after awarding of contract / signing of agreement:-

- a. The rates shown in the contract cannot be increased / manipulated otherwise except by express written agreement by the PBM;
- b. **Bill in original and in duplicate** alongwith **tax invoices (applicable)** with covering letter of the Head / Principal of the School / Educational Institute;
- c. Certificate to the effect that the billed amount has not been claimed or received earlier;
- d. Quarterly Advance Payment will be made through crossed cheque in net 30 days (on the basis of availability of funds) after receipt of the invoice and in favour of Contracting School after deduction of Income Tax / other taxes as per Govt rules issued from time to time;
- e. First Quarterly payment will be made in advance after awarding of contract on the basis of enrolled children. However, subsequent quarterly advance payments subject to the availability of funds & Prior Approval of the competent authority (i.e. Director KP) will be made on the basis of satisfactory report / NOC issued by the concerned Assistant Director/ District Officer and PSH Incharge;
- f. List of children enrolled on the start of the next quarter may be provided;
- g. List of dropped out children during previous quarter alongwith the date since which the child or children remained absent & then dropped;
- h. Goods Received / Services provided Certificate / NOC by the PBM Assistant Director / District Officer and PSH Incharge;
- i. Inspection Certificate issued by Inspection Officers in case items have been supplied during previous quarter;
- j. Delivery Challan;
- k. During summer vacations, payment of refreshment and transportation charges will not be made; however, in case of summer camp, these charges will be made for the period in which the summer camp will be held. The school will have to provide a certificate that it has held summer camp during the subject period and provided refreshment and transportation to PSH children. The certificate to this effect must be endorsed by the concerned Assistant Director / District Officer and PSH Incharge after soliciting Prior Approval of the competent authority i.e. Director Provincial Office KP;
- l. In case of drop out of any child for whom quarterly advance payment has been made, the remaining amount for the quarter will be reimbursed to PBM or adjusted against another / newly enrolled child depending upon the decision made by PBM Provincial Office - Khyber Pakhtunkhwa in this regard.
- m. If Govt / Court disallows charging of fee against summer / winter vacations then it would not be paid and adjusted against future claims.

2.3. Delivery Period and Terms of Delivery:

Following deadlines must be met by the School/Educational Institute without any delay:-

2.3.1 Delivery of Uniform:

- a. **Summer Uniform** (complete package) may be supplied / handed over to PSH local management in the month of April every academic year (or on start of academic year whichever is earlier).
- b. **Winter Uniform** must be supplied / handed over to PSH local management in the month of October every year;

A complete package may be prepared against each student in connivance to his class, age and requirement of physique etc. The following points are mandatory to be followed by the school;

Note: In case where an agreement has been signed after the deadline has passed, then the School / Educational Institute will provide the existing seasonal uniform upon receipt of first quarter advance payment.

2.3.2 Delivery of Stationery:

Stationery items will be provided by the School / Educational Institute on the start of new academic session, however, if an agreement has been signed after the start of an academic session, then the School / Educational Institute will provide the stationery upon receipt of first quarter advance payment.

2.4 Inspection of Items:

1. Inspection of items will be carried out by Assistant Director / District Officer PBM of concerned district and PSH Incharge concerned;
2. The Inspecting Officer / Officials will ensure the quantity and quality of the material and submit / provide a certificate to this effect to the PBM Provincial Office, Khyber Pakhtunkhwa;
3. The Inspection Officers / Officials may reject in parts or the whole consignment during inspection if found contrary to the agreement signed between Organization (PBM) and the educational institute. After inspection, the PBM Officers / Officials may decide that School / Educational Institute's items are below the required standard, the same will be returned to the School / Educational Institute for immediate replacement;
 - i. The decision of the PBM Inspection Officers / Officials shall be binding upon the School / Educational Institute;
 - ii. If the items are rejected as aforesaid than without prejudice to the right of PBM, the School / Educational Institute may carry out replacement of the rejected items as would have been listed by PSH management (signed & stamped by both Assistant Director / District Officer and Incharge PSH). Such resubmission will not mean extension of delivery period or claiming of extra charges;
 - iii. On final rejection, PBM shall have the following rights:-
 - a. To purchase the rejected items at the cost and expenses of School / Educational Institute;
 - b. To terminate the contract and recover from School / Educational Institute the loss, thereby incurred.

2.5 Tax and other Government Duties:

All taxes and other Government charges are the responsibility of the School/Educational Institute and it will not claim any more than the offered rate. Offered rate should be inclusive of all the above said taxes.

2.6 Contract / Agreement (Validity, Extension, Amendment, Enhancement of the Fee Package, Failure and Termination).

2.6.1: Implementation of Contract

- i. Initially, the contract / agreement will be signed and valid for an academic year which may be extended / renewed upon completion of academic session upon satisfactory performance of the school and with the mutual consent of both the parties;
- ii. Increase @ **05%** in fee package shall take place only on completion of one year (12 months' cycle);
- iii. If a need arises to amend one or more clauses of the signed contract / agreement, the same would be allowed with the mutual consent of both parties but the finalization of decision shall be extracted only after soliciting approval of the competent authority;
- iv. PBM will have the right to terminate the contract / Agreement by serving one month prior notice to the School / Educational Institute; however, the School / Educational Institute will not have the right to terminate the contract / agreement before the completion of the academic session and by serving three months advance notice.

2.6.2: Uniform, Books & Stationery

If the school / educational institute fails to deliver the items within the specified period, the PBM shall have the authority to take action on any of the following options:

- i. To recover the advance amount paid for provision of the subject services / items from the School / Educational Institute alongwith **10%** penalty on that amount. The School / Educational Institute must submit a surety bond (or the amount will be adjusted from the earnest money) in this regard at the time of signing the agreement with PBM;
- ii. A **05 %** penalty on the reimbursement of monthly fee (for the preceding month) shall be imposed if supply delayed for more than a month and The penalty shall increase by **02%** on every lapse / span of **15 days** if situation remains the same in first half of next month and onward.
- iii. Partial delivery (uniform / books / stationery) of items is to be avoided; otherwise a penalty of **01%** shall be applied by the Organization on fee package of each month. To purchase from anywhere without notice to School / Educational Institute at School / Educational Institute's risk and cost, the items not delivered, without cancelling the agreement in respect of the services / items;
- iv. To cancel the contract at the risk and cost of the School / Educational Institute alongwith forfeiture of earnest money.

2.6.3: Status of School' Registration

If School / Educational Institute is black-listed or its registration is cancelled by the concerned authority amidst execution of the agreement, PBM may proceed with all or any of the following actions detailed below:

- i. To move on with the agreement till its course of completion;
- ii. To stop further receipt of services / items from the School / Educational Institute with or without repercussions;
- iii. To cancel the contract with or without reservation of rights.

2.7 Responsibility for Executing the Contract

School / Educational Institute will be entirely responsible for the successful execution of the agreement in all respects and in accordance with terms and conditions as specified in the agreement.

2.8 Demurrage.

Demurrage charges incurred due to any of the reasons mentioned below, the same shall be deducted from bill or recovered from the School / Educational Institute as a separate item (the decision of PBM regarding fixation of responsibility in this connection shall be binding on the School / Educational Institute):

- i. Owing to delay in forwarding / delivery of relevant documents;
- ii. Defective / sub-standard provision of services or supply of items;
- iii. Due to reason not specified above but for which the School / Educational Institute stands responsible.

2.9 Settlement of Disputes:

a. Amicable Settlement:

The parties shall use their best efforts to settle any dispute, controversy or claim arising out of or relating to this Contract amicably by making reference to the original documentation retained on record.

b. Arbitration:

Any dispute, controversy or claim between the parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within

30 days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party for arbitration to the Managing Director PBM. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

3.0 Acknowledgement

The undersigned, having read the Terms and Conditions set out or specified in this document, hereby offers the formal educational services alongwith facilities and items at **Annex-A** (**Annex-B** is supporting document regarding Uniform, Books, Copies and Stationery etc) at the rate or rates quoted therein subject to the Terms and Conditions set out or specified in this document.

Name and address of Educational institute _____

Name and Address of the Principal: _____

Educational Institute / School Registration No. _____

Mobile No: _____ Telephone No. _____

Fax No. _____ Email _____

Signature _____ Stamp: _____

Date _____

LIST OF SERVICES / FACILITIES / ITEMS TO BE PROVIDED
BY THE SCHOOL / EDUCATIONAL INSTITUTE

Sr#	Description of Services / Facilities / Items etc	Fee of the Month (Inclusive of all taxes / charges)	
		Rate per Student (Fee of the Month) Rs.	Rate per 100 students (Fee of the Month) Rs.
1	Provision of formal education (for the enrolled PSH children)		
2	Evening coaching / tuition classes for children at PSH - (Deployment of 04 Teachers)		
3	Transportation for PSH children (from PSH to school and back alongwith the security for PSH children)		
4	04 Uniform (As per Annex-B) a. 02 Summer (_____) b. 02 Winter (_____)		
5	Syllabus alongwith books, Note books, School bags and all kind of stationary items etc. (Work as per Annex-B)		
6	Refreshment during break with detail of items of refreshment i) Biscuits ii) Chips iii) Chocolates iv) Any other items _____	Rs. 20/- X “Working days”	Rs .2000 X “Working days”
7	Study Tour / Excursion Trips (at least twice in one academic session)		
Total quoted rate per Child per Month (all inclusive)			
Total quoted rate for 100 Children / Month			
Total quoted rate for 100 Children / Academic Year			
Total Amount in Words			

Name _____ Signature _____

Seal of the Educational Institute / School _____

Date _____

Uniform Kit (Package)				
S.N	Uniform	Summer	Winter	Quantity
1	Shirt	2	2	4
2	Pant	2	2	4
3	Vest	2	2	4
4	Socks	2	2	4
5	Tie	2	1	3
6	Underwear	2	2	4
7	Coat	0	1	1
8	Sweater	0	1	1
9	Shoes	1	1	2
10	Bag (School)	0	1	1
Total		13	15	28

Name _____ Signature _____

Seal of the Educational Institute / School _____

Date _____