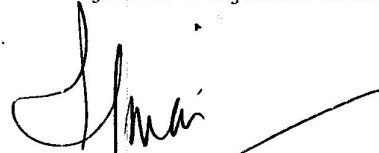


RE-TENDER NOTICE

Pakistan Bait-ul-Mal (PBM), an autonomous body of the Federal Government is contributing towards poverty alleviation through its various ultra poor focused services and amongst them is the establishment of Pakistan Sweet Homes (PSHs). Each PSH is devoted to take care of 100 orphans by providing them care, housing and quality education. For education of the 100 children of PSH Peshawar, sealed proposal comprising a single package containing two separate envelopes, each for the Financial and Technical Proposals separately, are invited from registered local schools at Peshawar. The Bidding documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested schools/bidders at office of the Director, PBM, Provincial Office, Khyber Pakhtunkhwa located at below given address. Price of the bidding document is Rs.1000/- Non-Refundable and can be obtained during office hours from the office of the undersigned within 15 days from the date of this advertisement. Bidding documents can also be downloaded from PBM's website i.e. www.pbm.gov.pk free of cost. However, bid document's price must be deposited in PBM relevant account and deposit slip must be attached with proposal at the time of its submission. Both the proposals shall be opened in compliance to Rule 36 (a) of PPRA Rules, 2004. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the below mentioned address on or before 16th day of publication of this advertisement by 11:00 A.M. Proposals will be opened the same day at 12:00 P.M. This advertisement is also available on PPRA website at www.ppra.org.pk. Initially, a contract of one year will be signed with the successful bidder which can be extended upon satisfactory performance of the school and with bilateral consent of both the parties. PBM reserves the right to accept any proposal or reject any or all proposals. The PBM shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection or rejection of all bids or proposals, but is not required to justify those grounds.



SYED ABUL QASIM GILANI
DIRECTOR
Pakistan Bait ul Mal,
Provincial Office, Khyber Pakhtunkhwa,
Syed Zada House, Near Gul Haji Plaza,
Opposite, NBP, University, Road, Peshawar.
E mail: directorpbmkpk@gmail.com

**Government of Pakistan
PAKISTAN BAIT UL MAL
Provincial Office Khyber Pakhtunkhwa
“Say No To Corruption”**

Syed Zada House, Near Gul Haji Plaza / Peshawar Inn Hotel, Opposite, NBP, University, Road, Peshawar Ph No.091-9216665, 091-9218400

**SUMMARY OF TENDER FORM
FOR
PROVISION OF FORMAL EDUCATIONAL SERVICES /
FACILITIES/ITEMS TO THE PBM-
PAKISTAN SWEET HOME-PESHAWAR**

SUBMITTED BY EDUCATIONAL INSTITUTE -----

_____.

S.No	TOTAL INCLUDING TAXES	TOTAL MOUNT (Rs.)
1	Total quoted rate per child per month (all inclusive)/package	
2	Total quoted rate for100 children/month	
3	Total quoted rate for100 children/year	
4	Call deposit @ 5% over per year quoted rate	

Total quoted rate for100 children/year (Amount in words) -----

Note:

The suppliers / bidders have to quote the prices of all items and these will be quoted only on this prescribed Form.

Sign and seal of the Educational Institute

**Assistant Director (PSH/Projects)
PBM, Provincial Office,
Khyber Pakhtunkhwa**



Government of Pakistan
PAKISTAN BAIT UL MAL
Provincial Office Khyber Pakhtunkhwa

Syed Zada House, Near Gul Haji Plaza / Peshawar Inn Hotel, Opposite, NBP, University, Road, Peshawar Ph No.091-9216665

TENDER FORM

Sealed proposal subject to the conditions as detailed below will be received at this office until 11:00 AM on February 16 (*Thursday), 2016 for provision of formal educational services / facilities / items on terms and conditions as prescribed below. All the proposals will be opened on the same day at 12:00 PM at the above venue. Proposal should be sent through courier service under sealed envelope clearly marked as Tender Document for provision of academic services upto primary level for 100 children of Pakistan Sweet Home Peshawar 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 Director PBM Provincial Office, Khyber Pakhtunkhwa/Assistant Director (Projects/PSH), PBM Khyber Pakhtunkhwa office.

Date of commencement of contract: April 03rd (Monday), 2016.

In compliance with 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 according to specifications on terms and conditions as prescribed below.

(PLEASE READ CAREFULLY PROCEDURE, RULES, TERMS & CONDITIONS AS FOLLOW)

Name and address of Educational institute _____

Name and Address of the owner/Principal: _____

The Educational institute affiliated with. _____

Mobile No: _____ Telephone No. _____

Fax No. _____ Email _____

Signature _____ Stamp: _____

Date _____

This **TENDER FORM** must be completed, signed and returned to the Pakistan Bait-UI-Mal, Provincial Office, Khyber Pakhtunkhwa. Bid must be made in accordance with instructions contained in this form.

1.0 PROCEDURE AND RULES:

1.1 Rights of Pakistan Bait UI Mal:

Pakistan Bait UI Mal reserves the right to accept any proposal or reject any or all proposals. The procuring agency 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 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 her/his proposal meets the requirements stated in the proposal. PBM also reserves the right to request any additional supporting or supplementary data from the bidder.

1.2 Proposal Evaluation:

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 been properly signed, and whether the proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is discrepancy between the unit price 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. If the Bidder does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Tender Committee will determine the substantial responsiveness of each proposal to the Tender Document. For purpose of these clauses, a substantially responsive proposal is which conforms to all the Procedures and Rules and Terms and Conditions of the Tender Document.

A proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made response by the Bidder by correction of the non-conformity.

Upon fulfilling of the above stated criteria, the Bids Technical and Financial Proposals will then be evaluated for the lowest quoted rates by adhering to the Procedures and Rules and Terms and Conditions of the Tender Document.

- 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 procuring agency without being opened;
- e. The procuring agency shall evaluate the technical proposal in a manner prescribed in this document, without reference to the price 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. After the evaluation and approval of the technical proposal the procuring agency, shall publicly open the financial proposals of the technically accepted bids only on the next 7th day. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
- h. The bid found to be the lowest evaluated bid shall be accepted.

1.3 Technical Proposal Evaluation Criteria:

1. Verification of the registration of School with the concerned department;
2. Verification of registration of School with the concerned Tax Authorities;
3. History of the School;
4. Location of School & its distance from PSH;
5. Financial Strength/Viability of the School and its future Prospects;
6. Primary Medical care during School time in case of emergency; and
7. Building of the School to cater requirement of 100 children of PSH such as:
 - a. No. of class rooms and their sizes;
 - b. No. of Halls in the School;
 - c. No. of Playgrounds and their sizes;
 - d. Whether the building is owned or rented;
 - e. How many times the school has been shifted since its inception;
 - f. Cross ventilation of the building;
 - g. Power Backup system of the building;
 - h. How well the building is decorated;
 - i. No. of washrooms in the building and their condition;
 - j. Standard of cleanliness of the building;
 - k. Whether the building has the potential to accommodate 100 additional children of PSH;
 - l. Does the school have other branches in the same city or other cities;
 - m. Does the School have well equipped science lab & computer lab;

1.3.1. Staffing

- a. Administrative structure of school and level of education of the administration;
- b. No. of teachers already appointed and teaching the children;
- c. Whether the present strength of teachers is enough to accommodate 100 additional children of PSH or it would require appointment of new staff & the intent of the management to do so;
- d. Salaries, qualification and criteria for hiring of teachers; and
- e. Availability of Teachers for evening tuition classes.

1.3.2. Education

- a. What is the medium of education of the school i.e. English or Urdu;
- b. What type of education the school is imparting i.e. formal or informal;
- c. What type of syllabus is being taught i.e. Govt., or of some brand like Educators, Allied etc or its own syllabus and in the later case whether the syllabus is approved from the concerned department and is compatible with other standard syllabi;
- d. What teaching method is being adopted;
- e. Results produced by the existing students;
- f. Whether school uses traditional black boards or white boards;

1.3.3. Manners, Etiquettes and Discipline

- a. How children are being groomed by the school, what are the techniques being adopted to improve the manners and etiquettes of the children;

- b. How well behaved the existing students and teachers of the school are;
- c. How are the staff and the students dressed up;
- d. What is the culture being implemented by the school i.e. pure Islamic, pure eastern, pure western or hybrid;
- e. What is the standard of stationery being used by the school;

1.3.4. Extra Curricular activities & Field Trips

- a. How much the school emphasizes on extra curricular activities/frequency of extra curricular activities;
- b. What type of extra curricular activities is organized by the school;
- c. Does the school participate in inter school competitions of speeches, science projects, athletics or sports tournaments;
- d. How many prizes have been won by the school students during these competitions and tournaments;
- e. Does the school hold intra-school competitions;
- f. Does the school hold functions within school premises, if so, the type of functions and the vision with which these functions are held and whether the desired goals are achieved;
- g. Does the school participate in the functions held by other schools;
- h. Does the school arrange study tours and field trips for its students, if so, then what is its frequency in a session; and
- i. 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 the PSH children

- a. Does the school have its own transport vehicles for the transportation of 100 children of PSH;
- b. If not, how will the school manage to do so and how many vehicles will be deputed for the task; and
- c. What measures would be taken by the school for safety of PSH children during transportation.

1.3.6 The Procuring Agency reserves the right to physically visit the school/physically verify contents of the technical proposal through tender committee or any member(s) of it or through any officer designated by it.

1.4 Announcement of Evaluation Reports:

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

1.5 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, 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/proposal are invited from bidders fulfilling the Procedure and Rules and terms & conditions of the contract;
- b. The earnest money @ 5 % of the Tender/Offer in the shape of deposit at call from any scheduled bank in the name of Director, Pakistan Bait-Ul-Mal, Provincial Office, Khyber Pakhtunkhwa Peshawar 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 bid shall comprise a single package combining / containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- e. The price quoted, will remain valid for 90 days after the opening of tender;
- f. Tender will be opened in the presence of bidders or their authorized representatives at PBM Provincial Office KP, at Peshawar;

2.1 Provision of Services/Facilities/Items By Educational Institute and Terms & Conditions:

- a. Provision of formal & inclusive education to the 100 enrolled children of PSH;
- 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 Pakistan Bait-Ul-Mal concerned District Office and PSH Management;
- c. The Educational Institute shall not allow any body, except Pakistan Bait Ul Mal staff duly authorized in this regard, to meet these children during school time and otherwise;
- d. Safety and security of Pakistan Sweet Home Children, after picking them at the morning from Pakistan Sweet Home (Premises) till handing them over back, shall be the sole responsibility of the Educational Institute for which fool proof system will be evolved by the Educational Institute;
- e. The Educational Institute shall allow visits of National/International dignitaries invited by the PBM to see and assess the functioning/education of Pakistan Sweet Home children, whenever needed without prior consent of The Educational Institute;
- f. The Educational Institute will arrange quarterly meeting with designated representatives of PBM i.e. the Assistant Director/District Officer of the concerned district to discuss the progress of each child separately and submit progress report to the PBM, Provincial Office, Khyber Pakhtunkhwa;
- g. The Educational Institute will ensure inclusive education of PSH's children with other students of the school;
- h. 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;
- i. The Educational Institute will take quarterly test of Pakistan Sweet Home children and furnish report to concerned PBM District Office for onward consumption of the Provincial Office Khyber Pakhtunkhwa and Head Office;

- j. Academic deficiency of Pakistan Sweet Home children shall be fulfilled during summer vacations, coaching classes shall be taken in this regard by The Educational Institute;
- k. The Educational Institute will engage PSH students in extra curricular activities and will assist Sweet Home management in preparation of students for any sports event;
- l. No. of Children may be increased or decreased from 100 with mutual consent of both parties; however, the rate per child per month would remain the same;
- m. School Leaving Certificate (SLC) will be issued in favour of students as and when required by PBM-PSH management and no extra charges will be paid.

2.2 Payment and Terms of Payment:

The contractor will be entitled to payment by PBM against bill duly supported by the following documents:-

- a. The prices shown in the contract cannot be increased except by express written agreement by the PBM;
- b. Bill in original and in duplicate alongwith sales tax invoices with covering letter by 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 after receipt of the invoice and in favour of Contracting School after deduction of Income Tax/other taxes as per Govt rules 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 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;
- g. List of dropped out children during previous quarter alongwith the date since which the child is absent/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 for 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;
- 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.

2.3. Delivery Period and Terms of Delivery:

The items to be provided should be delivered at concerned Pakistan Sweet Home as per delivery schedule given below. A confirmatory letter/Delivery Challan showing receipt number and date, description of the items supplied, quantity of items etc as per rules. School/Educational Institute will be responsible for any loss, theft, damage until delivery is received by PBM.

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

2.3.1 Delivery of Uniform:

- a. Summer Uniform must be supplied/handed over to PSH local management in the month of April every year;
- b. Winter Uniform must be supplied/handed over to PSH local management in the month of October every year;

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 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 the PBM Assistant Director/District Officer and PSH Incharge concerned;
2. The Inspecting Officer/Officials will ensure that the quantity and quality of the material and shall provide a certificate to this effect to the PBM Provincial Office, Khyber Pakhtunkhwa;
3. The Inspection Officers/Officials may reject as part or the whole of the consignment during inspection, if after inspection any portion thereof, as 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 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 submit items in replacement of those rejected items, 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, duties, Octroi charges, Sales tax, Freight Charges 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).

1. Initially, the contract/agreement will be valid for one year which may be extended/renewed upon satisfactory performance of the school and with the mutual consent of both the parties;
2. 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;

3. 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.

If School/Educational Institute fails to deliver the items thereof within the specified period, the PBM shall have the authority to take action on any of the following options:

- i. To recover from the School/Educational Institute the advance amount paid for provision of the subject service/items alongwith 10% penalty on that amount, the School/Educational Institute must submit a surety bond in this regard at the time of signing the agreement with PBM;
- ii. 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;
- iii. To cancel the contract at the risk and cost of the School/Educational Institute alongwith forfeiture of earnest money.

In case of action being taken under (ii) above, School/Educational Institute will be liable for any loss which the Authority may decide on that account but it will not be entitled to any gain on purchase made against the services/items which were to be provided by the School/Educational Institute.

If during the course of execution of the Agreement, School/Educational Institute is black-listed or its registration is cancelled by the concerned department, PBM may proceed with all or any of the actions detailed below:

- i. To allow the agreement to run its course till 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 including the schedule.

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 is responsible.

2.9 Settlement of Disputes:

a. Amicable Settlement:

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract 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.

The undersigned, having read the Terms and Conditions set out or specified in this document, hereby offers to formal educational services/facilities and items at **Annex-A** at the price or prices 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 owner/Principal: _____

Educational Institute Registration No. _____

Mobile No: _____ Telephone No. _____

Fax No. _____ Email _____

Signature _____ Stamp: _____

Date _____

**LIST OF SERVICES /FACILITIES/ ITEMS TO BE PROVIDED BY THE
SCHOOL/EDUCATIONIONAL INSTITUTE.**

Sr. #	Description of services/facilities/items	Rate per child/ Month (including taxes (Amount in Rs.)
1	Provision of formal education to the enrolled PSH children	
2	Evening coaching/tuition classes of PSH children at PSH	
3	Transportation to PSH children from PSH to school/education Institute and back, during which the security of PSH children will be the sole responsibility of school/ educational institute.	
4	4 Uniforms i. Summer 2 x (Pant, Shirt, Shoes (Bata/Service) Under Garments, Socks, Cap, Ties etc) ii. Winter 2 x (Pant, Shirt, Shoes (Bata/Service) Under Garments, Jersey / Coat, Socks, Cap, Ties etc)	
5	Syllabus books, Note books, School bags and all kind of other stationary items etc.	
6	Refreshment during break with detail of items of refreshment.	
7	Physical training of PSH children.	
8	Medical check up (On monthly basis and preparation of medical log book of each child)	
9	Field trips (at least twice in one academic session)	
Total quoted rate per child per month (all inclusive)/package		
Rate per 100 children/month		
Total quoted rate for100 children/year		
Total quoted rate for100 children/year (Amount in Words)		

Sign and seal of the Educational Institute

**Assistant Director (Projects/PSH)
PBM, Provincial Office,
Khyber Pakhtunkhwa**