

**REQUEST FOR PROPOSALS**

**FOR**

**PROVISION OF SUPPORTING STAFF FOR  
NATIONAL CURRICULUM COUNCIL, MINISTRY OF FE&PT**



**National Curriculum Council  
Ministry of Federal Education and  
Professional Training,  
Plot No.35, H-9/4, Islamabad**

**Submission date for sealed proposals: 10-02-2025 by 11:00 am**

**Opening of proposals on 10-02-2025 by 11:30 am**

*Signature*

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# REQUEST FOR PROPOSALS

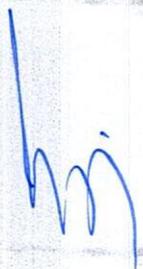
## (PROVISION OF SERVICES THROUGH OUTSOURCING)

National Curriculum Council Wing, Ministry of Federal Education & Professional Training, Islamabad (M/o FE&PT) invites "Sealed Proposals" on "Single Stage Two Envelope Procedure" from reputable Service Providers/Firms, who are an Active Tax Payer List (ATL) of FBR and are registered with sales tax/Income tax department having GST/NTN Numbers, AGPR Vendor Number for "Provision of services in following categories for deployment in National Curriculum Council Wing, Islamabad

S. No.	Staff Required	No. of Staff Required	Remarks
1.	Driver	01	-
2.	Dispatch Rider	01	-
3.	Lib. Attendant	01	-
4.	Mali	02	-
5.	Sweeper/Sanitary worker	02	-
<b>Total</b>		<b>07</b>	-

Interested Service Providers / Firms may download instructions to Bidders (ITB) from the website of National Curriculum Council Wing, M/o FE&PT [ncc.gov.pk](http://ncc.gov.pk) and website of PPRA <https://www.ppra.org.pk>. The Proposals must reach this office on or before February 10, 2025 by 1100 hours and will be opened on the same day, i.e Monday, February 10, 2025 at 1130 hours in Committee Room No.1, National Curriculum Council Wing, Plot No.35, H-9/4, Islamabad. Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). M/o FE&PT reserves the right to accept or reject any or all offers under PPRA rules 2004 amended time to time.

**(BABAR ZUBAIR)**  
Admin / Accounts Officer  
National Curriculum Council Wing  
Ministry of Federal Education & Professional Training  
Islamabad  
051-9265572



## **BIDDING DOCUMENT:**

Provision of Supporting Staff for deployment in National Curriculum Council, Ministry of FE&PT, Islamabad.

## **INTRODUCTION:**

National Curriculum Council Wing (NCC), M/o FE&PT mandated to prepare or cause to be prepared schemes of studies, curricula, manuscripts of textbooks and schedules or strategy for their introduction in various classes of an institutions for ECE to Grade XII, to approve manuscripts of textbooks produced by other agencies before they are prescribed in various classes of an institution, and to direct any person or agency in writing to delete, amend or withdraw any portion, or the whole, of the curriculum, textbook or reference material prescribed for any class of an institution within a period specified in such directive

## **OBJECTIVE:**

The interested bidders will provide Supporting staff as per posts recommended by MS Wing of Establishment Division for NCC

## **ELIGIBILITY CRITERIA:**

Bidder which meets the following **eligibility criteria/ mandatory requirements** would be declared responsive. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification: -

- a) Proof of Certificate of Incorporation or Registration with SECP.
- b) The bidder should be registered with relevant Tax authorities FBR and should be on active tax payers list.
- c) Valid License from Ministry of Interior in case of provision of security guard/chowkidar.
- d) Bidder shall complete all the terms & conditions of this Bidding Document.
- e) Equity / Net Worth of the bidder as on closing of last fiscal year should not be less than Rs.10 million and same shall be reflected in the Audited Accounts.
- f) Affidavit on stamp paper that the Firm/agency has never been blacklisted/debarred by any Government, Semi Government and Autonomous body.
- g) Two Work Orders/Agreements of similar Nature work with Government/Semi Government department, Multinational Companies.
- h) The Bidder shall furnish a (refundable) bid Security of PKR: 0.5 Million in shape of Call Deposit Receipt in favor of DDO, NCC Wing, M/o FE&PT. The bid security of the successful bidder shall be retained as a performance guarantee for the contract period.
- i) Local Office in Islamabad is mandatory.
- j) The Procuring Entity reserve the right to inspect and verify the lowest qualified bidder office at Islamabad and other related requirements before final selection. The inspection report shall supersede the evaluation carryout on the basis of

documents submitted. In case of non-satisfactory physical verification of bidder's office, next qualified bidder will be selected with the same due diligence process

**VALIDITY OF BIDS:**

Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

**ALTERNATE BIDS:**

Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s)/ proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway.

**SUBMISSION OF BIDS/OFFERS:**

Sealed bids/offers both the proposals i.e. Technical Proposal and Financial Proposal shall be submitted on or before February 10, 2025 at 1100 hours on the address given in advertisement. The sealed bids/ offers may also submit by registered mail, on the following address: -

Mr. Babar Zubair  
Admin/Accounts Officer,  
National Curriculum Council,  
Ministry of Federal & Professional Training  
Plot No.35, H-9/4, Islamabad.

Any bid submitted/received late, shall not be considered at any stage and shall be returned un-opened.

**OPENING OF BIDS:**

The Technical Proposals shall be opened on Monday February 10, 2025 at 1130 hours. at National Curriculum Council, Ministry of FE&PT, Plot No.35, H-9/4, Islamabad.

The Financial Proposal shall be retained unopened in the custody of Ministry and shall be opened of the technically qualified bids having the minimum qualifying points/ marks of 70% or more, at a time, date and venue announced and communicated to the bidders in advance.

**EVALUATION OF BIDS:**

Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Procurement Committee constituted by the National Curriculum Council, Ministry for the purpose. The Committee may seek the clarification from the bidder. The Bids/Offers shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record/ documentary evidence submitted by the bidder.

**FINANCIAL PROPOSAL EVALUATION:**

Technically qualified/successful firms shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance. Financial Bids / Proposals of Technically disqualified/ rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

**ANNOUNCEMENT OF BID EVALUATION REPORT:**

Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the National Curriculum Council, M/o FE&PT for the purpose. The Bid Evaluation Report shall be announced and shall be hoisted on websites of the PPRA and Procuring Agency as per PPRA rules 2004 amended time to time.

**BID SECURITY:**

The Bidder shall enclose the **Bid Security amounting to Rs.100000/-** in the shape of Deposit at Call or Pay Order or Demand Draft in favor of DDO, NCC Wing, M/o FE&PT. The Bid Security shall be attached with the Technical Proposal. The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid and Bid security of Successful bidder will retained till the expiry of contract.



## TERMS OF REFERENCE (TOR's)

National Curriculum Council, M/o FE&PT intends to hire the services of supporting Staff initially for three years from registered and eligible service provider companies/firms for National Curriculum Council under Ministry of FE&PT under framework agreement as the number of staff may increase or decrease from time to time on need basis as deemed necessary.

Post	Eligibility
Driver	i. Primary pass ii. Valid Motor Car / LTV driving license holder and well versed in the traffic rules iii. Minimum Five Years Experience
Dispatch Rider	i. Primary Education with valid license (Motorcycle and Motorcar). ii. Dispatch Rider to deliver packages / sensitive official documents promptly and safely. iii. Minimum Three Years Experience
Library Attendant	Primary Pass
Mali	Primary Pass
Sweeper/Sanitary Worker	Primary Pass

Responsibilities of Company: -

a. Supporting Staff Standard:
i. Civilian Pakistani Nationals.
ii. Education: at least Primary
b. Age: janitorial worker should be 30-50 years of age
c. The Contractor will provide supporting staff: Service 06 days a week from 06:00 am to 03:00 pm.
d. In case of an emergency, the Service provider company must have adequate available resources and bound to provide back up
e. The work under this contract includes supporting services to the NCC
f. Service provider Firm / Company will be fully responsible in case of misconduct caused by the deployed, supporting staff.
g. Sanitary Worker will responsible for cleaning & washing of toilets three times on daily basis with provision of accessories in all bathrooms of the building of NCC
h. Supporting staff deployed by the contractor will carry their Service Cards duly issued/attested from the contractor's firm along with NADRA NIC cards, whenever placed for duty or replaced
i. Daily attendance of the supporting staff will be marked in the register at the point of NCC, the same will be share with NCC administration and focal person.
j. Sanitary Worker will be responsible for sweeping/cleaning of complete building of NCC internal & external passages twice in a day during the official hours.
k. The Contractor will make sure through supervisory staff if any, that all the services are efficiently carried out and the NCC building remain clean and tidy all the time with zero complaints of hygienic Safety.
l. The company will be responsible to introduce supporting staff to the focal person of NCC before deployment as a substitute
m. The service Provider shall provide the list of reserve staff out of which replacement of removed/ absence/ left supporting staff would be made done.

n. The bidder shall be liable to make payment of wages to the human resource regularly and certificate to this effect will be submitted in first week of succeeding month.

o. The rates offered by the company shall be inclusive of overtime charges, if applicable of

supporting staff and cost accessories, required for successful provision of required service and all direct and indirect applicable taxes and duties.
p. Deployment of Staff: List showing names addresses along with the attested copies of CNIC of all employees shall be provided to NCC, M/o FE&PT before deployment. Any replacement shall be intimated to NCC in advance. The contractor will be responsible to provide the character verification from the police authorities within 10 days after award of the contract. The Contractor shall immediately replace any supporting staff, as and when instructed by NCC, Ministry of FE&PT.
q. The total contract period of the framework agreement shall be for three (03) years which may be extendable for subsequent years on satisfactory performance.
a. Company will be fully responsible in case of misconduct caused by the provided / deployed security personnel and supporting staff.
r. The bidder shall be liable to make payment of wages to the human resource regularly and certificate to this effect will be submitted in first week of succeeding month.
s. The human resource engaged by the bidder for the execution of the contract shall not be considered or treated as the employees of Government of Pakistan, M/o FE&PT, NCC
t. If a bidder is found involved in misconduct, misappropriation, fraud, cheating, theft and defalcation during the currency of the contract, he will be blacklisted and the amount of the security deposit shall stand forfeited in favor of Ministry.
u. That during the agreement period, if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 90 days in advance, failing which the payment of the remaining bills will not be released to him and security deposit will be forfeited.
v. In case of any conflict between the two parties, arbitration will be made where Director, NCC, M/o FE&PT will be final authority after personal hearing of both the parties.
w. Under no circumstances whatsoever, the rates once approved and the acceptance thereof communicated to them shall be reviewed or enhanced upward all during the validity and currency of the contract including the extended period, if any. No application, petition, or appeal in this regard shall be entertained and considered by the procuring agency.

### **BIDDING PROCEDURE:**

Bids are invited as per Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Public Procurement Regulatory Authority (PPRA) rules, 2004 amended time to time.

### **INSTRUCTIONS TO THE BIDDERS:**

- i. Bidder must read all the contents of this document and understand all the requirements.
- ii. Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.
- iii. Bid Security in shape of Demand Draft amounting to **Rs. 0.5 Million in favor of DDO, NCC, M/o FE&PT** shall be inserted in the Technical Proposal.
- iv. There should not be any over-writing, double writing, crossed, additional conditions.
- v. Rates shall be quoted clearly in digits as well as in words.
- vi. Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
- vii. Bids shall be submitted in accordance with Single stage – Two Envelope Procedure. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- viii. Bidder shall prepare two separate envelopes for Technical as well as Financial Proposal.

- ix. Bidder(s) must write the "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" on the face of relevant sealed envelopes containing relevant bid/offer in it.
- x. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected / non- responsive.
- xi. The service provider firm companies may apply for provision supporting staff combinedly or may apply for single item.

**LIST OF DOCUMENTS TO BE ENCLOSED:**

- a) Bidder(s) must ensure that the following documents are enclosed with the **Technical Proposal**.
- b) Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions;
- c) Attested copy of NTN / Firm Registration Certificate, Sales Tax Registration Certificate(s);
- d) Attested copy of CNIC of signatory of the Bid Form/Price Schedule;
- e) Turn-over of last three years (**50 million per year**) duly supported with Bank Statement/ Financial Statements/ complete Income Tax Return Forms of the bidder;
- f) Affidavit on stamp paper duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.
- g) Affidavit on stamp paper duly notarized to the effect that bidder is not awarded any punishment from any Court of Law.
- h) Bidder(s) must ensure that the following documents are enclosed with the **Financial Proposal**:
- i) Price Schedule duly filled in all respect clearly quote the price.
- j) All payments/ transaction shall be made in Pakistani Rupees (PKR) only.
- k) Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. Ministry shall make payments after deduction of all applicable taxes.



## TECHNICAL PROPOSAL EVALUATION CRITERIA

	<b>Evaluation Parameters/Sub-parameters</b>	<b>Maximum Points</b>
<b>1.</b>	<b>Establishment of the Firm/company/ partnership / sole-proprietor (Credible documentary evidence must be provided)</b>	<b>Max. 20</b>
1.1	10 years or above	20
1.2	08 years or above	16
1.3	06 years or above	12
1.4	Below 06 years	08
<b>2.</b>	<b>Past experience for management of 200 persons for provision of services in any field excluding construction of building. (Credible documentary evidence must be provided)</b>	<b>Max. 30</b>
2.1	150 persons or more	30
2.2	100 persons or more	20
2.3	50 persons or more	10
<b>3.</b>	<b>Clients with Company.</b>	<b>Max. 10</b>
3.1	05 or more	10
3.2	03 or more	07
3.3	02 or more	05
<b>4.</b>	<b>Average Annual Turnover during the last 03 financial years (As per ITR/ Audited Statements of Accounts OR Bank Statement must be provided)</b>	<b>Max. 40</b>
4.1	PKR 150 Million and above	40
4.2	PKR 100 Million and above	25
4.3	PKR 50 Million and above	15
<b>TOTAL POINTS</b>		<b>100</b>



**BID FORM / PRICE SCHEDULE**

(To be submitted on Official Letterhead of the company duly Signed & Stamp)

S #	Description of Service	Quantity	Unit Price inclusive of all taxes (monthly)	Total Price inclusive of all taxes (monthly)
1	Driver	01		
2	Dispatch Rider	01		
3.	Lib. Attendant	01		
4.	Mali	02		
5.	Sweeper/Sanitary Worker	02		

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.N.I.C : \_\_\_\_\_

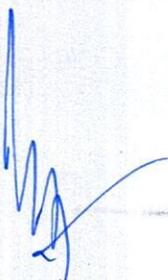
Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



## **General Conditions of Contract**

### **Contract:**

The NCC, M/o FE&PT shall, send the Contract, to the successful Tenderer for a period of three years, which is further extendable for a period of one year on mutual consent of both the parties. Within ten working days of the receipt of such Contract, the Tenderer shall sign and date the Contract.

### **Contract Documents and Information:**

The Service Provider shall not, without the NCC, M/o FE&PT prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Ministry in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### **Contract Language:**

The Contract and all documents relating to the Contract, exchanged between the Service Provider and the NCC, M/o FE&PT, shall be in English. The Service Provider shall bear all costs of translation to English and all risks of the accuracy of such translation.

### **Price:**

The Service Provider shall not charge prices for the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Service Provider in the Price Schedule (Financial Bid).

### **Assignment / Subcontract:**

The Services will not assign or sub-contract its obligations under the Contract, in whole or in part.

### **Extensions in time for performance of obligations under the Contract:**

If the Service Provider encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Service Provider shall, by written notice served on the NCC, M/o FE&PT, promptly indicate the facts of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of such notice, the NCC, M/o FE&PT shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Service Provider with a copy to the Client, extend the Service Provider's time for performance of its obligations under the Contract.

### **Termination for Default:**

If the Service Provider fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract, or engages in any illegal activities, the NCC, M/o FE&PT may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served to the Service Provider, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Service Provider; provided that the termination of the Contract shall be resorted to only if the Service Provider does not cure its failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

