

## TABLE OF CONTENTS

<b>Ser</b>	<b>Contents</b>	<b>Page No</b>
1.	Advertisement	2
2.	Tender Notice	3 - 4
3.	Title Page	5
4.	Introduction	6
5.	Objectives of Expression (Eol)	6
6.	Invitation of Bid	6
7.	Instruction to Bidders	6
8.	Procedure of Tender Opening	6
9.	Terms and Conditions	7 – 8
10.	Scope of Service	8 - 9
11.	Important Note	9
12.	Financial Proposal Submission Format	10 - 11
13.	Affidavit	12
14.	Agency Information/ Agency Profile	12

**FEDERAL GOVERNMENT (CANTONMENTS/ GARRISONS) DIRECTORATE**

**SIR SYED ROAD RAWALPINDI CANTT**

**TENDER NOTICE**

1. Federal Government Educational Institutions (Cantonments/Garrisons) Directorate invites sealed bids (Technical and Financial) from reputed firms/ agencies/ vendors having minimum three years' experience for the following services/ procurement/ hiring of equipment on rent:-

<b>Ser</b>	<b>Description</b>	<b>Approximately Quantity</b>
a.	Printing of Question Booklet (5 x different colours)	20000 (At least)
b.	Printing of Answer (Bubble) Sheets as per instructions to be explained in pre-bid meeting (induplicate carbon copy with 5 different colours (white, blue, pink, yellow & green)	20000 (At least)
c.	Checking of Answer (Bubble) Sheets on OMR and preparation of result as required within premises of FGEI Dte	
d.	Provision of steel/ silver/ trunk boxes with Yale sealed locks for movement of question booklets & answer (bubble) Sheets	20 Boxes/ locks

2. Tender Notice and bid documents containing detailed terms and conditions, evaluation criteria, bid security etc, for hiring services are available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and [www.fgei-cg.gov.pk](http://www.fgei-cg.gov.pk) and may be obtained from the office of the undersigned.

3. A pre-bidding meeting will be held **at 02:00 PM on 31 Dec 2020 (Thursday)** in the office of the undersigned. All desirous bidders shall attend the meeting. The sealed bids complete in all respects as prescribed and required under this Tender Documents, must be delivered to the undersigned not later than 11:00 AM on **05 Jan 2021 (Tuesday)**. Bids submitted late/ incomplete shall not be considered/ entertained.

4. **The bids shall be opened at 02:00 PM on 05 Jan 2021 (Tuesday)** in the presence of bidders or their representatives.

(Lt Col Fasih Ullah)  
For Director General  
FGEI (C/G) Directorate  
Sir Syed Road Rawalpindi Cantt  
Ph: 051-5563198

## TENDER NOTICE

### REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF MISCELLANEOUS SERVICES IN FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (CANTTS/ GARRISONS) DIRECTORATE, RAWALPINDI CANTT

1. Sealed bids Proposals are invited from well reputed registered vendors (**One vendor for all services**) for following services and equipment:-

Ser	Description	Approximately Quantity
a.	Printing of Question Booklet (5 x different colours)	20000 (At least)
b.	Printing of Answer (Bubble) Sheets as per instructions to be explained in pre-bid meeting (induplicate carbon copy with 5 different colours (white, blue, pink, yellow & green)	20000 (At least)
c.	Checking of Answer (Bubble) Sheets on OMR and preparation of result as required within premises of FGEI Dte	
d.	Provision of steel/ silver/ trunk boxes with Yale sealed locks for movement of question booklets & answer (bubble) Sheets	20 Boxes/ locks

2. A pre-bidding meeting will be held **at 02:00 PM on 31 Dec 2020 (Thursday)** in the office of the undersigned. All desirous bidders shall attend the meeting. The sealed bids complete in all respects as prescribed and required under this Tender Documents, must be delivered to the undersigned not later than 11:00 AM on **05 Jan 2021 (Tuesday)**. Bids submitted late/ incomplete shall not be considered/ entertained.

3. **The bids shall be opened at 02:00 PM on 05 Jan 2021 (Tuesday)** in the presence of bidders or their representatives.

## TERMS AND CONDITIONS

1. One sealed envelope containing two sealed envelopes having clearly marked as “**Technical Proposal**” and “**Financial Proposal**” are to be filled by each Testing Agency.
2. The agency should be a registered agency in Pakistan, if established in private sector, duly supported with an attested copy of **registration certificate** from Security and Exchange Commission of Pakistan (SECP).
3. The agency shall have minimum 3 years’ experience in relevant field in public sector organizations and have relevant software to ensure transparency.
4. **Expertise and profile** of the agency to provide relevant services should be attached.
5. The agency should not have been black-listed by any Government/ Semi Government department/ autonomous body, private company or any court of Law for which an affidavit on Stamp Paper duly signed by the head of the testing agency, may be attached with the bid.
6. The Agency should have their offices at Islamabad and complete postal addresses, telephone numbers. fax numbers and E-mail address etc, shall also be attached with the bid for confirmation by the Authority.
7. The Agency should have NTN and STRN Certificates issued from FBR. Proof of Active Payer List (ATL) from the web-site of FBR will have to be provided with the bid.
8. The successful bidder will have to provide services at Islamabad/ Rawalpindi, and all the big cities i.e. Peshawar, Lahore, Multan, Hyderabad, Karachi and Quetta (or any city where number of candidates is 200) within the stipulated period as per agreement, which will be signed with the bidder subject to final approval of the Authority.
9. Copy of bidding document can be downloaded from our website [www.fgei-cg.gov.pk](http://www.fgei-cg.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).
11. The Authority i.e. **FGEI (C/G) Directorate has right to cancel the tender/ MoU before start or completion of the project/ work without assigning any reason** in terms of Rule 33 of PPRA Rules. 2004.

**FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (CANTTS/ GARRISONS)  
DIRECTORATE, SIR SYED ROAD, RAWALPINDI CANTT**

**BIDDING DOCUMENT**

**Expression of Interest**

1. **Introduction.** Federal Government Educational Institutions (Cantt/ Garrison) Directorate, 190, Sir Syed Road, Rawalpindi hereafter called as FGEI (C/G) Directorate is an attached department of Ministry of Defence since 1980 with 355 x institutions (44 x Colleges and 311 schools) spread all over the country, are working under its administration.

2. **Objectives of Expression of Interest (Eol).** Through this Expression of Interest (Eol), FGEIs (C/G) Directorate intends to hire various services mentioned in tender notice in an efficient and transparent manner. The selected agencies are required to provide services and complete the process within **30 days** from signing of MoU. The selected agencies are required to comply with all instructions provided in the Scope of Service (SOS) as provided in this documents. The objectives of this Eol document are as follows:-

- a. To provide a basic understanding of requirements to the prospective bidder
- b. To list general instructions for the prospective bidders
- c. To provide the scope of work
- d. To define eligibility criteria for the prospective bidders

3. **Invitation to bids.** FGEI (C/G) Directorate Rawalpindi is interested to engage experienced agencies for various services, to be indicated in advertisement. All interested organizations are requested to complete the Information/ Data forms given in this document.

4. **Instructions to Bidders.** To shortlist the eligible organizations, FGEIs (C/G) Directorate invites least cost selection namely "Single Stage Two Envelope" bidding procedure from registered firms/ organizations.

5. **Procedure of Tender Opening.** FGEIs (C/G) Directorate will adopt least cost selection under single stage two envelopes bidding procedure as laid down in PPRA Rules. The bidders shall submit the technical and financial proposals in two separate envelopes and envelopes shall be marked as: "**Financial Proposal**" and "**Technical Proposal**". In first instance, "**Technical Proposal**" shall be opened and the envelope marked as "**Financial Proposal**" shall be retained unopened in custody of the FGEI (C/G) Directorate. FGEI (C/G) Directorate shall evaluate the requirement proposed in Technical proposal, without reference to the price and shall reject any proposal, which does not confirm to the specified requirements. During the technical evaluation, no

amendments in the technical proposal shall be permitted. A bidder has to obtain a minimum **threshold of 70 points** to qualify in technical evaluation. If a bidder does not qualify in technical evaluation, his financial bid will not be opened. After evaluation and approval of technical proposals, FGEI (C/G) Directorate shall open financial proposals of the technically **accepted bids**, on a date/ time to be announced by President Bid Opening Committee. The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

6. **Terms and Conditions**

a.	The sealed Proposals complete in all respects addressed to President Bid Opening Committee must be delivered on or before date mentioned in the tender notice.
b.	Technical and Financial proposals should be submitted in separate envelopes. The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of respective envelopes.
c.	Technical Proposals will be opened on the same day at 03:00 PM on ___ Nov 2020 in presence of tenderers or their authorized representatives who wish to witness tender opening. After the Technical evaluation, Financial Proposals of only technically qualified agencies shall be opened in the presence of their representatives.
d.	The Financial Proposal shall be inclusive of all taxes.
e.	<b>Only one financial proposal shall be deposited for each category service.</b>
f.	The agency shall provide the following documents: <ul style="list-style-type: none"> <li>(1) Detail of legal status</li> <li>(2) Human Resource/ Technical Expertise Profile.</li> <li>(3) Experience of similar assignments.</li> <li>(4) Facilities available.</li> <li>(5) Audited financial statements of last 3 years.</li> <li>(6) Tax registration certificates. Copy of NTN Certificates, Sales Tax Certificates and any other Certificate (whichever is applicable)</li> <li>(7) History of litigations, if any.</li> <li>(8) The bid security <b>equal to 3% of financial proposal</b> in form of Bank Draft in favor of Director FGEI (C/G), Rawalpindi.</li> <li>(9) <b>Affidavit</b> that the <b>company has never been blacklisted</b> by any Government/ Semi Government department/ autonomous body or private company.</li> </ul>

g.	The bid validity period shall be effective till completion of whole job/ process.
h.	The firm shall deliver services <b>within 30 days after signing of MoU.</b>
i.	FGEI (C/G) Dte reserves the right to reject any or all the proposals, deposited in response to this tender notice prior to acceptance.
j.	Incomplete proposals shall be rejected.
k.	This tender has also been posted/ uploaded on PPRA website <a href="http://www.ppra.org.pk">http://www.ppra.org.pk</a> and FGEI (C/G) website <a href="http://www.fgei-cg.gov.pk">http://www.fgei-cg.gov.pk</a> .
l.	Bids received through Fax/ Telex/ Email and after due date/ time will not be considered.
m.	<b>Income Tax &amp; GST and any other taxes (if applicable) will be deducted as per rules and all taxes will be the responsibility of the bidder.</b>
n.	If the bidder fails to provide satisfactory services within agreed period or are found to be indulging in corrupt or fraudulent practices, the FGEI (C/G) Directorate shall proceed against the bidders under the relevant rules.
o.	FGEI (C/G) Directorate may constitute a Redressal Grievance Committee to redress the written complaint of bidder(s) received within 10 days after the announcement of the bid evaluation report and for any other issue which may need to be resolved. The Committee may investigate and decide the complaint within 15 days on the receipt of the complaint an mere fact of lodging of a complaint shall not warrant suspension of procurement process.
p.	FGEI (C/G) Directorate has right to amend or add any conditions(s) mentioned in this document.
q.	<b>FGEI (C/G) Directorate has right to cancel the tender/ MoU before start or completion of the project/ work without any reason.</b>
r.	MoU will be signed between FGEI (C/G) Directorate and successful bidder within one week after acceptance of bid.



7. **Scope of Services** The selected executing agency will be responsible for the following activities and as per the guidelines of FGEI (C/G) Directorate:-

a. **Printing of Booklet and Answer Sheets (Bubble Sheet) as per instructions to be explained in pre-bid meeting (induplicate carbon copy with 5 different colours (white, blue, pink, yellow & green)**

(1) Designing and Printing work of Question paper and Answer sheet in 5 different colours (Blue, Green, Yellow, pink and white) will be set up in the premises of FGEI (C/G) Directorate Rawalpindi.

(2) Answer (Bubble) Sheets must be induplicate (Carbon Copy)

(3) To despatch the question paper to the respective centre safe & custody.

b. **Provision of steel/ silver/ trunk boxes with Yale sealed locks.** The agency will provide trunks boxes with sealed Yale lock for one month on rent.

c. Checking of Bubble Sheets on OMR & Preparation of Result. The agency will check the bubble sheets on OMR and prepare result (Quota/ Cadre wise) within the premises of FGEI Directorate.

8. **Important Note**

a. The competent authority may reject all bids or proposals at any time prior to acceptance of a bid/ proposal or completion of project. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FGEI (C/G) shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule 33 of PP Rules 2004, however prospective bidder shall be informed in due course about the rejection of bids if any (As per Rule of 35 of PP Rules 2004).

b. FGEI (C/G) Dte may at any time prior to the deadline for submission of the Tender, as its own initiative vested with exclusive discretion or in response to a clarification requested by bidders(s), amend the Tender Document, on account of any reason, either to extend the deadline for the submission of Bid or otherwise which shall be notified to all prospective bidders(s) where after all such amendments(s) shall be considered part of the tender document and bidding on the bidders as per rules.

c. FGEI (C/G) Directorate has right to increase or decrease number of posts and cadres.

9. The technical evaluation of bidders will be carried out first and on the basis of which, financial bids will be evaluated. Minimum points for qualification of technical proposal evaluation are 70.

10. **Financial Proposal Evaluation Criteria including all expenses/ taxes.**

11. Financial Proposal Submission Form

To:

Director General  
FGEI (C/G) Directorate  
Sir Syed Road  
Rawalpindi Cantt

Sir,

1. We, the undersigned offer for the following services and our proposal (Technical and Financial Proposals in accordance with your Expression of Interest dated (Advertisement date):-

a.

b.

c.

2. Our attached Financial Proposal is for the sum of \_\_\_\_\_ (Amount in words and figures) per assignment. This amount is inclusive of all local taxes, duties, fees, levies. applicable on our company, our sub-contractors and collaborations under Pakistan law.

2. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. (Date).

Though included in the above mentioned fee, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below:-

Amount in Pak Rs. (per candidate basis)

\_\_\_\_\_

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

Regards.

Yours Sincerely,

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name and Title of signatory)

\_\_\_\_\_  
Name of Firm / Address)

Seal Stamp of Firm  
Date: \_\_\_\_\_ Oct 2020

12. **AFFIDAVIT (On Stamp Paper worth Rs. 50/-)**

We (Name & address of the Agency) do hereby declare on solemn affirm that:

- a. We have **not been blacklisted** from any Government/ Semi Government department/ autonomous body/ private company or any Court of Law.
- b. We have **not been involved in any litigation** with any client during the last three years.
- c. We acknowledge that we have read, understood and accepted the tender document.
- d. We understand that FGEI (C/G) Directorate has the right, at his exclusive discretion, to require, in writing further information or clarification of the tender, from any or all the contractor(s).

13. **Agency Profile/ Information**

Ser	Required Information	Detail
a.	Legal Name of Agency	
b.	Year of Establishment	
c.	National Tax Number	
d.	Sale Tax Registration Number	
e.	Name & Designation of Head of Organization	
f.	Address of Agency	
g.	Phone/s:	
h.	Fax:	
i.	Email:	
j.	Website Address:	
k.	Name & Designation of "Contract Focal Person" (at least 02)	
l.	Phone/s, Fax /Mobile Number and Email of Focal Person	