



PUNJAB EDUCATION INITIATIVES MANAGEMENT AUTHORITY

TENDER NOTICE

Punjab Education Initiatives Management Authority (PEIMA) intends to conduct Quality Assurance Test (QAT) of Grade 3,4,5 & 6, in last week of February 2024. Approximately 65,000 Students of 4015 Schools will undertake QAT in 750 Centers to be established in Govt Schools at Tehsil level within the radius of 15-25 kilometers.

Sr No.	Activities
i.	Sample papers, SLO based items, covering 100% syllabus including MCQs & CRQs (50%+50%) for four subjects (English, Urdu, Math and Science/General Knowledge. Total marks= 400 of Grade 3,4,5 & 6.
ii.	a. Piloting of items in all Divisions of Punjab in 5% schools (male, female, urban, rural). b. Selection of Test Centers. c. Designing, printing of papers, packing and repacking. d. Delivery to all districts of Punjab. e. Conduct and marking of papers. f. Scanning, cropping, indexing and e-marking/ on screen marking. g. Result preparation and Analysis Report.
iii.	Preparation of Advisory Note regarding weak SLOs.
iv.	QAT results. (School wise, Subject wise, Grade wise, Gender wise and Student wise).

1. Sealed tenders are invited from duly registered Firms / Companies having experience in above mentioned scope of work.
2. Tender documents can be obtained from PEIMA Head Office against payment of Rs. 5000/- to be deposited in Account No. 6510278057300018 titled CHIEF EXECUTIVE OFFICER PUNJAB EDUCATION INITIATIVES MANAGMENT AUTHORITY, 009, The Bank of Punjab, Bank Square, Model Town, Lahore.
3. "Single Stage-Two Envelopes" procedure shall be adopted as per Rule 38(2)(a) of PPRA Rules, 2014. Bids complete in all respect should reach the office of Director Operations by 30-11-23 till 03:00 PM Bids will be opened on the same day at 03:30 PM. in the presence of the bidders or their authorized representatives.
4. Earnest money @5% of estimated price of Rupees 47.000 million must be attached in the form of Bank Guarantee / Call Deposit / Bank Draft (refundable) in favor of Chief Executive Officer, Punjab Education Initiatives Management Authority, PEIMA.
5. The procuring agency may reject all bids or proposals at any time prior to the acceptance
6. of a bid or proposal. 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.
7. This advertisement can also be viewed at PEIMA website <https://peima.punjab.gov.pk> and PPRA website www.ppra.punjab.gov.pk.

DIRECTOR OPERATIONS

Punjab Education Initiatives Management Authority
50 Babar Block New Garden Town, Near Barkat Market, Lahore
Ph. # 042-99232040

**PUNJAB EDUCATION INITIATIVE
MANAGEMENT AUTHORITY**

**50 BABAR BLOCK, NEW GARDEN TOWN
LAHORE**



STANDARD BIDDING DOCUMENT
Rupees 5000/- only

**DEVELOPMENT OF ITEM FOR PAPERS , PILOTING,
PRINTING, CONDUCTING, SCANNING, CROPPING,
INDEXING, AND E-MARKING ETC OF QAT, RESULT,
ANALYSIS REPORT**

Date: 13-11-2023

Tender No: PEIMA 1-1/2023(QAT)

Preface

The Government of the Punjab has established Punjab Education Initiatives Management Authority (PEIMA) under Punjab Education Initiatives Management Authority Act 2018. This Authority has been established to devise, implement and manage reformatory & dynamic initiatives in the education sector in partnership with the private sector.

To monitor the standards of education under Section (6) (l) & (6) (m) of the Punjab Education Initiatives Management Authority Act 2018, PEIMA decided to conduct the Quality Assurance Test (QAT) within Primary (Grade 3,4 & 5) and Elementary (Grade 6) PSSP/PEIMA Schools respectively.

This Bidding Document shall not constitute a guarantee or commitment of any manner on the part of the Punjab Education Initiative Management Authority (PEIMA) that the contract will be awarded. The Punjab Education Initiative Management Authority (PEIMA) reserves its right to amend the Bidding Document before the last date of submission of bids after informing all Bidders in writing and in such an event PEIMA shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the bidder.

The competent authority reserves the right to reject or accept any or all bids or part thereof before acceptance of the bid according to PPRA Rules, 2014. Bids received after the last date of submission will not be entertained. Financial proposals received through any other mode / addressed to any other person other than that stated in this document will not be entertained.

The documents should be submitted in a sealed envelopes clearly mentioning **“TECHNICAL & FINANCIAL PROPOSAL FOR DEVELOPMENT OF PAPERS, PRINTING, DELIVERY, CONDUCT, SCANNING, CROPPING, INDEXING AND E-MARKING/ ON SCREEN MARKING OF SCRIPTS AND RESULT ANALYSIS (GRADE 3, 4, 5 & 6) OF QAT IN ALL DISTRICTS OF THE PUNJAB”**

For further clarification (if any), please contact PEIMA at the address given below:-

Director (Operations)
Punjab Education Initiatives Management Authority
50 Babar Block, New Garden Town
Lahore
Ph # +92-42-99232040

SUMMARY DESCRIPTION

This is a Bidding Document for the Development, Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts and result analysis of QAT as given below.

Title: DEVELOPMENT OF PAPERS, PRINTING, CONDUCTING, SCANNING, CROPPING, INDEXING AND E-MARKING OF SCRIPTS AND RESULT ANALYSIS OF QAT.

PART 1- BIDDING PROCEDURES

Section I: Instructions to Bidders (ITB)

This section provides relevant information to help Bidders to prepare their bids. Information is also provided on the submission, opening and evaluation of bids and the on award of Contracts. **Section I contains provisions that are to be used without modification.**

Section II: Bid Data Sheet (BDS)

This section consists of provisions that are specific to Development of papers, Engagements of staff (conduct and marking), training, selection of test centers, conduct, printing of paper, packing and repacking, delivery to all districts of the Punjab, scanning, cropping, indexing and e-marking etc. for client, result preparation and analysis report of QAT and it supplements the information or requirements included in Section I, Instructions to Bidders.

Section III: Evaluation and Qualification Criteria

This section contains the criteria to determine the lowest evaluated responsive bid and the qualifications of the Bidders to perform the contract.

Section IV: Bidding Forms

This section contains the Proformas like the financial bid, Bid Submission Sheet, and Bid information sheet to be submitted with the bid.

PART 2- SERVICE REQUIREMENTS

Section V: Work / Service Requirements

This section contains the detail of work/ services required delivery schedule/timeline and technical specifications.

PART 3- CONTRACT

Section VI: General Conditions of Contract (GCC)

This section contains the general clauses to be applied in the subsequent contract that shall be offered to the successful bidder.

Section VII: Special Conditions of Contract (SCC)

This section contains clauses specific to the contract that modify or supplement section VI, General Conditions of Contract.

Section VIII: Contract Forms

This section contains the form of the **Contract Agreement**, which, once completed, incorporates any corrections or modifications to the accepted bid relating to amendments as permitted under PPRA Rules, 2014.

The Performa for Performance Security, when required, shall only be completed by the successful Bidder after contract award.

PART-1
Section I
BIDDING PROCEDURE

Section I. Instructions to Bidders

General

- 1 **Scope of Bid** 1.1 Punjab Education Initiatives Management Authority invites bids from firms in the form of Company, Consortium, Association of Persons (AOP) and Joint Venture (JV) for Development of papers, Engagements of staff (conduct and marking), training, selection of test centers, conduct, printing of paper, packing and repacking, delivery to all districts of the Punjab, scanning, cropping, indexing and e-marking etc. for client, result preparation and analysis report etc. of QAT. Procurement shall be governed by PPRA Rules 2014. JVs, AOPs and Consortiums should be registered as per law.
- 2 **Eligible Bidders** 2.1 Firms registered with Income Tax/ Sales Tax Department that fulfills the criteria as per Evaluation & Qualification Criteria (Section III) and Services Requirements as per Section V will be eligible for bidding. However, failure to furnish copies of Income Tax / Sales Tax returns for the previous two years and other mandatory required supporting documents shall render the firm ineligible.
- 2.2 The bidding firm or its sister organization should not have been blacklisted by any Government, semi government organization. Original Affidavit of Rs.100/- regarding non-corrupt practices and no blacklisting must be attached.
- 2.3 Firms that were heavily penalized (more than 25% of total contract value) for unsatisfactory performance in any contract/s shall not be considered.
- 2.4 Any Government or Semi-Government or Autonomous body intending to participate in bidding should have “NOC” from their competent authority.
- 2.5 Formation of any Joint Venture (JV), Consortium and Association of Persons (AOP) should be as per law.
Note: Govt. Organization engaged for the procurement shall accomplish the task exclusively through its own resources without involving private sector as a partner or in the form of a joint venture or as sub-contractor as per PPRA Rule 59(e)(ii).

CONTENTS OF BIDDING DOCUMENTS

- 3 **Sections of Bidding Documents** 3.1 The bidding document consists of Parts 1, 2 and 3, which include all the Sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB Clause 5.

Part 1 Bidding Procedure

- Section I. Instructions to Bidders (ITB)
- Section II. Bid Data Sheet (BDS)
- Section III. Technical Evaluation and Qualification Criteria.
- Section IV. Bidding Forms

Part 2 Work / Service Requirements

- Section V. Work / Service Requirements including technical specifications, designing, logistics, machinery Development, printing, conducting, scanning ,e-marking, data handling, Secrecy, security, schedule/timeline and quality control etc.

Part 3 Contract

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms

- 3.2 The Invitation for bids issued by Purchaser “Punjab Education Initiative Management Authority (PEIMA)” is not part of contract agreement.
- 3.3 The PEIMA is not responsible for the completeness of the Bidding Documents and their addenda if they are not purchased directly from PEIMA.
- 3.4 This tender may not be taken as an indication of subsequent supply order and does not in any way commit PEIMA to purchase the items/services offered;
- 3.5 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Document may result in rejection of the bid.
4. **Clarification of Bidding Documents**
- 4.1 A prospective bidder requiring any clarification of the bidding document shall contact the Purchaser/PEIMA in writing at the Purchaser’s address indicated in the BDS. The Purchaser/PEIMA will respond in writing to any request for clarification, provided that such request is received not later than seven (07) days prior to the deadline for submission of bid. The Purchaser/PEIMA shall forward copies of its response to all those who have acquired the bidding documents directly from it but without identifying its source. If the Purchaser/PEIMA deems it necessary to amend the bidding document as a result of clarification, it shall do so following the procedure under ITB clause 5 and sub-clause 5.2.
5. **Amendment of bidding documents**
- 5.1 At any time prior to the deadline for submission of bids, the Purchaser/PEIMA may amend the bidding documents by issuing addenda.
- 5.2 Any addendum issued shall be part of bidding document and shall be communicated in writing to all who have obtained the bidding documents directly from the Purchaser/PEIMA.

- 5.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser/PEIMA may, at its discretion, extend the dead line for the submission of bids, pursuant to ITB sub-clause 15.2.

PREPARATION OF BIDS

- | | | | |
|------------|--|------|---|
| 6. | Cost of Bidding | 6 | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser/PEIMA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| 7. | Documents comprising the Bid | 7 | <p>The bid shall comprise the following:</p> <p>Bid Submission Sheet (BSS), Bid Proforma, Bidder Information Sheet (BIS) Bid Security, copy of CNIC, Income Tax Return/NTN, original receipt of Bidding Document purchased from PEIMA, Bank and Financial statements, Certificate of Incorporation, Sales Tax and Income Tax Registration Certificates, Bank Certificate for the financial soundness of Bidder, Affidavit of no blacklisting and no penalty, proof of Assessment Development, printing, scanning and other machinery/ equipment ownership and bid security, Financial Bid Proforma.</p> |
| 8. | Bid Submission Sheet And Financial Bid | 8.1 | The Bidder shall submit the financial bid using the form furnished in Section IV, Financial Bid Form. This form must be completed without any alternations to its format, and no substitutes shall be acceptable. |
| | | 8.2 | The Bidder shall submit a bid for Development of papers , Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts and analysis of result of QAT. |
| | | 8.3 | Financial bid furnished on Performa other than original shall not be accepted. |
| 9. | Alternative bid | 9 | Alternative bids shall not be considered. |
| 10. | Documents establishing the qualification of the Bidders | 10 | To establish its qualification to perform the contract, the Bidder shall submit all evidence indicated in section III, Evaluation and Qualification. |
| 11. | Period of validity bid | 11 | Bid shall remain valid for a period specified in BDS after the bid submission deadline date i.e. 120 days from the opening of Bid. A bid valid for a shorter period shall be rejected by the Purchaser/PEIMA as being non-responsive. |
| 12. | Bid security | 12.1 | Bid security @ 5% of estimated price of Rs.47.000 million in favor of Chief Executive Officer, Punjab Education Initiatives Management Authority, PEIMA Lahore in the shape of Bank Guarantee /Pay Order/Bank Draft or CDR issued by any scheduled bank should be attached with the bid. |

- 12.2 Any bid not accompanied by the substantially responsive bid security in accordance with ITB sub-clause 12.1 shall be rejected by the Purchaser/PEIMA as being non-responsive.
- 12.3 The Bid Security of unsuccessful bidders shall be returned promptly upon the successful bidder's Furnishing of the Performance Security.
- 12.4 The bid security may be forfeited:
- (a) If a bidder withdraws its bid during the period of bid validity specified in BDS;
 - (b) If a bidder provides false or fabricated information;
 - (c) If a bidder provides outdated information that has a bearing on the outcome of the bidding process;
 - (d) If a bidder tries to influence the procurement process;
 - (e) If the successful bidder fails to:
 - (i) Sign the contract in accordance with ITB Clause 27;
 - (ii) Furnish a Performance Security in accordance with ITB Clause 28.
- 12.5 The Bid Security of Sole Proprietor, Company, Firm, JV/Consortium, AOP, Group etc. must be issued by Sole proprietor, Company, Firm or by the Group Leader in case of Group or one Lead Member of the JV, Consortium and AOP that submits the bid.

13. Format and Signing of Bid Document

- 13.1 The Bidder shall prepare one original document comprising the bid and clearly mark it "ORIGINAL" on the relevant Proformas given in the Standard Bidding Document (SBD).
- 13.2 The original bid shall be written in indelible blue ink and shall be signed by the Bidder himself or a person duly authorized to sign on behalf of the Bidder.
- 13.3 For financial bid, any interlineations, erasures, cutting or overwriting shall be valid only if they are signed by the authorized person signing the bid.
- 13.4 For financial bid, use of white correcting fluid for any of the above, even if attested, shall be considered as invalid.

SUBMISSION AND OPENING OF BID

14. Sealing and Marking of Bid

- 14.1 Bidders may submit their bids by hand.
- 14.2 The Bidder shall enclose the its bid along with all relevant attachments in sealed envelope.
- 14.3 The envelope shall:
- (a) bear the name and address of the Bidder;
 - (b) be addressed to the Purchaser/ procuring agency/PEIMA
 - (c) Sealed properly by self-adhesive paper and signed with stamp.
- 14.4 If envelope is not sealed, signed with stamp and marked as required, the Purchaser/PEIMA will assume no responsibility for the misplacement or premature opening of the bid.

- | | | |
|---|------|---|
| 15. Deadline for Submission of Bid | 15.1 | Bid must be received by the Purchaser/PEIMA at its address and no later than the date and time indicated in the BDS. |
| | 15.2 | The Purchaser/PEIMA may, at its discretion, in unavoidable circumstances extend the deadline for the submission of the bids by amending the bidding documents in accordance with ITB clause 5, in which case all rights and obligations of the Purchaser/PEIMA and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 16. Late Bid | 16 | The Purchaser/PEIMA shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser/PEIMA after the deadline for submission of bids shall be declared late, rejected, and shall be returned unopened to the Bidders. |
| 17. Bid opening | 17.1 | The Bid will be received up to 30-11-2023 till 3:00 p.m. in the office of Director (Operations), PEIMA and Technical Bids shall be opened on the same day at 3:30 p.m. in the presence of Bidders or their representatives who make themselves available on the date and time in the Committee room of PEIMA, 50 Babar Block, New Garden Town, Lahore. |
| 18. Financial Bid | 18.1 | The Financial Bid of only technically qualified Bidders who attached all the requisite documents and passed the evaluation criteria shall be considered for further processing. |
| | 18.2 | Price quoted for Development of papers, Printing, Conduct, scanning, cropping, indexing and E-Marking of Assessment Scripts and analysis of result of QAT as described in Work / Service Requirement must be inclusive of all applicable taxes; |
| | 18.3 | Price quoted in the tender will be fixed throughout the period of the contract and shall not be subject to any upward modification; |
| | 18.4 | Price must be stated in words and figures in Pakistani Rupee; |
| | 18.5 | Offer must be valid for 120 days; |
| | 18.6 | Financial Bid must be written on PEIMA prescribed Financial Bid Proforma; |
| 19. Invalid Offer/Bid | 19.1 | No tender/bid will be considered if the bid/offer is: - |
| | 19.2 | Received without required documentation or found incomplete; |
| | 19.3 | Received later than the date and time fixed for tender submission; |

- 19.4 unsigned/unstamped; signed/stamped by an unauthorized person of the firm/company from a black listed firm/company; Received by telephone/telex/fax/telegram;
- 19.5 Received from a firm/company that was previously heavily penalized i.e. @ 25% or more of total contract value by any public sector organization, for poor performance;
- 19.6 Received without earnest money/CDR;
- 19.7 Inconsistent with the specifications given by PEIMA;
- 19.8 Unclear/vague due to cutting, overwriting that is not attested /verified by bidder.

EVALUATION AND COMPARISON OF BIDS

- 20. Confidentiality**
- 20.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendations of contract award, shall not be disclosed to the Bidders or any other person not officially concerned with the process until information on contract award is communicated to all Bidders.
- 20.2 Any effort by a Bidder to influence the Purchaser/PEIMA in the examination, evaluation, comparison and post qualification of the bids or contract award decisions may result in the rejection of its bid and disqualification of Bidder.
- 20.3 Notwithstanding ITB from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Purchaser/PEIMA on any matter related to the bidding process, it should do so in writing.
- 21. Clarification of the Bids**
- 21.1 To assist the examination, evaluation, comparison and post qualification of the bids, the Purchaser/PEIMA may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder with respect of its bid and that is not in response to a request by the Purchaser/PEIMA shall not be considered. The Purchaser's request for clarification and the response shall be in writing.
No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of errors or discrepancies identified by the Purchaser during the evaluation of the bids.
- 21.2
- 22. Examination of the Terms and Conditions; & Evaluation**
- 22.1 The Purchaser/PEIMA shall examine the bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
- 22.2 The Purchaser/PEIMA shall evaluate the technical aspects of the Bidder as per its requirement stated in this SBD;
- 22.3 If, after evaluation, the Purchaser/PEIMA determines that the bid is not substantially responsive it shall reject the bid;

- 22.4 A **substantially responsive bid** is one that conforms to all the terms, conditions, and specifications of the bidding documents and having lowest offered price.
23. **Purchaser’s right to accept any bid, and to reject any or all bids** 23 The Purchase/PEIMA reserves the right to accept or reject any bid, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability on PEIMA. However, on the request of any bidder, the procuring agency shall communicate grounds for disqualification but not liable to justify those grounds.

AWARD OF CONTRACT

24. **Award Criteria** 24 The Purchaser/PEIMA shall award the contract on Single Stage Two Envelop basis.
25. **Purchaser’s right to vary quantities at time of award** 25 At the time the contract is awarded, the Purchase/ PEIMA reserves the right to increase or decrease the quantity originally specified in Section-V, Work / Service Requirements as provided in PPRA Rules, 2014 without any change in the unit prices or other terms and conditions of the bid and the bidding documents
26. **Notification of Award** 26.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder, in writing that its bid has been accepted.
- 26.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 26.3 Upon successful Bidder’s furnishing of the Performance Security, the Purchaser/PEIMA shall discharge its bid security.
27. **Signing of Contract** 27 The successful Bidder, within a week of issuance of “Notification of Award” shall sign an agreement as per Contract Agreement given in section VIII Contract Forms with CEO, PEIMA on a stamp paper of the requisite value which shall be paid by the Bidder
28. **Performance Security** 28.1 Within seven (7) days of the receipt of notification of award from the Purchaser/PEIMA, the successful bidder shall submit the performance security @ 10% value of the contract in the shape of Bank Guarantee/Pay Order/CDR issued by a scheduled bank. However, on the written request of the successful bidder time period may be extended for another 03 days subject to payment of the penalty as specified sub-clause of GCC Clause 13.2.
- 28.2 Failure of the successful Bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and blacklisting of the firm. In that event, the Purchaser may award the contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the contract satisfactorily.
- 28.3 With reference to a particular award, the performance security of Sole Proprietor /Company/ JV/ Consortium/ AOP/ Group must be in the name of Sole Proprietor, company and as group leader or one Lead Member of JV/Consortium/AOP/Group that submits the bid.

		28.4	Adjustment of Performance Guarantee against already submitted bid security shall not be allowed.
29.	Limitation of negotiation	29.1	Negotiation may not relate to the price or substance of tenders or proposal specified by the Supplier in his tender, but only the minor technical, contractual or logistical details.
30.	Stamp duty/stamp paper	30.1	The Bidder shall execute an agreement on stamp paper in accordance with stamp duty act i.e. 0.25% of contract value;
31.	Monitoring	31.1	The Purchaser/PEIMA may conduct regular inspections during work process to ensure quality and timely completion of work;
		31.2	The Bidder shall facilitate the monitoring team (s) of PEIMA to check the safety, security, equipment, quality and accuracy of design and data of assigned work, other ancillary process and activities.
		31.3	Notwithstanding any other provisions in this document, the Purchaser/PEIMA in order to ensure in public interest and timely completion of the job, may withdraw the award in part or whole, if the Bidder fails to comply with timelines mentioned in the Standard Bidding Document regarding completion of process and award the same to the next lowest Bidder at the risk and cost of the first lowest Bidder who failed to perform the work awarded.
32.	Change in Laws, Taxes and Regulations	32.1	In case of any tax levied by Government is changed during the currency of the agreement separate instructions to the extent of such levy will be issued to the bidder. Such instructions shall be deemed to be a part of this agreement.
33.	Other Instructions	33.1	The successful bidder shall not sub contract/sublet the assignment. The Contractor shall not transfer, assign or subcontract the assigned job to any other firm;
		33.2	PEIMA/ Procuring Agency reserves the right to increase or decrease the quantity at the time of issuance of Purchase Order up to the extent provided under PPRA Rules, 2014;
		33.3	PEIMA reserves the right to accept or reject any or all tenders as per PPRA Rules 2014;
		33.4	PEIMA Inspection team shall visit the facility/workplace of the successful bidder to observe the quality and timeline of assigned work;
		33.5	The terms mentioned in this tender will be considered as accepted by the firm in case no written clarification is asked for by the bidder 07 days before the closing date;
		33.6	On failure to meet the Technical aspects mentioned in bidding documents, the Financial Proposal will not be considered.

- 33.7 Any attempt by a bidder to influence the examination, evaluation, comparison, and qualification of the Bids or Contract award may result in rejection of its bid;
- 34 **Delivery of Tender**
- 34.1 Tender will follow **“Single Stage, Two Envelopes”** procedure under Rule 38(2) (a) of PPRA RULES, 2014.
- 34.2 The tender/bid will be enclosed in a sealed cover which will be marked with the bid against Tender Inquiry No. PEIMA 1-1/2023 (QAT) addressed to the “Director (Operations), Punjab Education Initiative Management Authority (PEIMA), 50 Babar Block, New Garden Town, Lahore”.
- 34.3 The tender, brought by hand, will be handed over to Director (Operations) for placing the same in the tender box placed in his office.

Bids shall be delivered to the following address:-

Director (Operations)
Punjab Education Initiative Management Authority (PEIMA)
 50 Babar Block, New Garden Town, Lahore.
Ph # +92-42-99232040

- 35 **Submission of Samples**
- 35.1 The samples of paper and proposed designs of assessment scripts (duly signed, stamped and dated) shall be submitted by the bidder to the Procuring Agency/ PEIMA along with Technical bid.
- 36 **Random Inspection & Sample Testing**
- 36.1 Successful bidder shall be responsible to conduct test sampling under the supervision of Procuring Agency/PEIMA to ensure conformity with technical specifications;
- 36.2 Sample selected shall be duly signed by Procuring Agency/PEIMA and bidder;
- 36.3 Testing shall be carried out by Standard Government Testing Center;
- 36.4 The Procuring Agency/PEIMA reserves the right to inspect, test and, where necessary, reject the goods as well as services that do not conform to the technical specifications;
- 36.5 If the Procuring Agency/PEIMA is convinced that the bidder is using substandard material (paper) or producing defective prints,

producing defective images during scanning, having poor cloud storage, secrecy and security breach of data at any stage and have a slow e-marking web software it shall promptly inform the Bidder and if deemed fit may reject the whole job at the risk and cost of the Bidder.

36.6 **All the sample testing fee of testing center will be borne by the bidder/supplier.**

Section II. Bid Data Sheet

The following specific data for Development of Papers, Printing, Conduct, Scanning, Cropping, Indexing and E-Marking of Assessment Scripts and analysis of result of QAT shall complement, supplement, or amend the provisions in the instruction to Bidders (ITB). Whenever there is conflict, the provisions herein shall prevail over those in ITB.

General																							
1.	The Purchaser is : <u>Punjab Education Initiative Management Authority (PEIMA)</u>																						
Contents of Bidding Document																							
2.	For <u>Clarification of bids purposes</u> , the Purchaser's address is Attention: <u>Director (Operations)</u> Address: <u>Punjab Education Initiative Management Authority,</u> 50 Babar Block, New Garden Town, Lahore. City: <u>Lahore</u> Country: <u>Pakistan</u> Telephone: <u>+92-42-99232040</u>																						
Preparation of Bids																							
3.	Alternative bids shall not be considered.																						
4.	Prices quoted by the Bidder shall be: " <i>fixed</i> " as per the tentative number of pages. However, in case of increase or decrease in pages, the unit price shall remain fixed.																						
5.	The bid validity period shall be 120 days from the opening of the financial bid.																						
6.	The Bidder shall attach Pay Order/Bank Draft/CDR in favour of Chief Executive Officer, Punjab Education Initiatives Management Authority, PEIMA @ 5% of the estimated price of Rs 47.000 Million as Bid Security with Financial Bid.																						
7.	Financial Bid should be submitted in original. The Bidder shall quote the price inclusive of all services and all taxes levied by the Government including GST as applicable.																						
8.	Particulars of documents to be attached should be duly signed and stamped by the Bidder: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Bid Submission Sheet (BSS)</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Bid Proforma</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Bidder Information Sheet (BIS)</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>JV/Consortium/AOP/Group information sheet registered as per law (if applicable)</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Sales Tax Registration Certificate</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Income Tax Registration Certificate/NTN</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Bid Security in shape of Pay Order/Bank Draft</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>Copy of CNIC, previous 2-years income tax/sales tax returns</td> </tr> <tr> <td style="text-align: center;">9.</td> <td>Original receipt of purchase of Bidding documents from PEIMA</td> </tr> <tr> <td style="text-align: center;">10.</td> <td>Bank Statements and/or financial statements/Bank Certificate of Financial soundness</td> </tr> </tbody> </table>	Sr. No.	Particulars of documents	1.	Bid Submission Sheet (BSS)	2.	Bid Proforma	3.	Bidder Information Sheet (BIS)	4.	JV/Consortium/AOP/Group information sheet registered as per law (if applicable)	5.	Sales Tax Registration Certificate	6.	Income Tax Registration Certificate/NTN	7.	Bid Security in shape of Pay Order/Bank Draft	8.	Copy of CNIC, previous 2-years income tax/sales tax returns	9.	Original receipt of purchase of Bidding documents from PEIMA	10.	Bank Statements and/or financial statements/Bank Certificate of Financial soundness
Sr. No.	Particulars of documents																						
1.	Bid Submission Sheet (BSS)																						
2.	Bid Proforma																						
3.	Bidder Information Sheet (BIS)																						
4.	JV/Consortium/AOP/Group information sheet registered as per law (if applicable)																						
5.	Sales Tax Registration Certificate																						
6.	Income Tax Registration Certificate/NTN																						
7.	Bid Security in shape of Pay Order/Bank Draft																						
8.	Copy of CNIC, previous 2-years income tax/sales tax returns																						
9.	Original receipt of purchase of Bidding documents from PEIMA																						
10.	Bank Statements and/or financial statements/Bank Certificate of Financial soundness																						

	11.	i)Affidavit of No Blacklisting, ii) Certificate of No penalization @ 25% of total contract value by PEIMA
	12.	Firm Ownership Certificate
	13.	Financial Bid Performa (original)
9.	<p>For bid submission purpose, the Purchaser's address is:</p> <p>Attention: <u>Director (Operations)</u></p> <p>Address: <u>Punjab Education Initiative Management Authority, 50 Babar Block, New Garden Town, Lahore.</u></p> <p>City: <u>Lahore.</u></p> <p>Country: <u>Pakistan</u></p> <p>Telephone: <u>042-99232040</u></p> <p>The deadline for the submission of bids is:</p> <p>Date: 30-11-2023</p> <p>Time: <u>3:00 p.m.</u></p>	
10	<p>The technical bid opening shall take place at :-</p> <p>Address: <u>Punjab Education Initiative Management Authority, 50 Babar Block, New Garden Town, Lahore.</u></p> <p>City: <u>Lahore</u></p> <p>Country: <u>Pakistan</u></p> <p>Date: 30-11-2023</p> <p>Time: <u>3:30 p.m.</u></p>	
Evaluation and comparison of Bids		
11	The currency that shall be used for bid evaluation and comparison purposes is: <u>Pak Rupees.</u>	
12	An evaluation methodology to determine the lowest-evaluated-bid shall be applied as specified in Section III, Evaluation and Qualification Criteria.	
Stamp Duty/ Stamp Paper		
13	The Supplier shall execute an agreement on stamp paper in accordance with stamp duty act i.e. 0.25% of contract value.	
Performance Guarantee / Security		
14.	The Supplier/Successful bidder shall submit Performance Security @ 10% value of contract in shape of Bank Guarantee/Pay Order/CDR issued by a scheduled bank.	

Section III. Evaluation and Qualification Criteria

This section contains all the factors, methods and criteria that the Purchaser shall use to evaluate a bid and determine whether a Bidder has the required qualification.

Table of Contents

1. Evaluation Criteria of Technical Bid.
 2. Lowest Evaluated Bidder Criteria.
-

1. Evaluation Criteria:

- (a) Evaluation of Technical Bid Proforma

2. Lowest Evaluated Criteria:

- (a) The Financial Bid of only those Bidders shall be considered who fulfill the evaluation criteria.

- (b) Comparative Statement:-

The Bidder offering the lowest rate along with compliance to all documentary requirements and meeting evaluation criteria would be declared as the lowest evaluated Bidder

EVALUATION OF BID PROFORMA

1. Name of Bidding Firm / Lead Bidding Firm: _____
2. Status (Firm/Company/JV/Group): _____
3. Address: _____
4. NTN: _____
5. Sales Tax Reg. No. (if applicable) _____
6. Date of Establishment of Business _____
7. Financial Information: (In case of JV/AOP/Group/detail of all members to be provided)

NOTE: if any of the following information is left blank no credit shall be awarded for that information.

Mandatory Requirements/Documents

The following documents must be attached by the bidder. Failure to supply the following documents will render the bidder ineligible:

- I. Complete profile / Introduction of Bidder (including name of Chief Executive Officer/MD, Partner(s) and Owner(s) and addresses/contacts)
- II. Sales Tax Registration Certificate
- III. Copy of Valid NTN /Annual Tax Returns of last 3 years
- IV. Affidavit declaring that that Bidder is not blacklisted
- V. Certificate that the firm was not heavily penalized i.e. more than 25% penalty of overall contract value for unsatisfactory performance by any Public-sector organization.
- VI. Sample of designed machine-readable Assessment instruments and survey forms (Stamped and Signed by bidder)
- VII. Alternative Power Supply (state alternative power capacity)
- VIII. Bank Certificate confirming financial soundness of bidder along with bank statement of previous 2 financial years.
- IX. The Firm must have ownership of Scanners and other tools/ Machines and/or I.T equipment required for the assigned task.

TECHNICAL BID PROFORMA (Mandatory)

Sr. No	Criteria	Remarks (If yes attach proof)
i.	The Firm/JV shall have Available Working Capital/Cash Flow not be less than Rs. 10,000,000/-	
ii.	The Firm/JV shall have Digital Printing press.	
iii.	The Firm/JV shall have a scanning capacity of 1 million A3/A4 size pages at 300 DPI.	
iv.	The Firm/JV Shall have Technical & Managerial Human resources of at least 100 persons.	
v.	The Firm/JV shall have owned / rented alternate power supply (Generators/Solar Panels etc. to ensure uninterrupted power supply to all electrical / mechanical / IT equipment and work place linked with designing, printing, packing and e-marking tasks) along with storage facility to store the assessment scripts in prescribed manner + firm owned / rental contracted lab+ Server with band width of 100 mb.	
vi.	The Firm/JV shall have experience in the last 03 years to complete all components of the task within stipulated time period.	
vii.	The Firm/JV shall have one subject Specialist having 16 years of Education qualification & 5 years item and paper experience for each subject and an Assessment expert having Ph.D/ M.Phil. in Assessment with 5 years relevant experience.	
viii.	Staff for conduct of QAT is available in all the districts of Punjab. (List along with cell numbers and CNIC)	
ix.	The Firm shall have Working Experience in the field of assessment/ printing/ e-marking/on screen marking, logistics with Govt. Examination Bodies.	

It is certified that the above information is correct in all regards. We do understand that we may be disqualified, penalized or blacklisted in case if there is disinformation in the above. PEIMA Inspection Team will visit the premises of firms and verify the above-mentioned parameters and in case of any misstatement, the second lowest bidder will be awarded the contract.

(Please note that the Bidder must attach the supporting documents/evidences for the above requirements as a proof, else the marking will not be considered)

Signature: _____

Date _____

Stamp of bidder _____

EVALUATION OF BID PROFORMA

Sr. No	Particulars	Description	Maximum Points	Points Obtained								
1.	Available Working Capital/Cash Flow	<p>➤ Financial Statements for the previous two years (an average of two years will be taken)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Net Assets / Equity</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10 million</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">15 million</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">20 million & above</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Net Assets / Equity	Points Assigned	10 million	4	15 million	8	20 million & above	10	10	
Net Assets / Equity	Points Assigned											
10 million	4											
15 million	8											
20 million & above	10											
2.	Printing Experience	<p>➤ Experience of Printing with the Quantum of at least PKR. 3 million</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Printing assignments</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">3-5</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">More than 5</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Number of Printing assignments	Points Assigned	2	4	3-5	6	More than 5	10	10	
Number of Printing assignments	Points Assigned											
2	4											
3-5	6											
More than 5	10											
3.	Having Subject Specialists and Assessment Experts	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Subject Specialists and Assessment Expert</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">04 SS(one for each subject) having 16 years Qualifications and 5 year experience of paper and item development(C.V and agreement shall be attached).</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">An assessment expert having M.Phil. with 5 years' experience.</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Subject Specialists and Assessment Expert	Points Assigned	04 SS(one for each subject) having 16 years Qualifications and 5 year experience of paper and item development(C.V and agreement shall be attached).	8	An assessment expert having M.Phil. with 5 years' experience.	1	10			
Subject Specialists and Assessment Expert	Points Assigned											
04 SS(one for each subject) having 16 years Qualifications and 5 year experience of paper and item development(C.V and agreement shall be attached).	8											
An assessment expert having M.Phil. with 5 years' experience.	1											

		An assessment expert having Ph.D. with 5 years' experience.	1														
4.	E-marking /On Screen Marking Experience	<p>➤ Experience of e-marking</p> <table border="1"> <thead> <tr> <th>Number of e-marking assignments</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>1-2</td> <td>5</td> </tr> <tr> <td>3-5</td> <td>10</td> </tr> <tr> <td>6-8</td> <td>15</td> </tr> <tr> <td>More than 8</td> <td>20</td> </tr> </tbody> </table>	Number of e-marking assignments	Points Assigned	1-2	5	3-5	10	6-8	15	More than 8	20	20				
Number of e-marking assignments	Points Assigned																
1-2	5																
3-5	10																
6-8	15																
More than 8	20																
5.	Scanning capacity	<p>➤ Scanning of A3/A4 size pages at 300 DPI for e-marking of QAT instruments</p> <table border="1"> <thead> <tr> <th>Scanning Capacity in million</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.7</td> <td>5</td> </tr> <tr> <td>0.8-0.9</td> <td>10</td> </tr> <tr> <td>1 million</td> <td>15</td> </tr> <tr> <td>1 million and above</td> <td>20</td> </tr> </tbody> </table>	Scanning Capacity in million	Points Assigned	0.7	5	0.8-0.9	10	1 million	15	1 million and above	20	20				
Scanning Capacity in million	Points Assigned																
0.7	5																
0.8-0.9	10																
1 million	15																
1 million and above	20																
.6.	Work in the field of Exams/ Assessment with Govt. Institutions	<p>➤ Total number of exams/ Assessment conducted (attach documents)</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>1-10</td> <td>2</td> </tr> <tr> <td>11-20</td> <td>4</td> </tr> <tr> <td>21-30</td> <td>6</td> </tr> <tr> <td>31-40</td> <td>8</td> </tr> <tr> <td>41 and above</td> <td>10</td> </tr> </tbody> </table>	Number	Points Assigned	1-10	2	11-20	4	21-30	6	31-40	8	41 and above	10	10		
Number	Points Assigned																
1-10	2																
11-20	4																
21-30	6																
31-40	8																
41 and above	10																
7.	Certified from Standards/ Quality Control	➤ ISO 9001, ISO 14001, ZDS (Zero Defects Supply System) or any other quality certification in the field of scanning.	05														
8.	Firm's owned Alternative Power Supply , facility/lab and	<p>➤ Generators (s), Solar panel or any other source to ensure uninterrupted power supply to all electrical/mechanical/I.T equipment and workplace linked with e-marking task.</p> <p>➤ Firm's owned facility/lab/ and storage space to handle approx. 7million pages.</p>	10														

		<table border="1"> <thead> <tr> <th>Resources</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>Generator 5KVA\geq</td> <td>5</td> </tr> <tr> <td>Generator 5KVA\geq + Storage facility for approx. 2 million pages of QAT instrument + Server with band width up to 100 mb.</td> <td>10</td> </tr> </tbody> </table>	Resources	Points Assigned	Generator 5KVA \geq	5	Generator 5KVA \geq + Storage facility for approx. 2 million pages of QAT instrument + Server with band width up to 100 mb.	10								
Resources	Points Assigned															
Generator 5KVA \geq	5															
Generator 5KVA \geq + Storage facility for approx. 2 million pages of QAT instrument + Server with band width up to 100 mb.	10															
9.	Experience in successful completion of assigned tasks.	<p>➤ Experience in last three (03) Years to complete the Assessment process with e-marking of 1 million pages task after work order issued.</p> <table border="1"> <thead> <tr> <th>Number of days</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>1</td> </tr> <tr> <td>23</td> <td>2</td> </tr> <tr> <td>21</td> <td>3</td> </tr> <tr> <td>19</td> <td>4</td> </tr> <tr> <td>Less than 19</td> <td>5</td> </tr> </tbody> </table>	Number of days	Points Assigned	25	1	23	2	21	3	19	4	Less than 19	5	5	
Number of days	Points Assigned															
25	1															
23	2															
21	3															
19	4															
Less than 19	5															
Total Marks			100													

Note: Qualifying points: 65

It is certified that the above information is correct in all regards. We do understand that we may be disqualified, penalized or blacklisted in case if there is material disinformation in the above.

(Please note that the Bidder must attach the supporting documents/evidences for the above requirements as a proof, else the marking will not be considered)

Signature

Date _____

Stamp _____

Qualified/ Disqualified

Signatures: _____

Stamp: _____

Name of authorized Officer/s (PEIMA): _____

Dated: _____

Designation: _____

NOTE: The Financial Bids of only technically qualified bidders would be opened.

Section-IV

FINANCIAL BID PROFORMA

DEVELOPMENT OF ITEMS FOR PAPERS, PRINTING, CONDUCT, SCANNING, CROPPING, INDEXING AND E-MARKING OF ASSESSMENT SCRIPTS ETC OF QAT

Having examined the bidding documents including Addenda Nos. (if any), the receipt of which is hereby duly acknowledged, we, the undersigned, submit our Financial Bid in conformity with the said bidding documents for the sum of [total bid amount in words and figures] as mentioned below.

Rate per student for Development of Paper, Printing, Conduct, scanning, cropping, indexing and E-Marking of Assessment Scripts and analysis of result of QAT inclusive all taxes (as mentioned in Work / Services Requirement) is offered as under:-

NUMBER OF SCHOOL (approx.)	Grades	NUMBER OF Students (approx.)	RATE PER STUDENT INCLUSIVE OF APPLICABLE TAXES (Rs)	TOTAL VALUE OF WORK (Rs)
4015	3	21000		
	4	20000		
	5	20000		
	6	4000		
Total		65000		

Total value in words: Rupees: _____

Note: Comparison will be prepared on total value.

Signature of the Bidder: _____ **Stamp of the firm** _____

Bid Submission Sheet

Date: -----

Tender No.:-----

To

The Chief Executive Officer,
Punjab Education Initiative Management Authority
Lahore.

I/we, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the bidding documents, including Addenda No:
- (b) I/We offer services in conformity with the Bidding Documents and in accordance with the delivery schedule specified in the Services Requirements.
- (c) Our bid shall be valid for the period of 120 days from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to submit a Performance Security in accordance with ITB Clause 28.1 and GCC Clause 9 for the due performance of the contract;
- (e) We or our any sister concern(s) have not been blacklisted by any Government, semi-government/autonomous organization;
- (f) We or our sister concern (s) have not been heavily penalized @ 25% of total contract value by PEIMA;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (h) We understand that Chief Executive Officer, PEIMA reserves the right to increase/decrease the quantity of pages with mutual consent of Bidder as provided under clause 25 of ITB.

(i) Particular of Pay Orders/CDR regarding Bid Security;

Pay Order No.	Dated	Bank Name	Amount (Rs.)
Total			

Signed _____ **in the Capacity of** _____

Name _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ **day of** _____

Bidder Information Sheet

Date: _____

Tender No.: _____

1. Bidder's Legal Name						
2. In case of JV / CONSORTIUM / AOP/ Group						
3.	(a)	Name of JV/Consortium / AOP /Group				
	(b)	Name of Authorized Representative				
		Lead Member				
	(c.)	Members firms information				
4.		Name of firm with address	%age share	Owner's name	NIC	NTN
	(i)					
	(ii)					
	(iii)					
Attach copy of agreement / letter of intent to form JV/Consortium /AOP/Group, copies of NTN and NIC of members (in case of more members attach separate list)						
5. Bidder's Address						
6. Bidder's Authorized Representative Information						
Name: _____						

NIC No. _____						
Address: _____						

Telephone/Fax numbers: _____						
Email Address: _____						

PART-II
WORK / SERVICES
REQUIREMENTS
(SECTION V)

Section V. Work / Services Requirements

- I. Scope of Work
- II. Schedule of Activities

SCOPE OF WORK

1. SPECIFICATIONS FOR DEVELOPMENT OF PAPERS, PRINTING, CONDUCT, SCANNING, CROPPING, INDEXING AND E-MARKING OF ASSESSMENT SCRIPTS ETC OF QAT:

i. General Instructions:

The Firm shall:

- (a) Development of papers design and print the scripts according to the requirement of e-marking i.e. digital scanning and variable digital printing at A3/A4 size.
- (b) Conduct piloting in 200 schools in all divisions of Punjab.
- (c) Provide sample papers of each subject of Grade III, IV, V &VI before the conduct of QAT.
- (d) Printing of papers SLO based items, covering 100% syllabus including MCQs and CRQs (50%+50%) for four subjects (English, Urdu, Math Science/ General Knowledge. Paper of each subject would be 100 marks (Total Marks 400). Total number of students would be **65000**. Six students would be randomly selected from each Grade of III, IV, V &VI. Total number of **schools would be 4015** out which 3308 schools have III to V Grades and 707 schools have III to VI Grades.
- (e) If Govt. buildings and services of Govt. teachers are utilized, the payment to Govt. staff would be made by Firm on mutually agreed rates.
- (f) Ensure that the design of the Instruments shall have a distinctive/unique barcode (2D/QR) at each page and Photo, B-Form Number of student School EMIS Code would be mentioned at first/ main page of each paper . The same will contain information like item number, subject, paper type, grade, version and other identifying information etc. and / as per requirement of PEIMA
- (g) Ensure that the draft design/ content of Instruments to be verified by PEIMA staff, if changes are required, Firm should be responsible to incorporate the recommendations and only final signed copies are to be sent for printing.
- (h) Design the stickers/ labels for Polybags, Brown/White envelopes and Carton Box Packing with Bar Code Identification according to SOPs devised for unpacking, repacking, de-stapling and sorting etc.
- (i) Design the print ready Instruments, which are exportable in PDF and other graphic formats without any change in pixel, format, font size /style etc.
- (j) Frame the instructions for the printing process and shall verify the dummy scripts in the light of instructions and submit a certificate to PEIMA that printing, is according to the design and e-marking requirements.
- (k) Design the machine-readable (OMR) attendance sheet (s) having barcode mapped with, Assessment Scripts.

ii. Development of Student Assessment Scripts etc

The Firm shall:

- (a) develop the assessment framework and Table of Specification (ToS) in the line with GPF and Bloom's Taxonomy.
- (b) Finalize the assessment scripts of subjects of Urdu, English, General Science/ General Knowledge and Mathematic of grades, III, IV,V & VI with the approval of Director (QASS)
- (c) Analyze the data and prepare the final result(student-wise, class-wise, subject-wise and school wise) and report as per passing criteria given by PEIMA.

iii. Printing of Student Assessment Scripts etc

a) Paper Specification

Texture	Grammage	Burst Factor	Tear Factor	Brightness	Opacity	Glaze	Trimmed Size	Printing Type	Number of pages (approx.)
White High Finish Paper	80 GSM or Above	12.1 & above	MD 40 CD 45 (± 5%)	80 Minimum	85 (± 5%)	Both sides glazed	11 x 8.5 inches	Digital printing (Black & White)	2 million

b) Technical Specifications of Brown/Khaki Craft Paper, Polythene and Cloth to be used for packing:-

1. Brown/Khaki Craft paper Envelop weighing 120 GSM (water proof) for separate packing of each subject of each grade.
2. Black / dark blue Polythene bag weighing 30 – 40 grams each for separate packing of each subject.

1. Packing

Packing of Printed Scripts is of fundamental importance to ensure the security of content and safe delivery to all sampled schools. Bidders are requested to read the following instructions carefully: -

- a) **TWO LAYER PACKING:** Printed Scripts of Grade 3, 4, 5 & 6 will be packed in two layers.
 - i. The inner layer will consist of brown/Khaki envelope sealed with gum and stamp;
 - ii. The second layer will consist of black polythene bag heat sealed;
 - iii. PEIMA Monogram be printed on Envelopes and Polythene Bags
 - iv. Envelopes are to be sealed with tape (1 to 2 inches)
- b) Two stickers will be pasted on 1) brown craft paper / envelope and 2) polythene bag. The detail of contents of stickers / printing of envelopes will be provided by PEIMA before the commencement of printing.

Grade 3, 4, 5 & 6

2. **Training kit (packed in a Grey bag) to be distributed on training day.**
 1. Test Administrator Manual by bidder
 2. Permission Letter to Test Administrators
3. **Assessment Kits { (size of cloth bag 18" x 30")}**

Day 1

- i. A packet (envelop) of Urdu Papers (As per packing list)
- ii. 01 Printed Envelop (1 envelop for each grade) for return of English Papers

Day 2

- i. A packet (envelop) of English Papers (As per packing list)
- ii. 01 Printed Envelop (1 envelop for each grade) for return of Urdu Papers

Day 3

- i. A packet (envelop) of Mathematics Papers (As per packing list)
- ii. 01 Printed Envelop (1 envelop for each grade) for return of Mathematics Papers

Day 4

- i. A packet (envelop) of Science Papers (As per packing list)
- ii. 01 Printed Envelop (1 envelop for each grade) for return of Science Papers
- iii. 1 Printed Cloth Bag for return the whole material (size of cloth bag 18" x 30")

Note:

Unique Bar Code will be printed in each page and the complete information of student and school will be printed on paper.

Note: Procuring Agency shall provide complete data for the above information in soft form.

TRANSPORTATION & DELIVERY

- I. It shall be the bidder's responsibility to ensure safe delivery to all CEO (DEA) Offices in the Punjab.
- II. The firm will be responsible for all charges/Taxes/Duties/NOCs for transportation up to point of delivery i.e. CEO (DEA) Offices in all Districts of the Punjab;
- III. Supplier will furnish a dispatch slip containing details of quantity and point of delivery (destination);
- IV. No Blank or misprinted Instrument will be supplied at any cost. Strict quality control measure shall be adopted by printer to ensure that no blank or misprinted Instrument is delivered.

INSPECTION OF PRINTING FACILITIES

- I. The Purchaser/PEIMA's inspection team will carry out regular inspections of the printing, packing etc. to ensure quality and timely supply of Printed Scripts of Grade 3, 4, 5 & 6.
- II. The successful bidder/printer will allow inspection of packed paper rolls, ream packing (to confirm import quality) before commencement of printing.
- III. The bidder shall always facilitate the Inspection Teams of PEIMA to check the quality of paper, printing, packing and other allied inspections.
- IV. PEIMA inspection team may take random paper samples, duly signed by Bidder and PEIMA Authorities for verification from standard testing laboratory. All testing cost shall be bear by the bidder.

iv. Designing of Student Assessment Scripts

The Firm shall:

- (a) design version(s) of assessment scripts administered in the schools, based on variant items/questions on the same SLOs.
- (b) design the machine-readable bilingual (English & Urdu) header information i.e. title/inner title page carrying the demographic data, instructions, sample questions and mapped with attendance sheet, students and schools.
- (c) ensure that the font size of items (MCQs, CRQs) should not be less than 14 pt for English language and 16 pt for Urdu language.
- (d) design the bilingual (Urdu & English) MCQ and CRQ portion for Science / General Knowledge & Mathematics and unilingual for Urdu and English so that:
 - Options of MCQ items shall be horizontally aligned
 - Minimum 2pt space among the options and between stem & options.
 - Pixels of Picture/diagram/graph used as prompt should be sufficient for printing without any background interference.
 - MCQs shall be read directly from the script via OMR and students should not need to fill bubble sheets separately.
 - The sufficient space for answers according to rubrics, the response of one item/question should not interfere with other items/questions on the same page during scanning, cropping and indexing etc.

2. Unpacking/ Sorting/ Spine Cutting/ Indexing/ Cropping/ Masking, Scanning and Archiving of Instruments

The Firm shall:

- (a) establish a secure centralized workshop (s), fully equipped to secure, store, sort, archive, and handle millions of answer scripts with 100 percent precision through the assembly line method.
- (b) establish a secure centralized lab/facility (s) where complete scanning equipment, PCs including networking is installed and server for connectivity between PCs and Scanners is deployed and all units are centralized and synchronized.
- (c) collect filled Instruments after the conduct of assessment from district level designated sites across the all districts of Punjab.
- (d) read the barcode/ Q.R depicted on boxes/ packets mapped with the dashboard and update the center-wise collection status of Instruments on the live dashboard.

- (e) unpack, sort and de-staple/cut the spines of Instruments from the designated point with 100% precision.
- (f) scan the Instruments according to software need of digital scanning at minimum 300 dpi @ minimum 0.6 million pages per day and later on its reading for On-screen marking, acquiring data through OMR and analysis need.
- (g) re-scan the blurred images and recovery of tempered images.
- (h) ensure that each digital file should be indexed efficiently and easily traceable by its QR /2-D barcode and the digital file should be labeled through a well-featured electronic document management system as e.g. script code, page number, item/question number, type of instrument etc. and mapped with students' as well as schools data.
- (i) crop the scanned images through cropping application, the intelligence of application shall be based on user-defined templates, subject-wise described question/answer area and store it separately, crop images can be located by its unique identity and also searchable through application's tool to support syndicate marking.
- (j) develop the algorithm(s) which ensures autonomous masking of identities, autonomous & accurate distribution of the question(s) and reformation of the papers along with accurate reallocation to the exact identities.
- (k) repack and returned paper / copies / instrument / documents to PEIMA for archiving.

3. Customization of e-marking Software

The Firm shall:

- (a) Deploy Web based E-marking software for electronic checking of scripts should have following modules/tools:
 - Administrative module is used to perform administrative type tasks like management of users, creating question templates and rubrics, assign question etc.
 - Control Panel for creating User for Head and Sub Examiner
 - Profile creation for Examiners
 - Security and verification tools for Examiners (IP verification, Screen capture and camera access verification) at regular interval and for spot checking.
 - Auto allotment of questions and batches for syndicate marking (question wise allotment)
 - Rubrics based checking and marks entry module supportive with drawing tools
 - Auto-Grading of MCQs responses module
 - Module for monitoring and report generation for nominated persons of PEIMA
 - Marking consistency module to monitor e-marking features i.e. marking progress (Live), status of an e-marker (Online/ offline), view (AMD) of each

marker, block or unblock an e-marker, rechecking of student Responses/ answer Scripts, view Images of marked questions and generate result/ dynamic data analysis reports.

- Training module for on screen markers

- (b) Develop electronic marking application, on proven and secure frameworks i.e. Django Python, Flask, web2py, Tornado, Cherry Py, Turbo Gears, ArcGIS API for Python, Pyramid, Bottle etc. The application should provide built in security features to cater a lot of OWASP (Open Web Application Security Project) security issues.
- (c) Ensure hermetic secrecy and security of data through the features like HTTPS/SSL Secure site, SQL Injection Protection, Cross Site Scripting (XSS) protection, Cross Site Request Forgery (CSRF) Protection, Clickjacking (X-Frame-Options) Protection, File/Content Upload Limit, Secure login via Key clock.
- (d) Ensure configuration of application on cloud and required Resources in term of computation, storage and band width for implementation of application on cloud for minimum 1000 users for smooth execution.

4. Guidelines for filling of Instrument

The Firms shall:

- (a) develop training material i.e. documents, and video tutorials for e-marker (s), which should include Instruction/guides for e-marking of answer Scripts as per PEIMA's criteria and software design deployed for e-marking i.e. Rubrics based marking etc.
- (b) develop necessary instructions for data collection during conduct e.g. guidelines to unpack & repack solved assessment material, repack Blank/unsolved paper, filling of digital attendance sheets, filling of reading fluency response sheets and Checklist to collect/distribute/ transport assessment material (Papers, Attendance Sheet, Survey Forms).

5. QUANTITY

The detail of quantity is as under:

Sr. No.	Grades	No. of Students
1.	3	21000
2.	4	20000
3.	5	20000
4.	6	4000

6. ITEMS TO BE PROVIDED BY PEIMA

1. PEIMA shall provide students data.

INSPECTION OF SCANNING FACILITIES

- V. The Purchaser/PEIMA's inspection team will carry out regular inspections of the scanning / E-Marking etc. to ensure quality and timely completion of the task.
- VI. The bidder shall always facilitate the Inspection Teams of PEIMA to check the quality of the scanning and other allied inspections.
- VII. PEIMA inspection team may take random samples, duly signed by Bidder and PEIMA Authorities for verification from a standard testing laboratory. All sample testing fees will be borne by the supplier.

II

SCHEDULE OF ACTIVITIES

TENTATIVE SCHEDULE OF ACTIVITIES **FOR DEVELOPMENT OF PAPERS, PRINTING, CONDUCTING,** **SCANNING, CROPPING, INDEXING AND E-MARKING OF** **ASSESSMENT SCRIPTS AND RESULT ANALYSIS OF QAT**

The tentative date of conduct of QAT is last week of February, 2024, Result would be submitted to PEIMA before 30th April, 2024 and the result analysis report would be submitted to PEIMA before 10th May, 2024. The following activities timeline would be agreed accordingly.

Task	Details	Deadline
Item Development		
Task-1.1	Mechanism to Develop Item Bank for Pilot Testing	
Task-1.1	Engagement of Item Writers, Subject Specialists, Assessment Experts, Psychometricians, Technical Translators and Trainers	
Task-1.2	SoPs Development of Item Writing and Training Manual for Item Development	
Task-1.3	Training of Item Writers, Subject Specialists etc.	
Task-1.4	Setup of Environment for PEIMA on rTestGen	
Task-1.3	On boarding of Item Writers on rTestGen	
Task-1.4	Item Development	
Task-1.5	Item Approval and Sign Off from PEIMA	
Answer Booklet Design & Development		
Task- 2.1	Receiving key Information & Data from PEIMA for Booklet Development	
Task-2.2	Answer Booklet Design	
Task-2.3	Internal Review & Approval	
Task-2.4	Design & Development of Programming Script for development of Automatic Designed Booklets	
Task-2.5	Development of Actual Booklets for Printing	
Task-2.6	Review & Approval of PEIMA	
Task-2.7	Incorporation of Changes	
Task-2.8	Sorting & Storage of Developed Booklets	
Task-2.9	Handover of Developed Booklets for Printing	
Attendance Sheet Design		
Task-3.1	Receiving key Information & Data from PEIMA for Attendance Sheet Development	
Task-3.2	Design of Machine Readable attendance sheet mapped with answer booklet	
Task-3.3	Internal Review & Approval	
Task-3.4	Design & Development of Program Script for automatic development of Attendance Sheet	
Task-3.5	Development of Actual Attendance Sheets	
Task-3.6	Review & Approval by PEIMA	
Task-3.7	Incorporation of Changes	
Task-3.8	Sorting & Storage of Developed Attendance Sheet	

Task-3.9	Handover of Attendance Sheet for Printing	
Envelope, Cloth Bag & Sticker Design		
Task- 4.1	Requirement Gathering & Receiving Information from PEIMA	
Task-4.2	Envelope, Cloth Bag & Sticker Design	
Task- 4.2	Internal Review & Approval	
Task-4.3	Design & Development of Programming Script for development of Envelope Stickers and Design of Envelopes and Cloth Bag	
Task- 4.3	Development of Actual Stickers through Program	
Task-4.4	Review & Approval by PEIMA	
Task- 4.4	Incorporation of Changes	
Task-4.5	Sorting & Storage of Sticker Sheet	
Task- 4.5	Handover of Envelope and Cloth Bag Design, and Sticker Sheet for Printing	
Printing of Relevant Exam Materials		
Task-6.1	Handover of SOPs of Printing & Packing Scheme, Process & Quality Parameters	
Task-6.2	Briefing of SOPs to Printer & Meeting	
Task-6.3	Monitoring of Printing Quality	
Task-6.4	Receiving, Review & verification of Dummy Booklet, Envelopes, Cloth Bag, Stickers	
Task-6.5	Check & Verify from Scanning perspective & verify quality parameters	
	Communicate Go head for printing	
Task-6.6	Printing of Material & Packing	
Logistics for Distribution of Exam Material		
Task-7.1	Preparation of Logistics Plan	
Task-7.2	Schedule/Route Preparation	
Task-7.3	Engagement of Logistics Partner	
Task-7.4	Distribution in all districts	
Task-7.5	Logistics Plan Monitoring	
Exam Conduct		
Task-8.1	Examination centres finalization	
Task-8.2	School clustering against each examination centres	
Task-8.3	Hiring and Training of Field Staff	
Task-8.4	Intimation of QAT schedule to school licensees	
Task-8.5	QAT conduction	
Logistics for Exam Material Collection		
Task-9.1	Preparation of Logistics Plan	
Task-9.2	Schedule/Route Preparation	
Task-9.3	Engagement of Logistics Partner	
Task-9.4	Collection & Dealing from all districts	

Task-9.5	Logistics Plan Monitoring	
Pre-Scanning		
Task-10.1	Pre-Scanning Team Arrangement	
Task 10.2	Receive, Count, Sorting of Answer Booklet	
Task-10.3	Pre-Scanning Team Training	
Task-10.4	Receiving & Counting of Packets	
Task- 10.5	Sorting of Received packets	
Task- 10.6	Placement & Storage for Unpacking	
Task- 10.7	Verification & Checklist update	
Task- 10.8	Opening of Packets	
Task- 10.9	Counting of Answer Booklets	
Task- 10.10	Information Entry & Management	
Task- 10.11	Identification & Preparation of list of errors	
Task- 10.12	Communication of error to PEIMA/Concerned Stakeholders	
Task- 10.13	Sorting & Placement for un-stapling	
Environment Management for Scanning		
Task-11.1	Identification list of resources received	
Task-11.2	Engagement/Procurement of Resource	
Task-11.3	E-Marker/EOPT/Readiness Check	
Task-11.4	Scanning Lab Preparation	
Task-11.5	Preparation for Scanning	
Task-11.6	Sample Scanning for Problem Identification	
Task-11.7	Correction Plan for Problem Redressal	
Task-11.8	Scanning	
Task-11.9	Training of Scanning Team	
Task-11.10	EOPT/E-Marker Readiness	
Task-11.11	Scanning Quality Checks	
Task-11.12	Identification of Batches	
Task-11.13	Scanning of Batches	
Task-11.14	Verification of Scanned Batches	
Task-11.15	Preparation of Verified Batches of Processing	
Task-11.16	Temporary Archiving of Scanned Booklets	
Task-11.17	Post Scanning Process EOPT	
Task-11.18	Image processing through EOPT	
Task-11.19	Bifurcation of Question subj/obj	
Task-11.20	Read Title page Information	
Task-11.21	Identification of error	
Task-11.22	Sending identification pages for rescanning	
Task-11.23	Post Scanning Report	
Task-11.24	Re-packing & Permanent Archiving of Booklets	
Task-11.25	E Opt Bifurcation	
E-Marking & Result Generation		
Task 12.1	Receiving of Rubric/Answer Key	
Task-12.2	Customization of Rubrics for E Marker	
Task 12.3	Rubric & Answer Key Uploading/Image upload	
Task-12.4	User Registration & Training	

Task 12.5	Receiving user list from PEIMA
Task-12.6	Preparation of User/login Detail
Task 12.7	Preparation of Syndicates
Task-12.8	Training Manual Preparation & Training Conduct of E-Markers
Task 12.9	Auto-Marking of MCQ
Task-12.10	Auto-marking Report
Task 12.11	Response/Result Verification
Task-12.12	Push of Result on E Marker
Task 12.13	Marking
Task-12.14	Syndicate Marking
Task 12.15	Skip Marking
Task-12.16	Backup Support & Troubleshoot
Task 12.17	IP Capture
Task-12.18	Photo Verification
Task 12.19	Dealing Skip Question
Task-12.20	Monitoring of AMD
Task 12.21	Blocks & unblock user Protocol
Task-12.22	Live Report of Marking Progress
Task 12.23	Post-Marking
Task-12.24	Quality Checks
Task 12.25	Result Compilation & Report

Signature & stamp of bidder

AFFIDAVIT OF BIDDER

I, _____ S/O _____ CNIC# _____

1. Name of Firm _____
2. Address _____

I have offered a bid for this tender Yes/No

1. In case of contract:-

- (a) I, the above named deponent do hereby solemnly affirm and declare that I have entered into an agreement with for availability of Development of papers, Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts and result analysis of QAT.
- (b) I do also affirm that in case of urgency I will stop the other assignments/ jobs and will ensure that the PEIMA job is done on top priority. `

Signature

Deponent

CNIC #

Verification

Verified on Oath at Lahore on this day _____ that contents of the above statement are true to the best of my knowledge and belief and nothing of importance has been omitted or concealed.

Signature _____

Deponent _____

N.I.C # _____

PERFORMANCE SECURITY/GUARANTEE

Beneficiary: Punjab Education Initiatives Management Authority

Dated: _____

PERFORMANCE GUARANTEE NO.: _____

We have been informed that _____ (hereinafter called “the Supplier”) has entered into contract dated _____ with you, for the supply of _____ (hereinafter called “The Contract”).

Furthermore, we understand that, according to the conditions of the contract, a performance guarantee is required.

At the request of the Supplier (Name of Successful Bidder), we _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of Rs. _____ (Rupees _____).

This guarantee shall expire no later than the _____ and any demand for payment under it must be received by us at this office on or before that date.

PART –III

CONTRACT

Section VI: General Conditions of Contract (GCC)

This section contains the general clauses to be applied in all contracts.

Section VII: Special Conditions of Contract (SCC)

This section contains clauses specific to each contract that modify or supplement section VI, General Conditions of Contract.

Section VIII: Contract Forms

Section-VI of PART-III

General Conditions of Contract (GCC)

1.	Definitions	<p>1.1 The following words and expressions shall have the meanings hereby assigned to them:</p> <p>(a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.</p> <p>(b) “Supplier” means the Supplier/ successful bidder to whom contract is awarded</p> <p>(c) “Purchaser” means the Punjab Education Initiative Management Authority”</p> <p>(d) “Contract Documents” means the documents listed in the Agreement, including any amendment(s) thereto.</p> <p>(e) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the terms of Contract.</p> <p>(f) “Day” means calendar day.</p> <p>(g) “Completion” means the fulfillment of Development, Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts etc of QAT by the Supplier in accordance with the terms and conditions set forth in the Contract.</p> <p>(h) “GCC” means the General Conditions of Contract.</p> <p>(i) “Scripts” means student assessment scripts (English, Urdu, Math, and Science).</p> <p>(j) “Purchaser” means the entity as specified in the SCC i.e. Punjab Education Initiative Management Authority, Lahore hereinafter referred as PEIMA.</p> <p>(k) “SCC” means the Special Conditions of Contract.</p> <p>(l) “Supplier” means the natural person/Joint Venture (JV)/Consortium/ Association of persons (AOP) / Group (combination of natural or legal persons specially bound together to undertake this job), private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assignees of the Supplier.</p>
----	--------------------	---

		(m) "Supplier" means the successful bidder whom contract is awarded.
2.	Contract Documents	2.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.
3.	Joint Venture, Consortium or Association	3.1 If the Supplier is a Joint Venture (JV), Consortium, or Association of the Parties/Persons,(AOP)/Group shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, group or association of persons. 3.2 The composition or the constitution of the joint venture, consortium, or association/group shall not be altered without the prior consent of the Purchaser/PEIMA.
4.	Bid Security	4.1 As in ITB clause 12.
5.	Dispute Resolution	5.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt. 5.2 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 5.3 If, after twenty one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with clause 7 as specified in the SCC. 5.4 Notwithstanding any reference to arbitration herein, (a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agreed; and (b) The Purchaser/PEIMA shall pay the Supplier any amount validly due to the Supplier.

6.	Completion of Work	6.1	The completion of work shall be in accordance with the Schedule of activities
7.	Quoted Rates	7.1	The rate per A4 size page (per unit) shall be inclusive of all applicable taxes. Supplier will also mention the total value of the contract;
		7.2	In case of any increase or decrease in number of pages their rate shall remain same.
8.	Payment	8.1	Upon successful completion of assigned job by the Supplier/Supplier, payments shall be made promptly by the Purchaser/PEIMA, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and subject to fulfilment of all procedural and codal formalities. The payments shall be made in Pak Rupees.
		8.2	The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., leviable at the time of submission of bid and incurred until completion of task.
9.	Performance Security	9.1	The Supplier shall, within seven (7) days of the notification of contract award, provide a performance security @ 10% of the value of contract in shape of bank Guarantee/Pay Order issued by a scheduled bank. The bid security shall only be released after submission of performance security.
		9.2	The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
		9.3	The performance security shall be discharged by the Purchaser and returned to the Supplier after completion of contract.
10.	Confidentiality	10.1	The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
		10.2	The Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
11.	Contract Law	11.1	The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/Punjab

12.	Inspection	<p>The Supplier shall ensure that the all work / services supplied under this Contract shall conform to the Technical specifications and standards.</p> <p>12.1 The supplier shall abide by the instructions as given in “Services Requirements”.</p> <p>12.2 The inspections and tests (pre & post) may be conducted on the premises of the Supplier and all testing fee will be borne by supplier.</p> <p>12.3 The Purchaser shall provide the Supplier with a report of the results of any such test and/or inspection.</p> <p>12.4 The Purchaser may reject any scanned image or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected image at no cost to the Purchaser.</p> <p>12.5 In addition, the supplier shall scan 0.01% of the total quantity for training of on-screen marker without any charges.</p> <p>12.6 The supplier shall execute a contract agreement with the Purchaser on stamp paper worth Rs.0.25 % of the total value of work awarded.</p>	
13.	Penalties		
IRREGULARITIES		PENALTIES	
1.	Non-execution of contract agreement within the stipulated period i.e., 7 days.	Offer shall stand cancelled and forfeiture of Bid Security.	
2	(i) Non submission of performance security/bank guarantee / pay order / CDR beyond 7 days of date of execution of agreement.	(i) In case of request for extension beyond 7 days but up to 14 days penalty of Rs.500/- per lac /day shall be charged.	
	(ii) Non submission of Bank Guarantee / Pay Order / CDR beyond the extended period.	(ii) Cancellation of contract and forfeiture of Bid Security.	
	(iii) Submission of false and invalid invoice (which could not be verified from Sales Tax Department)	(i) Penalty @Rs.10% of total amount of bill shall be deducted.	

	(iv) If 0.1% of data is found missing	(ii) Cancellation of contract and forfeiture of Bid Security. (iii) Blacklisting of firm
3.	(i) The defective, blurred, unreadable images and data missing will be worked out on the basis of percentage of the sample checked. a.) Defects up to 1% b.) Defects above 1% - 5% c.) Defects above 5% - 10% d.) Defects above 10% - 15% e.) Defects above 15%	a.) 1% of the cost of consignment b.) 5% of the cost of consignment c.) 10% of the cost of consignment d.) 15% of the cost of consignment e.) Contract shall be cancelled and Performance Guarantee will be confiscated
4.	The bidder fails to supply complete quantity as contracted	Payment to supplier will be withheld till the time the total delivery of data and services is supplied to PEIMA as per contract; and in case of failure to complete the supply, 1% of total contract per day shall be imposed as penalty.
14.	If the Supplier fails to deliver any or all of the services and items within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as penalty(s), a sum equivalent to the percentage specified in the Clause -13 on the delivered price of the delayed services per day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 13	
15.	In particular and without prejudice, the penalties stated in Clause-13 may be imposed judiciously for irregularities committed by the supplier in execution of work awarded. Any decision with this regard to imposition of penalty / penalties will be enforced only after service of show cause notice (s) on the bidder and providing an opportunity of being heard.	

16.	Change in Laws Taxes and Regulations	<p>16.1 In case the regime of any tax levied by Government is changed during the currency of the agreement separate instructions to the extent of such levy will be issued to the bidder. Such instructions shall be deemed to be a part of this agreement.</p>
17.	Force Majeure	<p>17.1 The Supplier shall not be liable for forfeiture of its performance security, penalty(s), or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>17.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc.</p> <p>17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
18.	Extensions of Time	<p>18.1 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely completion of all tasks, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Director concerned shall evaluate the situation and if found justified may recommend to the CEO, PEIMA to extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.</p> <p>18.2 Except in case of Force Majeure, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of penalty(s) pursuant to GCC Clause 13, unless an extension of time is agreed upon.</p>
19.	Termination	<p>19.1 Termination for Default</p> <p>(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:</p> <p>(b) If the Supplier fails to: complete the task within the period specified in the Contract, or within any extension thereof granted by the Purchaser;</p> <p>(i) If the Supplier fails to perform any other obligation under the Contract; or</p>

		<p>(ii) If the Supplier, in the judgment of the Purchaser has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.</p> <p>(c) In the event the Purchaser terminates the Contract in whole or in part the Purchaser may procure, upon such terms and in such manner as it deems appropriate, conditions similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar e-marking. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p> <p>(d) Termination for Insolvency.</p> <p>(e) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser</p>
20.	Assignment	20.1 The Supplier shall not assign, in whole or in part, their obligations under this Contract, except with prior written consent of Procuring Agency/PEIMA.
21.	The Supplier shall not sub contract PEIMA assignment /order	21.1 The successful bidder shall not sub contract the assignment. The Contractor shall not transfer, assign or subcontract the assigned e-marking job to any other firm.

Section-VII of PART-III

Special Conditions of Contract

Section-II: Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1.	The Purchaser's country is: <u>PAKISTAN</u>
2.	The Purchaser is: <u>PUNJAB EDUCATION INITIATIVES MANAGMENT AUTHORITYE, LAHORE</u>
3.	The Site is: PEIMA OFFICE 50 BABAR BLOCK, NEW GARDEN TOWN, LAHORE.
4.	The language shall be: <u>ENGLISH</u>
5.	For notices , the Purchaser's address shall be: Attention: <u>Director (Operations), Punjab Education Initiatives Management Authority</u> Address: <u>Punjab Education Initiatives Management Authority (PEIMA), 50 Babar Block, New Garden Town, Lahore.</u> City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: <u>042-99232040</u>
6.	The governing law shall be the law of: <u>PAKISTAN</u> and PUNJAB
7.	The rules of procedure for arbitration proceedings pursuant to GCC Clause 5.3 shall be as follows: The Chairperson, Punjab Education Initiatives Management Authority (PEIMA) shall be the Sole Arbitrator whose award shall be final and binding on the parties.
8.	The scope of Development of papers, Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts and analysis of results of QAT shall be as specified in the Schedule of Activities and as mentioned in ITB
9.	All prices shall remain fixed during the currency of the agreement
10.	Payment: Payment will be made by Punjab Education Initiative Management Authority through cheque against the pre-receipted bill (duly affixed with revenue stamp) along with professional tax certificate (Photocopy attested) of the supplier within 30 days of completion and issuance of work completion certificate. Payment will be made on production of the following documents: I. Bill in original with Sales tax invoice; II. Certificate by the supplier that designing and e-marking is according to PEIMA's required specification; III. No advance payment will be made. IV. All applicable taxes will be deducted.

11.	The amount of the Performance Security shall be: <u>10% of value of contract.</u> The currency shall be: <u>PAK RUPEES</u>
12.	The types of acceptable Performance Securities are: Bank Guarantee/Pay order issued by any scheduled bank issued in the name of Chief Executive Officer, Punjab Education Initiative Management Authority.
13.	Performance Security shall be released after successful completion of job to the satisfaction of PEIMA
14.	The Exclusive Copyright of all data and all other information resides with PEIMA
15.	Responsibility for transportation of the Instruments shall be as under: “The Supplier is required under the Contract for Development, Printing, Conducting, scanning, cropping, indexing and E-Marking of Assessment Scripts etc of QAT.
16.	The Inspections and tests shall be conducted at: (i) <u>The premises of the suppliers/printers</u> (ii) <u>Sample testing shall be carried out by PEIMA from any standard Government Laboratory, which PEIMA deems fit. The firm shall bear the cost of testing.</u>
17.	The Penalty(s) shall be: <u>As given in GCC clause 13</u>
18.	<u>The amount of penalties will be calculated as mentioned vide clause 13 of GCC.</u>
19.	The period of validity of the Contract shall be: <u>up to 30.05.2024</u>

SECTION VIII of PART- III

(On stamp Paper worth Rs.0.25% of the total value of work awarded)

CONTRACT AGREEMENT

This agreement is made on this _____ day of _____ Year _____ by and between Mr. _____ Owner/Director/Representative of M/s _____ address _____ hereinafter referred to as the bidder, which term shall include his successors executors, administrators and assignees, etc. of the one part and the **CHIEF EXECUTIVE OFFICER OF THE PUNJAB EDUCATION INITIATIVES MANAGEMENT AUTHORITY**, Lahore hereinafter referred to PEIMA shall include his / her successors in the office, assignees etc. WHEREAS THE PUNJAB EDUCATION INITIATIVE MANAGEMENT AUTHORITY requires that Printing, Conduct, scanning, cropping, indexing and E-Marking of Assessment Scripts etc. of QAT of the quantity, rates as under;

NUMBER OF SCHOOL (approx.)	Grades	NUMBER OF Students (approx.)	RATE PER STUDENT INCLUSIVE OF APPLICABLE TAXES (Rs)	TOTAL VALUE OF WORK (Rs)
	3			
	4			
	5			
	6			
Total			Σ	

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz.:
 - (a) The Purchaser's Notification to the Supplier of award of Contract;
 - (b) The Bid Submission, Bidders information Sheet and the Contract Price submitted by the Supplier;
 - (c) The Special Conditions of Contract;
 - (e) The General Conditions of Contract;
 - (f) The Supply Requirements and
 - (g) Delivery Schedule.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser/PEIMA to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser/PEIMA to provide the Printing, Conduct, scanning, cropping, indexing and E-Marking of Assessment Scripts etc of QAT and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Printing, Conduct, scanning, cropping, indexing and E-Marking of Assessment Scripts etc of QAT and /or the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. This agreement shall take effect from _____ and expire on _____

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the **laws of Pakistan and Punjab** on the day, month and year indicated above.

**Signature of the Supplier
With full name and address**

Name: _____

Complete

Address: _____

Witness – I

Name: _____

Signature: _____

Address: _____

Signature of the Purchaser

Chief Executive Officer
Punjab Education Initiative Management
Authority
50 Babar Block, New Garden Town, Lahore.

Witness – I

Name: _____

Signature _____

Address: _____