



**GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
PLANNING DEVELOPMENT & RESEARCH (PD&R)**

NO. IFB NO. SELD/E&A/EDU/PD&R/HUB-DATA / 25-26

Dated: 2nd July, 2026

**REQUEST FOR PROPOSAL**

**Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh**

The Planning, Development & Research (PD&R), School Education & Literacy Department, Government of Sindh, Karachi invites Request for Proposal for Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh under Single-Stage Two-Envelope Bidding Procedure under Rule 46(2) of SPP Rules 2010 (Amended up-to-date) via Print Media & E-Pak Acquisition & Disposal System (E-PADS), from interested and reputed firms registered with relevant authorities and are on the Active Taxpayers List (ATL) of the FBR having relevant experience. Complete details of eligibility & other requirements are given in Bidding Documents.

**TERMS CONDITIONS:**

1. The Request for Proposal (RFP) document containing Eligibility / Mandatory Criteria, Evaluation Criteria complete Term of Reference (TORS) and other relevant details may be downloaded from E-PADS (SPPRA) website (<http://portalsindh.eprocure.gov.pk>) from the date of publication.
2. Bid must be accompanied with tender fee (Non-Refundable) of Rs. 5,000/- in the form of Pay Order in favor of "Deputy Director" & Bid Security amounting to Rs. 5,000 Million in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favour of the "Deputy Director" valid for a period of 28 days beyond the Bid Validity date (must be attached with technical documents of Bid & uploaded at EPAD system). Only online Bids will be accepted, no physical Bid will be received.
3. Bids will be submitted through E-PAD System before 20.07.2026 till 11:00 A.M. Initially Technical Bids will be opened on same date at 11:30 A.M through E-PADS system at the Office of the undersigned situated at 2nd Floor, Old KDA Building, Sindh Secretariat # 3, Karachi in the presence of bidders or their authorized representatives who shall choose to attend the bids opening session by the procuring agency's notified Committees as per SPP Rules, 2010 (Amended up-to-date).
4. The original Tender Fee, Bid Security & E-stamping Affidavits must be submitted in a sealed envelope, either by hand or through registered mail, to the Office of the undersigned @ 2nd Floor, Old KDA Building, Sindh Secretariat # 3, Karachi before the opening of the bidding process.
5. In case of undesirable circumstances on submission / opening date & time or if Government declares holiday, the bids shall be submitted / opened on the next working day at the same date, time & venue.
6. In case of any reason, if the tenders are not responded on the above date, the next date of uploading / submitting will be up-to 03.08.2026 till 11:00 A.M. & opening of bids will be same day at 11:30 A.M.
7. Bid validity period is 90 days.
8. The Procuring agency may reject any or all bids to subject to relevant provisions of SPPRA Rules 2010 (Amended up to date) and may cancel the bid process at any time prior to the acceptance of a bid or proposal as mandated under Rule-25(i) of SPP Rules, 2010 (Amended up to date).

**Note:**

1. All original documents must be shown upon the request of the Procurement Committee for verification.
2. If any fake document is found, then the tender is liable to be rejected / cancelled without any compensation with penalty as per rules.
3. Canvassing in connection with tendering is strictly prohibited and proposals submitted by the contractors who are reported to be involved in canvassing are liable for rejection.

**DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION &  
LITERACY DEPARTMENT**

INF-KRY: 2768/2026







**OFFICE OF THE DIRECTORATE GENERAL,  
PLANNING, DEVELOPMENT & RESEARCH**  
SCHOOL EDUCATION & LITERACY DEPARTMENT GOVERNMENT OF SINDH  
@ 2<sup>ND</sup> Floor, Old KDA Building, Sindh Secretariat No. 03, Karachi-Phone # 021-99211180

NO.SELD/F&A/EDU/PD&R/HUB-DATA/2025-26/ 4710 /Karachi, Dated: 02-07-2026

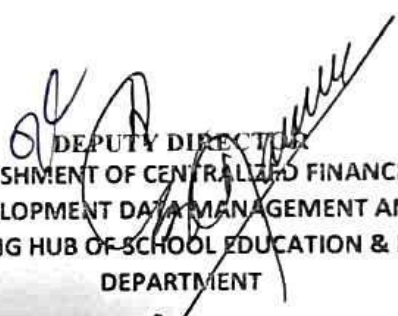
To,

The Director (Advertisement),  
Information Department,  
Government of Sindh,  
Karachi.

**SUBJECT: PUBLICATION OF REQUEST FOR PROPOSAL**

I am directed to enclosed please find herewith (07 Copies) of Request for Proposal for publication in one insertion well reputed national dailies in English, Urdu & Sindhi due to scarcity of budget. Further it is requested that the advertisement is essential and publication be restricted to 03 Nos. newspapers only keeping in view the budgetary constraints.

It is also requested that the advertisement charges for the relevant advertisement shall be met out of the Development budget for which funds are available during the current financial year and also bill may please be sent immediately after publication of Tender Notice so as to clear the charges without accumulation as arrears.

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

**Copy forwarded with compliments for favour of kind information to:**

1. The Special Secretary (PDF), School Education & Literacy Department, GoS, Karachi
2. The Additional Secretary (PDF), School Education & Literacy Department, GoS, Karachi
3. The Managing Director, SPPRA, GoS, Karachi
4. The Director General (PD&R), School Education & Literacy Department, GoS, Karachi
5. Chairman / Members (All), Procurement Committee (PC)
6. Chairman / Members (All), Complaint Redressal Cell (CRC)
7. Copy to Office record.
8. Copy for Display on Notice Board.
9. Master File

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION &  
LITERACY DEPARTMENT



## **REQUEST FOR PROPOSAL**

### **Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh**

The Planning, Development & Research (PD&R), School Education & Literacy Department, Government of Sindh, Karachi invites Request for Proposal for **Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh**, under **Single-Stage Two-Envelope Bidding Procedure under Rule 46(2) of SPP Rules 2010 (Amended up-to-date)** via Print Media & **E-Pak Acquisition & Disposal System (E-PADS)**, from interested and reputed firms registered with relevant authorities and are on the Active Taxpayers List (ATL) of the FBR, having relevant experience. Complete details of eligibility & other requirements are given in Bidding Documents.

#### **TERMS CONDITIONS:**

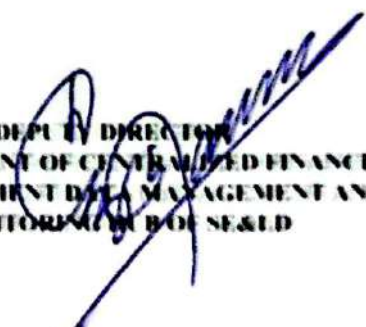
1. The Request for Proposal (RFP) document containing Eligibility / Mandatory Criteria, Evaluation Criteria, complete Term of Reference (TORs) and other relevant details may be downloaded from E-PADS (SPPRA) website (<http://portalsindh.eprocure.gov.pk>) from the date of publication.
2. Bid must be accompanied with tender fee (Non-Refundable) of **Rs. 5,000/=** in the form of Pay Order in favor of “**Deputy Director**” & Bid Security amounting to **Rs. 5.000 Million** in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from foreign bank duly counter guarantee by a scheduled bank in Pakistan in favour of the “**Deputy Director**” valid for a period of 28 days beyond the Bid Validity date (must be attached with technical documents of Bid & uploaded at EPAD system). Only online Bids will be accepted, no physical Bid will be received.
3. Bids will be submitted through E-PAD System before **20.07.2026 till 11:00 A.M.** Initially Technical Bids will be opened on same date at **11:30 A.M** through E-PADS system at the Office of the undersigned situated at 2<sup>nd</sup> Floor, Old KDA Building, Sindh Secretariat # 3, Karachi in the presence of bidders or their authorized representatives who shall choose to attend the bids opening session by the procuring agency’s notified Committees as per SPP Rules, 2010 (Amended up-to-date).
4. The original Tender Fee, Bid Security & E-stamping Affidavits must be submitted in a sealed envelope, either by hand or through registered mail, to the Office of the undersigned @ 2<sup>nd</sup> Floor, Old KDA Building, Sindh Secretariat # 3, Karachi before the opening of the bidding process.
5. In case of undesirable circumstances on submission / opening date & time or if Government declares holiday, the bids shall be submitted / opened on the next working day at the same date, time & venue.
6. In case of any reason, if the tenders are not responded on the above date, the next date of uploading / submitting will be up-to **03.08.2026 till 11:00 A.M.** & opening of bids will be same day **at 11:30 A.M.**

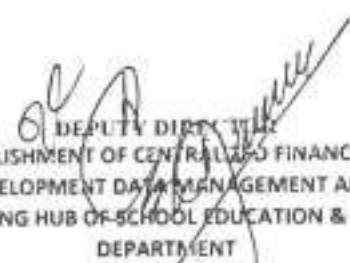
*[Signature]*  
DEPUTY DIRECTOR  
PLANNING DEVELOPMENT & RESEACH (PD&R)  
SCHOOL EDUCATION & LITERACY DEPARTMENT

7. Bid validity period is 90 days.
8. The Procuring agency may reject any or all bids to subject to relevant provisions of **SPPRA Rules 2010 (Amended up to date)** and may cancel the bid process at any time prior to the acceptance of a bid or proposal as mandated under **Rule-25(i) of SPP Rules, 2010 (Amended up to date)**.

**Note:**

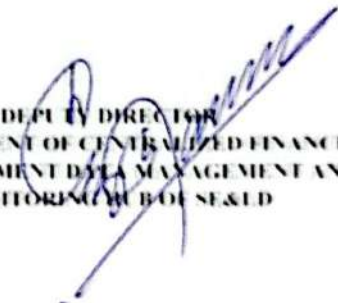
1. *All original documents must be shown upon the request of the Procurement Committee for verification.*
2. *If any fake document is found, then the tender is liable to be rejected / cancelled without any compensation with penalty as per rules.*
3. *Canvassing in connection with tendering is strictly prohibited and proposals submitted by the contractors who are reported to be involved in canvassing are liable for rejection.*

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL  
& DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

**ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2026-2027**  
**PLANNING, DEVELOPMENT & RESEARCH, SCHOOL EDUCATION & LITERACY DEPARTMENT, GOVERNMENT OF SINDH KARACHI**

| Procurement Plan ID | Procurement Type | Item/Scheme Title                                                                                                                                                                                                                  | Procurement Description                                                                                                                                                                                                            | Estimated Total Cost in Million | Funds Allocated in Million | Source of Funds | Proposed Procurement Procedure | Proposed Procurement Method | Tentative Timing of Procurement |
|---------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------|-----------------|--------------------------------|-----------------------------|---------------------------------|
| 00000-26-0001       | Services         | Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh, Karachi (Custom Software Development - SPED Platform) (ADP-431 Of 2026-27) | Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh, Karachi (Custom Software Development - SPED Platform) (ADP-431 Of 2026-27) | 137.340                         | 100.000                    | ADP             | Single Stage – Two Envelope    | National Bidding            | 1st Quarter                     |

  
**DEPUTY DIRECTOR**  
**ESTABLISHMENT OF CENTRALIZED FINANCIAL**  
**& DEVELOPMENT DATA MANAGEMENT AND**  
**MONITORING HUB OF SE&LD**



GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY DEPARTMENT

Karachi dated: 16-01-2026

## NOTIFICATION

No.SO(P)/SELD/PDR/DATA HUB/P.C/2026: In pursuance of Sindh Public Procurement Regulation Authority, SPPRA 2010, (Regulations for Procurement of works 2013) Rule 7 & 8, a Procurement Committee for Works, Services & Goods is hereby constituted with following composition in respect of ADP Scheme "Establishment of Centralized Financial & Development Data Management & Monitoring Hub, School Education & Literacy Department":

|    |                                                                                              |                   |
|----|----------------------------------------------------------------------------------------------|-------------------|
| 1. | Deputy Director, PDR, SELD                                                                   | Chairman          |
| 2. | Assistant Director B-17, PDR, SELD                                                           | Member/ Secretary |
| 3. | Representative of College Education Department relevant to Information Technology (IT) Field | Member            |

### TORs:

- To prepare Bidding Documents.
- To carryout Technical as well as Financial Evaluation of Bids
- To prepare Evaluation Reports as provided in Rule 45 of SPPRA Rules 2010.
- To finalize and recommend to award the contract to the successful bidders and
- Perform any other function ancillary and incidental to the above.

-ZAHID ALI ABBASI-  
SECRETARY TO GOVT. OF SINDH

No.SO(P)/SELD/PDR/DATA HUB/P.C/2026 Karachi, dated the \_\_\_\_\_ 2026

A copy is forwarded for information & necessary action to: -

1. The Managing Director, SPPRA.
2. P.S to Minister for Education & Literacy Department.
3. P.S to Secretary, School Education & Literacy Department.
4. P.S to Secretary, College Education Department for nomination of relevant Officer.
5. P.S to Special Secretary (PDF), School Education & Literacy Department.
6. P.A to Additional Secretary (PDF), School Education & Literacy Department.
7. P.A to Director General, PDR, School Education & Literacy Department.
8. All Members of the Committee.
9. Official Website.



SECTION OFFICER (PLANNING)



GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY DEPARTMENT

Karachi dated: 22-06- 2026

## **NOTIFICATION**

**No.SO(P)/SELD/PDR/DATA HUB/CRC/2026:** In Supersession of this Department's Notification of even number dated 16<sup>th</sup> January, 2026 a Department **Complaint Redressal Committee (CRC)** comprising of following officers are reconstituted to resolve the Complaint/ Grievances of aggrieved bidders (if any) in respect of ADP Scheme "Establishment of Centralized Financial & Development Data Management & Monitoring Hub, School Education & Literacy Department":

|    |                                                                                                 |          |
|----|-------------------------------------------------------------------------------------------------|----------|
| 1. | Special Secretary (PDF), SELD                                                                   | Chairman |
| 2. | Representative of the office of A.G Sindh, Karachi                                              | Member   |
| 3. | An Independent professional from the relevant field to be nominated by head of Procuring Agency | Member   |

### **TORs:**

1. The Complaint redressal Committee upon receiving a complaint from an aggrieved bidder may, if satisfied:
  - (a) Prohibit the Procurement Committee from acting or deciding the manner, inconsistent with these rules and regulations;
  - (b) Annul in whole or in part, any unauthorized act or decision of the procurement committee; and
  - (c) Recommend to the Head of Department that the case be declared as mis-procurement if material violation of Act, Rules, Regulations, Orders, Instructions or any other law relating to public procurement, has been established;
  - (d) Reverse any decision of the procurement committee or substitute its own decision for such a decision,  
Provided that the complaint redressal committee shall not make any decision to award the contract

**-ZAHID ALI ABBASI-**  
**SECRETARY TO GOVT. OF SINDH**

No.SO(P)/SELD/PDR/DATA HUB/CRC/2026 Karachi, dated the 22-06- 2026

A copy is forwarded for information & necessary action to: -

1. The Accountant General Sindh, Karachi
2. The Managing Director, SPPRA.
3. P.S to Minister for Education & Literacy Department.
4. P.S to Secretary, School Education & Literacy Department.
5. P.S to Special Secretary (PDF), School Education & Literacy Department.
6. P.A to Additional Secretary (PDF), School Education & Literacy Department.
7. P.A to Director General, PDR, School Education & Literacy Department.
8. All Members of the Committee.
9. Official Website.



SCHOOL EDUCATION & LITERACY DEPARTMENT  
GOVERNMENT OF SINDH



**SECTION OFFICER(PLANNING)**



**PLANNING, DEVELOPMENT & RESEARCH  
SCHOOL EDUCATION & LITERACY DEPARTMENT  
GOVERNMENT OF SINDH KARACHI**

**REQUEST FOR PROPOSAL  
FOR**

**Development of SPEED Software-Integrated Platform  
(Overall system) for Establishment of Centralized  
Financial & Development Data Management and  
Monitoring Hub of School Education & Literacy  
Department, Government of Sindh, Karachi  
(ADP No. 431 of 2026-27)**

---

**Last Date of Bid Submission:** 20<sup>th</sup> July, 2026 till 11:00 A.M.

**Date of Bid Opening (Technical):** 20<sup>th</sup> July, 2026 at 11:30 A.M.

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## CONTENTS

|                                            |    |
|--------------------------------------------|----|
| Section1: Letter of Invitation.....        | 5  |
| Section2. Instructions to Consultants..... | 9  |
| Section 3. Technical Proposal.....         | 24 |
| Section 4. Financial Proposal.....         | 37 |
| Section 5: Terms Of Reference (TOR) .....  | 53 |
| Section 6: Standard Form of Contract.....  | 72 |

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

# **Summary**

## **SPEED Software-Integrated Platform RFP and Consulting Services Contract**

Request for Proposal (RFP) for IT Services to establish the SPEED Software-Integrated Platform, a Centralized Financial & Development Data Management and Monitoring Hub for the School Education & Literacy Department, Government of Sindh. The RFP details the process for bid submission, including eligibility and evaluation criteria, and the project's aim to modernize school development planning, execution monitoring, and financial reconciliation through a modular, integrated, secure, and auditable software platform.

The RFP also functions as a contract for consulting services, defining the agreement between a Procuring Agency (PA) and a Consultant. It covers key terms, selection processes, proposal requirements (technical and financial), and evaluation methods, specifically the Quality and Cost Based Selection (QCBS) method.

### **Project Scope and Deliverables**

The project, titled "Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh, Karachi," includes several key components:

#### **Core Platform and Data Management**

The project aims to establish a centralized, secure, and auditable system covering the complete lifecycle of development schemes from PC-I to PC-V, including allocation, release, expenditure, and progress tracking.

The SPEED System will integrate with key government platforms and related systems through secure APIs to enable real-time data synchronization and evidence-based decision making.

The platform will incorporate AI-enabled analytics, Natural Language Query (NLQ), GIS mapping, satellite imagery integration, and mobile applications for geo-tagged field monitoring and infrastructure validation.

The project also includes digitization of legacy records through OCR technology, automated PC document generation, secure cloud hosting infrastructure, and comprehensive document management capabilities.

#### **Technical and Support Services**

*User & Technical Training:* Two streams of training (Post Deployment Application Usage for end-users and Ongoing and continuous Technical Trainings for IT staff) delivered onsite and virtually, with comprehensive training materials.

*Post-Implementation Support:* 12 months of SLA-based support for bug fixing, updates, system performance monitoring, and helpdesk support.

*Cloud Hosting Server:* Provisioning and configuration of a Cloud VPS with specified capacity, ensuring compliance with Government Cyber-Security Protocols, data sovereignty, backup, disaster recovery, and scalability.

## **Contractual and Financial Aspects**

Proposal Submission and Evaluation

Last Date for Bid Submission: July 20, 2026, 11:00 AM.

Technical Bid Opening: July 20, 2026, 11:30 AM.

Evaluation Criteria: Includes Company Status, Financial Soundness, Company Experience, and Team Qualification.

Weighting: Technical Competencies (80%) and Financial Proposal (20%).

## **Payment Structure**

Payments are milestone-linked (M1-M5) for project phases, totaling 80% of the contract price.

Additional payments are allocated for Technical Training (2%), User Training (3%), Cloud Hosting (7%), and Support (5%), with a contingency buffer (3%).

## **Contractual Clauses**

The document includes detailed contractual clauses covering:

Law Governing Contract, Language (English), Notices, Location, Authority of Member in Charge, Authorized Representatives, Taxes and Duties, Fraud and Corruption, Integrity Pact.

Effectiveness and Commencement of Contract, Expiration of Contract, Modifications or Variations, Force Majeure, Termination.

Standard of Performance, Conflict of Interests, Confidentiality, Insurance, Consultant's Actions Requiring PA's Prior Approval, Reporting Obligations.

Documents Prepared by Consultant, Accounting, Inspection and Auditing, Description of Personnel, Removal and/or Replacement of Personnel.

Assistance and Exemptions, change in the Applicable Law Related to Taxes and Duties, Services and Facilities.

Lump-Sum Payment, Contract Price, Payment for Additional Services, Terms and Conditions of Payment, Good Faith, Dispute Resolution.

The Special Conditions further specify details for notices, authorized representatives, insurance, and payment schedules, with the contract governed by the laws of the Islamic Republic of Pakistan or the Provincial Government.

The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 – Financial Proposal – Standard Forms

Section 5 - Terms of Reference

Section 6 – Standard Forms of Contract

## **Section1: Letter of Invitation**



**OFFICE OF THE DIRECTORATE GENERAL,  
PLANNING, DEVELOPMENT & RESEARCH**

**SCHOOL EDUCATION & LITERACY DEPARTMENT GOVERNMENT OF SINDH**

@ 2<sup>ND</sup> Floor, Old KDA Building, Sindh Secretariat No. 03, Karachi-Phone # 021-99211180

NO.SELD/F&A/EDU/PD&R/HUB-DATA/2025-26/ 4710 /Karachi, Dated: 02-07-2026

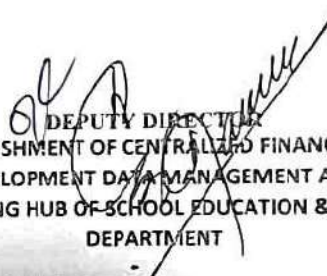
To,

The Director (Advertisement),  
Information Department,  
Government of Sindh,  
Karachi.

**SUBJECT: PUBLICATION OF REQUEST FOR PROPOSAL**

I am directed to enclosed please find herewith (07 Copies) of Request for Proposal for publication in one insertion well reputed national dailies in English Urdu & Sindhi due to scarcity of budget. Further it is requested that the advertisement is essential and publication be restricted to 03 Nos. newspapers only keeping in view the budgetary constraints.

It is also requested that the advertisement charges for the relevant advertisement shall be met out of the Development budget for which funds are available during the current financial year and also bill may please be sent immediately after publication of Tender Notice so as to clear the charges without accumulation as arrears.

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

**Copy forwarded with compliments for favour of kind information to:**

1. The Special Secretary (PDF), School Education & Literacy Department, GoS, Karachi
2. The Additional Secretary (PDF), School Education & Literacy Department, GoS, Karachi
3. The Managing Director, SPPRA, GoS, Karachi
4. The Director General (PD&R), School Education & Literacy Department, GoS, Karachi
5. Chairman / Members (All), Procurement Committee (PC)
6. Chairman / Members (All), Complaint Redressal Cell (CRC)
7. Copy to Office record.
8. Copy for Display on Notice Board.
9. Master File.

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION &  
LITERACY DEPARTMENT

## **REQUEST FOR PROPOSAL**

### **Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh**

The Planning, Development & Research (PD&R), School Education & Literacy Department, Government of Sindh, Karachi invites Request for Proposal for **Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh**, under **Single-Stage Two-Envelope Bidding Procedure under Rule 46(2) of SPP Rules 2010 (Amended up-to-date)** via Print Media & **E-Pak Acquisition & Disposal System (E-PADS)**, from interested and reputed firms registered with relevant authorities and are on the Active Taxpayers List (ATL) of the FBR, having relevant experience. Complete details of eligibility & other requirements are given in Bidding Documents.

#### **TERMS CONDITIONS:**

1. The Request for Proposal (RFP) document containing Eligibility / Mandatory Criteria, Evaluation Criteria, complete Term of Reference (TORs) and other relevant details may be downloaded from E-PADS (SPPRA) website (<http://portalsindh.eprocure.gov.pk>) from the date of publication.
2. Bid must be accompanied with tender fee (Non-Refundable) of **Rs. 5,000/=** in the form of Pay Order in favor of “**Deputy Director**” & Bid Security amounting to **Rs. 5.000 Million** in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from foreign bank duly counter guarantee by a scheduled bank in Pakistan in favour of the “**Deputy Director**” valid for a period of 28 days beyond the Bid Validity date (must be attached with technical documents of Bid & uploaded at EPAD system). Only online Bids will be accepted, no physical Bid will be received.
3. Bids will be submitted through E-PAD System before **20.07.2026 till 11:00 A.M.** Initially Technical Bids will be opened on same date at **11:30 A.M** through E-PADS system at the Office of the undersigned situated at 2<sup>nd</sup> Floor, Old KDA Building, Sindh Secretariat # 3, Karachi in the presence of bidders or their authorized representatives who shall choose to attend the bids opening session by the procuring agency’s notified Committees as per SPP Rules, 2010 (Amended up-to-date).
4. The original Tender Fee, Bid Security & E-stamping Affidavits must be submitted in a sealed envelope, either by hand or through registered mail, to the Office of the undersigned @ 2<sup>nd</sup> Floor, Old KDA Building, Sindh Secretariat # 3, Karachi before the opening of the bidding process.
5. In case of undesirable circumstances on submission / opening date & time or if Government declares holiday, the bids shall be submitted / opened on the next working day at the same date, time & venue.
6. In case of any reason, if the tenders are not responded on the above date, the next date of uploading / submitting will be up-to **03.08.2026 till 11:00 A.M.** & opening of bids will be same day at **11:30 A.M.**
7. Bid validity period is 90 days.

Sindh Public Procurement Regulatory Authority (SPPRA)

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

8. The Procuring agency may reject any or all bids to subject to relevant provisions of **SPPRA Rules 2010 (Amended up to date)** and may cancel the bid process at any time prior to the acceptance of a bid or proposal as mandated under **Rule-25(i) of SPP Rules, 2010 (Amended up to date)**.

**Note:**

*All original documents must be shown upon the request of the Procurement Committee for verification.*

*If any fake document is found, then the tender is liable to be rejected / cancelled without any compensation with penalty as per rules.*

*Canvassing in connection with tendering is strictly prohibited and proposals submitted by the contractors who are reported to be involved in canvassing are liable for rejection.*

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## **Section2. Instructions to Consultants**

## Instructions to Consultants

### Definitions

- (a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.
- (k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

## 2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for assigned Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules/ conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

## 3. Conflict of Interest

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than

consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

#### **Conflicting Relationships**

3.2 Government officials and civil servants may be hired as consultants only if:

- (i) They are on leave of absence without pay;
- (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
- (iii) Their employment would not give rise to any conflict of interest.

#### **4.Fraud and Corruption**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 35 of SPPR2010, “The PA can inter-alia black list Bidders found to be indulging in corrupt or fraudulent practices. Such

barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

**5.Integrity Pact**

Pursuant to Rule89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex-A)

**6. Eligible Consultants**

- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.

**7.EligibilityofSub-Consultants**

AshortlistedConsultantwouldnotbeallowedtoassociatewithConsultants who have failed to qualify the short listing process.

**8.Onlyone Proposal**

Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

**9.Proposal Validity**

- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- 9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be

Less than one percent and shall not exceed five percent to f bid amount).

**10. Clarification and Amendment in RFP Documents**

- 10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of clarification, it shall do so.
- 10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

**11.Preparation of Proposals**

- 11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

**12. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of then national and region all languages of Islamic Republic of Pakistan.

**13. Technical Proposal Format and Content**

- 13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and / or other firms or entities in a joint venture or sub-

consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

13.2The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F).Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last (PA may give number of years as per their requirement) years.
- (v) Estimates of the total staff input (professional and support

staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

- (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

#### **14. Financial Proposals**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively, Consultant may provide their own list of cost. If appropriate, these costs should be reduced by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

#### **15. Taxes**

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

#### **16. Submission, Receipt, and Opening of Proposals**

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under these selection method indicated in the Data Sheet)

shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA’s internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission. .

### **17. Proposal Evaluation**

17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

### **18. Evaluation of Technical Proposals**

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

### **Public Opening and Evaluation of Financial Proposals: (LCS, QCBS and Fixed Budget Selection Methods Only)**

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum

qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

## 19. Evaluation of Financial Proposals

- 19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- 19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 19.3 In case of **Least Cost Selection LCS Method**, the bid found to be the lowest evaluated bid shall be accepted.
- 19.4 **In case of Quality and Cost Based Selection QCBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

- 20.Negotiations** 20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 21.Technical negotiations** 21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.
- 22.Financial negotiations** 22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP.
- 23.Availability of Professional staff/experts** 23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within

The period of time specified in the letter of invitation to negotiate.

**24.Award of Contract**

- 24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 After publishing of award of contract consultant required to submit performance security at the rate indicated in data sheet.
- 24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**25. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or too the persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the Rejection of its Proposal.

## Data Sheet

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1  | Name of the Assignment is: “Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department, Government of Sindh, Karachi under ADP No. 572 of 2025-2026”<br>The Name of the PA’s official (s): Address: <u>PD&amp;R, Old KDA Building 03 2<sup>nd</sup> Floor, Sindh Secretariat Karachi</u><br>Telephone: <u>03332561704</u> E-mail: <u>speed.pd.rseld@gmail.com</u>               |
| 1.2  | The method of selection is: <b>Quality &amp; Cost Based Selection Method under Rule-72(3) of SPPRA Rules 2010 (Amended up-to-date).</b><br><b>The minimum technical score required to pass is 80 Points</b><br><b>The minimum financial score required to pass is 20 Points</b><br>The Edition of the Guidelines is SPP Rules-2010 (Amended up-to-date) & Standard RFP documents of SPPRA                                                              |
| 1.3  | Financial Proposal to be submitted together with Technical Proposal                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.4  | The PA will provide the following inputs and facilities:<br><u>All records required to conduct the study according to given in RFP</u>                                                                                                                                                                                                                                                                                                                 |
| 1.5  | The Proposal submission address is: Office of the Deputy Director, PD&R, School Education & Literacy Department, Government of Sindh, situated at <u>@ 2<sup>ND</sup> Floor, Old KDA Building, Sindh Secretariat No. 03, Karachi-Phone # 021-99211180</u><br>Proposals must be submitted no later than the <b>20.07.2026</b> till 11:00 A.M.                                                                                                           |
| 1.6  | Expected date for commencement of consulting services would be within 15 days of award of work                                                                                                                                                                                                                                                                                                                                                         |
| 9.1  | Proposals validity that shall not be more than 90 days after opening of technical bids.                                                                                                                                                                                                                                                                                                                                                                |
| 10.1 | Clarifications may be requested not later than <u>five</u> days before the submission date. The address for requesting clarifications is: <u>Office of the Deputy Director, PD&amp;R, School Education &amp; Literacy Department, Government of Sindh, situated at @ 2<sup>ND</sup> Floor, Old KDA Building, Sindh Secretariat No. 03, Karachi-Phone # 021-99211180 E-mail: <a href="mailto:speed.pd.rseld@gmail.com">speed.pd.rseld@gmail.com</a></u> |
| 12   | The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm’s Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.                                                                                                                                                                |
| 6.1  | Short listed Consultants may NOT associate with other shortlisted Consultants                                                                                                                                                                                                                                                                                                                                                                          |
| 11.2 | The Budget is available under ADP No. 431 of 2026-2027                                                                                                                                                                                                                                                                                                                                                                                                 |
| 13.1 | The format of the Technical Proposal to be submitted is Simplified Technical Proposal (STP).                                                                                                                                                                                                                                                                                                                                                           |
| 13.2 | Training is a specific component of this assignment. (Training TORs will be discussed separately.)<br><ul style="list-style-type: none"> <li>• Code-level, database management and system architecture training shall be provided to IT technical staff of the PDR Wing.</li> <li>• Data entry and software usage training shall be provided to all system users.</li> </ul>                                                                           |
| 14.1 | Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges                                                                                                                                                                                                                                                                                                                         |
| 6.3  | Consultants to state local costs in the national currency PKR                                                                                                                                                                                                                                                                                                                                                                                          |
| 16.2 | Consultant must submit the Technical Proposal and the Financial Proposal on EPAD System before date of submission.                                                                                                                                                                                                                                                                                                                                     |

13.1

**Mandatory Criteria:**

1. Bid Security / Earnest Money should be made from the Account of the Company / Firm of the participant.
2. Firm must have Valid National Tax Number (Copy of Certificate)
3. Firm must have Valid Sales Tax Number (Copy of Certificate)
4. Firm must be Valid Registration with FBR for Income Tax & General Sales Tax (Copy of Certificate)
5. Firm must be Valid registration with Sindh Revenue Board (Copy of Certificate)
6. Firm must have ISO 9001 Certification
7. Undertaking on original E-Stamp Paper of Rs. 500/- containing that the firm was not involved in any litigation, not blacklisted & the information / documents submitted are correct and true.
8. Proof of experience and details of similar nature of work(s) executed during last five years indicating the name of project / scheme / works with cost, date of commencement & completion in accordance with amendments in SPPRA Regulations Clause # 2.16, 7.9 (i) vide Notification Dated: 10<sup>th</sup> April, 2023 (With Satisfactory Completion Certificate duly supported by documentary evidences viz: Work orders / Contract Agreements & Satisfactory Project Completion Certificates by concerned Department), the information about experiences of work(s) executed previously can also be verified from SPPRA web site:
  - a. At least one similar nature of work having minimum cost 80% of the estimated cost of work; OR
  - b. At least two similar nature works each having minimum cost 50% of the estimated cost.
  - c. Preference / additional weightage shall be given to firms having previous demonstrated experience in the design, development, deployment and post-implementation support of software systems, MIS, dashboards, ERP, monitoring systems, data management systems or similar IT solutions for any Education Department, School Education Department, education-sector public organization, or government education program during the last three years. Such experience shall be supported with documentary evidence, including work orders / contract agreements and satisfactory completion or performance certificates from the concerned department / organization.
9. Average Annual Financial Turn-over Equivalent cost of the scheme / project during last 5 years duly supported by Bank Statements, Annual Tax Returns & Audit report (last 5 years each). Bidder must show the closing balance equivalent to the cost of scheme and must attached the original bank statement along with Balance certificate on or before 7 Days of closing date of tender.
10. Bio-data of the technical staff permanently employed with evidence and available with the firm / contractor (Attach evidence of proposed staff) (List is mentioned in bidding documents).
11. List of Equipment, Machinery, Vehicles, available with the contractor for this job with location (Details of ownership / hired) (List is mentioned in bidding documents).

| <u>Evaluation Criteria:</u>                        |                                                                                                                                                                                                                                                                                         |                                                           |             |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------|
| <b>1. Company Status (20 Marks):</b>               |                                                                                                                                                                                                                                                                                         |                                                           |             |
| S. No.                                             | Evaluation Parameter                                                                                                                                                                                                                                                                    | Quantity                                                  | Total Marks |
| A                                                  | Period since firm is registered                                                                                                                                                                                                                                                         | Upto 5 Years                                              | 1           |
|                                                    |                                                                                                                                                                                                                                                                                         | Above 5 years up to 10 years                              | 5           |
|                                                    |                                                                                                                                                                                                                                                                                         | Above 10 Years                                            | 10          |
| B                                                  | Firm must have following registration / Certifications:<br>ISO-9001                                                                                                                                                                                                                     | Registration / Certification                              | 10          |
| <b>2. Financial Soundness / Status (40 Marks):</b> |                                                                                                                                                                                                                                                                                         |                                                           |             |
| S. No.                                             | Evaluation Parameter                                                                                                                                                                                                                                                                    | Quantity                                                  | Total Marks |
| A                                                  | Average Annual Turnover of last five (5) years (Attached copies of the Audited Accounts)                                                                                                                                                                                                | Above 130 Million to 150 Million                          | 5           |
|                                                    |                                                                                                                                                                                                                                                                                         | Above 150 Million to 200 Million                          | 7           |
|                                                    |                                                                                                                                                                                                                                                                                         | Above 200 Million                                         | 10          |
| B                                                  | Current Balance showing in Bank Account Statement                                                                                                                                                                                                                                       | Below: 100 Million                                        | 10          |
|                                                    |                                                                                                                                                                                                                                                                                         | Above: 100 to 150 Million                                 | 15          |
|                                                    |                                                                                                                                                                                                                                                                                         | Above: 150 to 250 Million                                 | 20          |
|                                                    |                                                                                                                                                                                                                                                                                         | Above: 250 Million                                        | 30          |
| <b>3. Company Experience (30 Marks):</b>           |                                                                                                                                                                                                                                                                                         |                                                           |             |
| S. No.                                             | Evaluation Parameter                                                                                                                                                                                                                                                                    | Quantity                                                  | Total Marks |
| A                                                  | Number of similar projects with at least one having a minimum value of 110 Million or two works with at least minimum value of 70 Million in the public or private sector within the last 03 years (Submit contracts, purchase orders or completion certificates with specified costs). | One Project of 110 M or Two Projects of 70 Million each   | 15          |
|                                                    |                                                                                                                                                                                                                                                                                         | Two Projects of 110 M or Four Projects of 70 Million each | 30          |
| <b>4. Team Qualification (10 Marks):</b>           |                                                                                                                                                                                                                                                                                         |                                                           |             |
| S. No.                                             | Evaluation Parameter                                                                                                                                                                                                                                                                    | Quantity                                                  | Total Marks |
| A                                                  | The firm has its own software and Engineering Team                                                                                                                                                                                                                                      | 1 to 05 Members                                           | 5           |
|                                                    |                                                                                                                                                                                                                                                                                         | 05 to 10 Members                                          | 10          |
| 24.2                                               | Successful consultant is required to submit 10% performance security in form of pay order, demand draft or bank guarantee                                                                                                                                                               |                                                           |             |
| 5.1                                                | Consultants undertake to sign Integrity Pact for the procurement.                                                                                                                                                                                                                       |                                                           |             |

## Section 3. Technical Proposal

## Section 3. Technical Proposal

|              |                                                                    |    |
|--------------|--------------------------------------------------------------------|----|
| Form TECH-1. | Technical Proposal Submission Form.....                            | 21 |
| Form TECH-2. | Consultant's Organization and Experience.....                      | 22 |
|              | A-Consultant's Organization.....                                   | 22 |
|              | B-Consultant's Experience.....                                     | 23 |
| Form TECH-3. | Comments and Suggestions on the TORs and on Counterpart Staff..... | 24 |
|              | A - On the Terms of Reference .....                                | 24 |
|              | B - On Counterpart Staff and Facilities.....                       | 25 |
| Form TECH-4. | Description of Approach, Methodology and Work Plan .....           | 26 |
| Form TECH-5. | Team Composition and Task Assignments.....                         | 27 |
| Form TECH-6. | Curriculum Vitae (CV) for Proposed Professional Staff .....        | 28 |
| Form TECH-7. | Staffing Schedule .....                                            | 30 |
| Form TECH-8. | Work Schedule.....                                                 | 31 |

## FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To:  
The Deputy Director,  
PD&R, School Education & Literacy Department,  
Government of Sindh, situated at @ 2<sup>ND</sup> Floor,  
Old KDA Building, Sindh Secretariat No. 03,  
Karachi-  
Phone # 021-99211180  
E-mail: [speed.pd.rseld@gmail.com](mailto:speed.pd.rseld@gmail.com)

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

[In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

1 [Delete in case no association is foreseen.]

Sindh Public Procurement Regulatory Authority (SPPRA)

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## For FTP Only

---

### FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE

#### *A-Consultant's Organization*

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

### ***B-Consultant's Experience***

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

|                                                                              |                                                                                                                                                                         |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assignment name:                                                             | Approx. value of the contract (incurrent US\$ or Euro):                                                                                                                 |
| Country:<br>Location within country:                                         | Duration of assignment (months):                                                                                                                                        |
| Name of PA:                                                                  | Total No of staff-months of the assignment:                                                                                                                             |
| Address:                                                                     | Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):                                                                       |
| Start date (month/year):<br>Completion date(month/year):                     | No of professional staff-months provided by associated Consultants:                                                                                                     |
| Name of associated Consultants, If any:                                      | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| No narratives description of Project:                                        |                                                                                                                                                                         |
| Description of actual services provided by your staff within the assignment: |                                                                                                                                                                         |

Firm's Name: \_\_\_\_\_

## For FTP Only

FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TORs AND ON  
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE PA

---

### *A-On the Terms of Reference*

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

### ***B-On Counterpart Staff and Facilities***

*[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including administrative support, office space, local transportation, equipment, data, etc.]*

---

## FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

## FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

| Professional Staff |      |                   |                   |               |
|--------------------|------|-------------------|-------------------|---------------|
| Name of Staff      | Firm | Area of Expertise | Position Assigned | Task Assigned |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |
|                    |      |                   |                   |               |

## FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

---

1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_  
\_\_\_\_\_

3. **Name of Staff** [Insert full name]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_  
\_\_\_\_\_

6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: \_\_\_\_\_  
\_\_\_\_\_

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_\_  
\_\_\_\_\_

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading and writing]: \_\_\_\_\_  
\_\_\_\_\_

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From[Year]: \_\_\_\_\_ To[Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p> | <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>PA: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>

| N°             | Name of Staff | Staff input (in the form of a bar chart) <sup>2</sup> |   |   |   |   |   |   |   |                 |    |    |    |   |      | Total staff-month input |       |  |
|----------------|---------------|-------------------------------------------------------|---|---|---|---|---|---|---|-----------------|----|----|----|---|------|-------------------------|-------|--|
|                |               | 1                                                     | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9               | 10 | 11 | 12 | n | Home | Field <sup>3</sup>      | Total |  |
| <b>Foreign</b> |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| 1              |               | [Home]<br>[Field]                                     |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| 2              |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| 3              |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
|                |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| n              |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
|                |               |                                                       |   |   |   |   |   |   |   | <b>Subtotal</b> |    |    |    |   |      |                         |       |  |
| <b>Local</b>   |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| 1              |               | [Home]<br>[Field]                                     |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| 2              |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
|                |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
| n              |               |                                                       |   |   |   |   |   |   |   |                 |    |    |    |   |      |                         |       |  |
|                |               |                                                       |   |   |   |   |   |   |   | <b>Subtotal</b> |    |    |    |   |      |                         |       |  |
|                |               |                                                       |   |   |   |   |   |   |   | <b>Total</b>    |    |    |    |   |      |                         |       |  |

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: drafts men, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.



Full time input



Part time input

## FORM TECH-8. WORK SCHEDULE

| N° | Activity <sup>1</sup> | Months <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |    |   |
|----|-----------------------|---------------------|---|---|---|---|---|---|---|---|----|----|----|---|
|    |                       | 1                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| 1  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 2  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 3  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 4  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 5  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| n  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

## Section 4. Financial Proposal

## Section 4. Financial Proposal – Standard Forms

*[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

*[The Appendix “Financial Negotiations-Breakdown of Remuneration Rates is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

|                  |                                                                |    |
|------------------|----------------------------------------------------------------|----|
| Form FIN-1.      | Financial Proposal Submission Form .....                       | 33 |
| Form FIN-2.      | Summary of Costs .....                                         | 34 |
| Form FIN-3.      | Breakdown of Costs by Activity .....                           | 35 |
| Form FIN-4.      | Breakdown of Remuneration .....                                | 36 |
| Form FIN-5.      | Breakdown of Reimbursable Expense .....                        | 39 |
| <b>Appendix.</b> | Financial Negotiations – Breakdown of Remuneration Rates ..... | 42 |

## FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Deputy Director,  
PD&R, School Education & Literacy Department,  
Government of Sindh, situated at @ 2<sup>ND</sup> Floor, Old KDA  
Building, Sindh Secretariat No. 03, Karachi-Phone # 021-  
99211180  
E-mail: [speed.pd.rseld@gmail.com](mailto:speed.pd.rseld@gmail.com)

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

| Name and Address of Agents | Amount and Currency | Purpose of Commissioner<br>Gratuity |
|----------------------------|---------------------|-------------------------------------|
| _____                      | _____               | _____                               |
| _____                      | _____               | _____                               |
| _____                      | _____               | _____                               |

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

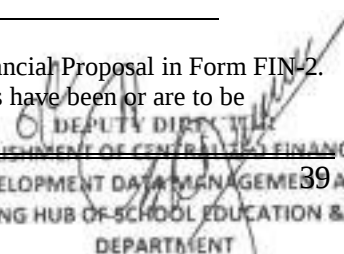
We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_

1. Amounts must coincide with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.
2. If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

Sindh Public Procurement Regulatory Authority (SPPRA)

  
 DEPUTY DIRECTOR  
 ESTABLISHMENT OF CENTRAL FINANCIAL &  
 DEVELOPMENT DATA MANAGEMENT AND  
 MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
 DEPARTMENT

## FORMFIN-2. SUMMARY OF COSTS

| Item                                       | Costs                            |                                |
|--------------------------------------------|----------------------------------|--------------------------------|
|                                            | <i>Indicate Foreign Currency</i> | <i>Indicate Local Currency</i> |
| TotalCostsofFinancialProposal <sup>2</sup> |                                  |                                |

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

## FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>

|                                                                                                                                                                                              |                                                                                                                                                                              |                                                        |                                                        |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| <b>Group of Activities (Phase):<sup>2</sup></b><br><hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> | <b>Description:<sup>3</sup></b><br><hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> |                                                        |                                                        |                                      |
| Cost component                                                                                                                                                                               | <b>Costs</b>                                                                                                                                                                 |                                                        |                                                        |                                      |
|                                                                                                                                                                                              | <i>[Indicate Foreign<br/>Currency # 1]<sup>4</sup></i>                                                                                                                       | <i>[Indicate Foreign<br/>Currency # 2]<sup>4</sup></i> | <i>[Indicate Foreign<br/>Currency # 3]<sup>4</sup></i> | <i>[Indicate<br/>Local Currency]</i> |
| Remuneration <sup>5</sup>                                                                                                                                                                    |                                                                                                                                                                              |                                                        |                                                        |                                      |
| Reimbursable Expenses <sup>5</sup>                                                                                                                                                           |                                                                                                                                                                              |                                                        |                                                        |                                      |
| Subtotals                                                                                                                                                                                    |                                                                                                                                                                              |                                                        |                                                        |                                      |

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

## FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

| <b>Group of Activities (Phase):</b> _____ |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|-------------------------------------------|-----------------------|----------------------------------|--------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|-------------------------------------------|
| Name <sup>2</sup>                         | Position <sup>3</sup> | Staff-month<br>Rate <sup>4</sup> | Input <sup>5</sup><br>(Staff-months) | [Indicate<br>Foreign<br>Currency#1] <sup>6</sup> | [Indicate<br>Foreign<br>Currency#2] <sup>6</sup> | [Indicate<br>Foreign<br>Currency#3] <sup>6</sup> | [Indicate Local<br>Currency] <sup>6</sup> |
| <b>Foreign Staff</b>                      |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       | [Home]                           |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       | [Field]                          |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
| <b>Local Staff</b>                        |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       | [Home]                           |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       | [Field]                          |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
|                                           |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |
| <b>Total Costs</b>                        |                       |                                  |                                      |                                                  |                                                  |                                                  |                                           |

1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.

2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g: draftsmen clerical staff).

- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the expected total input of staff or carrying out the group of activities or phase indicated in the Form.
- 6 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

## FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA)

| Name <sup>2</sup>    | Position <sup>3</sup> | Staff-monthRate <sup>4</sup> |
|----------------------|-----------------------|------------------------------|
| <b>Foreign Staff</b> |                       |                              |
|                      |                       | [Home]<br>[Field]            |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
| <b>Local Staff</b>   |                       |                              |
|                      |                       | [Home]<br>[Field]            |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |
|                      |                       |                              |

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and fieldwork.

## FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES<sup>1</sup>

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

| <b>Group of Activities (Phase):</b> _____ |                                                               |      |                        |          |                                            |                                            |                                            |                                        |
|-------------------------------------------|---------------------------------------------------------------|------|------------------------|----------|--------------------------------------------|--------------------------------------------|--------------------------------------------|----------------------------------------|
| N°                                        | Description <sup>2</sup>                                      | Unit | Unit Cost <sup>3</sup> | Quantity | [Indicate Foreign Currency#1] <sup>4</sup> | [Indicate Foreign Currency#2] <sup>4</sup> | [Indicate Foreign Currency#3] <sup>4</sup> | [Indicate Local Currency] <sup>4</sup> |
|                                           | Per diem allowances                                           | Day  |                        |          |                                            |                                            |                                            |                                        |
|                                           | International flights <sup>5</sup>                            | Trip |                        |          |                                            |                                            |                                            |                                        |
|                                           | Miscellaneous travel expenses                                 | Trip |                        |          |                                            |                                            |                                            |                                        |
|                                           | Communication costs between [Insert place] and [Insert place] |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Drafting, reproduction of reports                             |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Equipment, instruments, materials, supplies, etc.             |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Shipment of personal effects                                  | Trip |                        |          |                                            |                                            |                                            |                                        |
|                                           | Use of computers, software                                    |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Laboratory tests.                                             |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Subcontracts                                                  |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Local transportation costs                                    |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Office rent, clerical assistance                              |      |                        |          |                                            |                                            |                                            |                                        |
|                                           | Training of the PA's personnel <sup>6</sup>                   |      |                        |          |                                            |                                            |                                            |                                        |
| <b>Total Costs</b>                        |                                                               |      |                        |          |                                            |                                            |                                            |                                        |

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost and currency.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost-Unit Cost x Quantity.
- 5 Indicate out of each flight, and if the trip is one-or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR.

## FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA)

| N° | Description <sup>1</sup>                                      | Unit | Unit Cost <sup>2</sup> |
|----|---------------------------------------------------------------|------|------------------------|
|    | Per diem allowances                                           | Day  |                        |
|    | Miscellaneous travel expenses                                 | Trip |                        |
|    | Communication costs between Vendor and Department's Officials |      |                        |
|    | Drafting, reproduction of reports                             |      |                        |
|    | Use of computers, software                                    |      |                        |
|    | Subcontracts                                                  |      |                        |
|    | Local transportation costs                                    |      |                        |
|    | Office rent, clerical assistance                              |      |                        |
|    | Training of the PA's personnel                                |      |                        |

## APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

(Not to be used when cost is a factor in the evaluation of Proposals)

### 1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

#### (i) Salary

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

#### (ii) Social Costs

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

#### (iii) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

<sup>1</sup> Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

It is important to note that leave can be considered a social cost only if the PA is not charged for the leave taken.

**(iv) Overheads**

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, financial statements audited, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

**(v) Fee or Profit**

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

**(vi) Away from Headquarters Allowance or Premium**

Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.

**(vii) Subsistence Allowances**

Subsistence allowances are not included in the rates but are paid separately and in local currency. No additional subsistence is payable for dependents the subsistence rate shall be the same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

**2. Reimbursable expenses**

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer

rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

### **3. PA Guarantee**

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular payments in local and foreign currency, as long as the services proceed as planned.

## Sample Form

Consulting Firm:  
Assignment:

Country:  
Date:

### Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consulting Firm]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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

Title: \_\_\_\_\_

### Consultant's Representations Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

| Personnel   |          | 1                                       | 2                           | 3                     | 4        | 5                | 6                                | 7                                              | 8                                                           |
|-------------|----------|-----------------------------------------|-----------------------------|-----------------------|----------|------------------|----------------------------------|------------------------------------------------|-------------------------------------------------------------|
| Name        | Position | Basic Salary per Working Month/Day/Year | Social Charges <sup>1</sup> | Overhead <sup>1</sup> | Subtotal | Fee <sup>2</sup> | Away from Headquarters Allowance | Proposed Fixed Rate per Working Month/Day/Hour | Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup> |
| Home Office |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
| Field       |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |
|             |          |                                         |                             |                       |          |                  |                                  |                                                |                                                             |

1. Expressed as percentage of 1
2. Expressed as percentage of 4

## Section 5: Terms Of Reference (TOR)

## TERMS OF REFERENCE (TORs)

### FOR THE PROCUREMENT, DEVELOPMENT, AND DEPLOYMENT OF SPEED (SCHOOL PLANNING, EXECUTION & DEVELOPMENT) SYSTEM

#### 1. BACKGROUND

The School Education & Literacy Department (SELD), Government of Sindh, seeks to modernize school development planning, execution monitoring, and financial reconciliation through the SPEED System, a modular, integrated, secure, and auditable software platform.

The SPEED System will serve as a single source of truth for:

- School development schemes lifecycle (PC-I to PC-V)
- Financial allocations, releases, and expenditure tracking
- GIS-based infrastructure validation
- Decision-support analytics for monitoring and evaluation

#### 2. OBJECTIVE

The SPEED System must deliver an enterprise-grade ecosystem that achieves the following mission-critical objectives:

- **Real-Time Lifecycle Monitoring:** Automated tracking of development schemes from inception to handover to ensure schedule adherence.
- **Auditable Financial Reconciliation:** A rigorous, transparent mechanism for monitoring provincial allocations, releases, and actual expenditures, ensuring full audit ability.
- **AI-Enabled Decision Support:** Implementation of predictive analytics and Natural Language Query (NLQ) to democratize data access for non-technical SELD leadership.
- **GIS-Based Infrastructure Validation:** Integration of high-resolution satellite imagery for spatial validation and temporal analysis of physical progress, detection of under served or over served areas.
- **Institutional Capacity Building:** Comprehensive technology transfer to SELD and PIU (PDR) staff to ensure long-term system autonomy and sustainability.

#### 3. GENERAL TECHNICAL PARAMETERS

##### A. **Architecture:**

Modular, multi-tier, web-based architecture with secure REST APIs for interoperability.

##### B. **Tech Stack:**

Modern open-source or enterprise-grade scalable

*Front-end:* Angular/React or equivalent;

*Back-end:* Node.js/Python or equivalent;

*Database:* SQL Server or equivalent.

C. **Security:**

ISO/IEC 27001 compliance, AES-256 encryption at rest, and TLS 1.3 in transit.

D. **Hosting:**

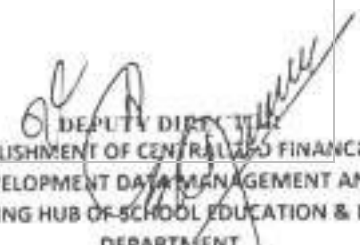
Tier-III equivalent secure cloud infrastructure with 24-hour restoration RTO. The hosting environment shall comply with Government of Pakistan's cloud computing, cyber security, and data protection guidelines, including requirements of data sovereignty (hosting within Pakistan, where mandated) and standards prescribed by MoITT/NITB or any other relevant authority.

#### 4. SCOPE OF WORK & MODULE-WISE DELIVERABLES

| Module                                                      | Scope                                                                                                                                                                                                                               | Deliverables                                                                                                                                                                                  | Expected Outcomes                                                                                                                                                                                      |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1<br>Core Platform & Data Governance Layer                | <ul style="list-style-type: none"> <li>Centralized data hub for all SPEED modules</li> <li>Role-Based Access Control (RBAC)</li> <li>Audit logs, version control, and data governance policies</li> </ul>                           | <ul style="list-style-type: none"> <li>Fully functional SPEED hub</li> <li>User management &amp; RBAC</li> <li>Audit trail &amp; version control</li> <li>Governance documentation</li> </ul> | <ul style="list-style-type: none"> <li>Secure, auditable, and centralized system</li> <li>Traceable user actions</li> <li>Scalable foundation for future modules</li> </ul>                            |
| 1.2<br>Integration Engine (SAP, RSU, HRMIS, M&E, PSEB etc.) | <ul style="list-style-type: none"> <li>API-based integration with Finance SAP, RSU, HRMIS, M&amp;E, PSEB systems</li> <li>Automated data ingestion and synchronization</li> <li>Error detection &amp; exception handling</li> </ul> | <ul style="list-style-type: none"> <li>Secure API connections</li> <li>Automated cross-system synchronization</li> <li>Error logging mechanism</li> </ul>                                     | <ul style="list-style-type: none"> <li>Real-time, accurate data across systems</li> <li>Reduced manual reconciliation</li> <li>Seamless interoperability with government systems</li> </ul>            |
| 1.3<br>AI / NLP Analytics                                   | <ul style="list-style-type: none"> <li>Predictive analytics for monitoring schemes</li> <li>Natural language query (NLQ) capability for reports</li> <li>Dashboard generation for KPIs, variance &amp; risk</li> </ul>              | <ul style="list-style-type: none"> <li>AI-driven dashboards</li> <li>Predictive models</li> <li>Automated KPI and variance reports</li> <li>Alert system for anomalies</li> </ul>             | <ul style="list-style-type: none"> <li>Faster, evidence-based decision-making</li> <li>Predictive insights for planning</li> <li>Reduced reporting time and errors</li> </ul>                          |
| 1.4<br>GIS & Satellite Visualization                        | <ul style="list-style-type: none"> <li>Integration with satellite imagery APIs</li> <li>Real-time school infrastructure validation</li> <li>Geo-tagged reporting &amp; spatial analytics</li> </ul>                                 | <ul style="list-style-type: none"> <li>GIS-based dashboard</li> <li>Map visualization of schools and assets</li> <li>Geo-validation &amp; anomaly detection engine</li> </ul>                 | <ul style="list-style-type: none"> <li>Real-time monitoring of school locations &amp; infrastructure</li> <li>Automated validation of field data</li> <li>Improved spatial decision support</li> </ul> |
| 1.5<br>Mobile Ecosystem (Android/iOS)                       | <ul style="list-style-type: none"> <li>Mobile apps for field staff with offline data capture</li> <li>Geo-tagged photo, video, and coordinates submission</li> <li>Sync with SPEED central database</li> </ul>                      | <ul style="list-style-type: none"> <li>Mobile apps (Android/iOS)</li> <li>Offline capture &amp; sync</li> <li>Geo-tagged data repository</li> </ul>                                           | <ul style="list-style-type: none"> <li>Real-time field monitoring</li> <li>Accessibility for remote locations</li> <li>Reduced time lag between field data and central database</li> </ul>             |
| 1.6<br>Legacy Digitization Layer                            | <ul style="list-style-type: none"> <li>OCR-based extraction of historical PC-I to PC-V forms</li> <li>Conversion to structured digital records</li> <li>Validation &amp; integration with SPEED database</li> </ul>                 | <ul style="list-style-type: none"> <li>Digitized historical records</li> <li>Structured searchable database</li> <li>Legacy data integration</li> </ul>                                       | <ul style="list-style-type: none"> <li>Preservation of historical records</li> <li>Easy retrieval &amp; reference for audits</li> <li>Reduced reliance on physical documents</li> </ul>                |
| 1.7<br>PC Document Generator                                | <ul style="list-style-type: none"> <li>Automated generation of PC-I, II, III, IV, V templates</li> <li>Auto-population from SPEED database</li> <li>Version tracking &amp; approval workflows</li> </ul>                            | <ul style="list-style-type: none"> <li>Template-based PC document generator</li> <li>Auto-filled forms</li> <li>Version tracking and export (PDF/Word)</li> </ul>                             | <ul style="list-style-type: none"> <li>Faster, standardized document creation</li> <li>Reduced manual errors</li> <li>Audit-ready planning documents</li> </ul>                                        |
| 2. Document Scanning                                        | <ul style="list-style-type: none"> <li>High-resolution scanning of all PDR &amp; project documents</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Digitally scanned records</li> <li>OCR-processed content</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>Digitally archived, searchable documents</li> </ul>                                                                                                             |

## Section 5: TORs

|                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                         | <ul style="list-style-type: none"> <li>• OCR for searchable content- Secure storage and backup</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Secure cloud storage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Easy retrieval and reference</li> <li>• Reduced reliance on physical storage</li> </ul>                                                                                                                                                                                                                                                                                                           |
| 3. User & Technical Training                                                                                                            | <ul style="list-style-type: none"> <li>• Conduct two distinct streams of training:<br/><b>(i) Application Usage Training:</b> for field staff and end-users upon system deployment<br/><b>(ii) Technical Training:</b> for IT staff of PIU (PDR), covering system architecture, software design, database structure, and code-level understanding</li> <li>• Trainings to be delivered through onsite and virtual modes</li> <li>• Development of training manuals, user guides, and video tutorials</li> <li>• Continuous knowledge transfer sessions for IT staff during development and post-deployment phases</li> </ul>                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Structured training programs for both user-level and technical-level audiences</li> <li>• Comprehensive training materials (manuals, videos, SOPs)</li> <li>• Hands-on practical sessions and system walkthroughs</li> <li>• Ongoing technical capacity-building sessions for PIU (PDR) IT staff</li> <li>• Arrangement of onsite training sessions at professionally equipped venues with appropriate facilities conducive to formal learning environments</li> <li>• TA/DA of participants included</li> </ul> | <ul style="list-style-type: none"> <li>• 10 technical staff trained for future application level updates and scale to requirements.</li> <li>• 500+ Staff capable of independent system use</li> <li>• Training Manuals and Video Tutorials</li> <li>• Reduced dependency on vendor</li> <li>• Consistent application of processes</li> </ul>                                                                                              |
| 5. Post-Implementation Support (12 Months)                                                                                              | <ul style="list-style-type: none"> <li>• SLA-based support for bug fixing and updates</li> <li>• System performance monitoring</li> <li>• Helpdesk support</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• 12-month maintenance &amp; support</li> <li>• Bug fixes &amp; updates</li> <li>• Performance monitoring reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Smooth operation of SPEED post-deployment</li> <li>• Quick resolution of issues</li> <li>• Continuous system reliability</li> </ul>                                                                                                                                                                                                                                                               |
| 5. Cloud Hosting Server (Minimum 48GB RAM, 12 vCPU, 2000 GB SSD scalable as per need) (Must follow Government Cyber-Security Protocols) | <ul style="list-style-type: none"> <li>• Provisioning and configuration of Cloud VPS for SPEED</li> <li>• Secure access management, monitoring, and performance optimization</li> <li>• Implementation of backup, disaster recovery, and scalability mechanisms</li> <li>• Ensuring defined RTO/RPO parameters and system availability</li> <li>• The hosting environment shall comply with Government of Pakistan's cloud computing, cyber security, and data protection guidelines, including requirements of data sovereignty (hosting within Pakistan, where mandated) and standards prescribed by MoITT/NITB or any other relevant authority</li> <li>• The system shall include provisions for maintaining synchronized backups between cloud infrastructure and designated on-premise servers of the Procuring Agency to ensure data</li> </ul> | <ul style="list-style-type: none"> <li>• Provisioned and configured Cloud VPS (as per specified capacity)</li> <li>• Secure access controls and monitoring dashboards</li> <li>• Backup and disaster recovery setup (with defined RTO/RPO) within Cloud as well as designated physical on-premise server.</li> <li>• System uptime and performance monitoring reports</li> <li>• Documentation of hosting architecture and security compliance</li> </ul>                                                                                                 | <ul style="list-style-type: none"> <li>• Reliable and secure hosting environment for SPEED</li> <li>• High system availability and business continuity</li> <li>• Data protection and compliance with GoP standards</li> <li>• Scalable infrastructure to support future expansion</li> <li>• Reduced risk of data loss and system downtime</li> <li>• Regular and automated Backups availability on cloud and physical servers</li> </ul> |

  
 DEPUTY DIRECTOR  
 ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
 DEVELOPMENT DATA MANAGEMENT AND  
 MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
 DEPARTMENT

**Section 5: TORs**

|  |                              |  |  |
|--|------------------------------|--|--|
|  | redundancy and availability. |  |  |
|--|------------------------------|--|--|

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## 5. SPECIAL INSTRUCTIONS (MANDATORY FOR ALL MODULES)

### A. Security Requirements

- End-to-end data encryption (in transit and at rest)
- Role-Based Access Control (RBAC) and secure authentication
- Multi-Factor Authentication (MFA)
- Secure API access (OAuth2/JWT or equivalent)
- Comprehensive audit logs and monitoring
- Compliance with international security standards (OWASP or equivalent)

### B. Data Migration, Deployment & Dev Ops Requirements

- Full & Complete Data Migration from Digitized PC-1 Layer and existing database
- Cloud-ready deployment with scalability provisions
- Use of containerization (Docker or equivalent)
- Implementation of CI/CD pipelines
- Version control (Git-based)
- Separate environments (Development, Testing, Production)
- System uptime  $\geq 99.5\%$
- Backup, disaster recovery, and failover mechanisms

### C. Version Control & Transparency:

- All source code, configuration scripts, and deployment artifacts must be maintained in a Git-based version control system.
- The procuring agency or its nominated technical team should be granted access to monitor commits, pull requests, branch merges, and code progress.
- Regular check-ins (weekly or bi-weekly) are mandatory to ensure development transparency and accountability.

### D. General Clause:

- The proposed solution shall be based on open standards, scalable architecture, and vendor-neutral frameworks.
- Bidders must clearly align their technical proposal with the modules, specifications, and special instructions listed above.

### E. Training & Capacity Building Requirements (Special Provision)

- The vendor shall be responsible for organizing all onsite training sessions, including venue arrangements, training materials, and logistics.

---

Sindh Public Procurement Regulatory Authority (SPPRA)

DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRAL FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

- The vendor shall bear all costs related to training delivery, including but not limited to venue, equipment, and refreshments.
- TA/DA (Travel Allowance / Daily Allowance) for participants, where applicable, shall be borne by the vendor for training conducted outside the participants' duty station, as per government admissible rates or mutually agreed terms.
- No additional payment shall be made by the procuring agency for training-related logistics unless explicitly approved.

## 6. DELIVERABLES & MILESTONE-LINKED PAYMENT

Payments shall be released strictly upon successful completion of defined milestones and acceptance of deliverables by the Procuring Agency. Components such as Training, Cloud Hosting, and Post-Implementation Support shall be paid separately on a pro-rata basis, subject to performance, service levels, and submission of required reports.

(Detailed components and quantities for the supply and installation of the System. The costs must reflect prices quoted in accordance with GCC/SCC requirements for zero-liability and inclusive licensing).

| S. No.                                  | Component / Milestone                 | Coverage                                                      | Release %   | Release Condition                            |
|-----------------------------------------|---------------------------------------|---------------------------------------------------------------|-------------|----------------------------------------------|
| <b>A. CORE SYSTEM DEVELOPMENT (80%)</b> |                                       |                                                               |             |                                              |
| 1                                       | M1: Inception & Design                | SRS, Architecture, UI/UX, Project Plan                        | 7%          | Approval of design documents                 |
| 2                                       | M2: Core Platform Ready               | Module 1 (RBAC, DB, Core Platform) + basic PC Generator       | 13%         | Functional validation of core system         |
| 3                                       | M3: Integration & Data Layer          | Module 2 (APIs, SAP/RSU/HRMIS integration), initial data sync | 15%         | Successful API integration & data validation |
| 4                                       | M4: Functional Modules Delivery       | Modules 3–6 (AI, GIS, Mobile, OCR)                            | 18%         | Module-level functional validation           |
| 5                                       | M5: Integrated System (UAT Ready)     | Full system integration + dashboards + UAT readiness          | 12%         | UAT initiation approval                      |
| 6                                       | M6: Go-Live & Deployment              | Production deployment + mobile rollout + data migration       | 10%         | Deployment completion + system live          |
| 7                                       | M7: Stabilization & Acceptance        | Bug fixing, performance tuning, final acceptance              | 5%          | Operational Acceptance Certificate           |
|                                         | <b>Subtotal (Core System)</b>         |                                                               | <b>80%</b>  |                                              |
| <b>B. SEPARATE COMPONENTS (20%)</b>     |                                       |                                                               |             |                                              |
| 8                                       | Training & Capacity Building          | User + Technical Training                                     | 5%          | As per training completion & reports         |
| 9                                       | Cloud Hosting & Infrastructure        | Hosting setup + operations                                    | 7%          | Quarterly (SLA & uptime based)               |
| 10                                      | Post-Implementation Support           | 12-month support                                              | 5%          | Monthly/Quarterly (SLA-based)                |
| 11                                      | Document Scanning & Digitization      | OCR + structured digitization                                 | 3%          | 50% + 100% completion & validation           |
|                                         | <b>Subtotal (Separate Components)</b> |                                                               | <b>20%</b>  |                                              |
|                                         | <b>TOTAL</b>                          |                                                               | <b>100%</b> |                                              |

## LICENSES

| Component No. | Component Description                     | Relevant Technical Specifications                                         | License Validity / Duration                                    | Recurrent Cost to PA Post-Contract                       |
|---------------|-------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------|
| 1             | Database Engine Software License          | Microsoft SQL Server (or equivalent RDBMS)                                | Perpetual (One-Time) License including initial Premium Support | None                                                     |
| 2             | Cloud Hosting Infrastructure              | Tier-III Equivalent Cloud VPS (48GB RAM, 12 vCPU, 2000 GB SSD)            | 2 Years (Extendable to 3 Years)                                | None during initial 2-year term                          |
| 3             | GIS Satellite Imagery APIs                | High-resolution satellite subscriptions for mapping school infrastructure | 2 Years (Extendable to 3 Years)                                | None during initial 2-year term                          |
| 4             | Post-Implementation Support & Maintenance | Corrective maintenance, debugging, and system updates                     | 12 Months (Defect Liability Period)                            | None (Subject to 0.1% daily penalty for non-performance) |

## II. General Conditions of Contract

### SECTION VII:

#### GENERAL CONDITIONS OF THE CONTRACT (GCC)

##### 1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- i. "Authority" means Public Procurement Regulatory Authority.
- ii. "Arbitrator" is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract GCC Clause 45 hereunder.
- iii. "Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- iv. "Commencement Date" is the date when the Supplier shall commence execution of the contract as specified in the SCC.
- v. "Completion" means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract.
- vi. "Country of Origin" means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the SCC.
- vii. "Contract Price" is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
- viii. "Effective Contract date" is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions precedent stipulated in GCC Clause 5.
- ix. "Procuring Agency" means the person named as Procuring Agency in the SCC and the legal successors in title to this person, procuring the Goods and related service, as named in SCC. *(For this contract: Planning Development & Research (PD&R) Wing, School Education & Literacy Department (SELD), Government of Sindh).*
- x. "Related Services" means those services ancillary to the delivery of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract.
- xi. "GCC" means the General Conditions of Contract contained in this section.
- xii. "Intended Delivery Date" is the date on which it is intended that the Supplier shall effect delivery as specified in the SCC.
- xiii. "Information System," also called "the System," means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier's Equipment), together with the Services to be carried out by the Supplier under the Contract. *(For this contract: The multi-modular SPEED System including its APIs, apps, and database).*
- xiv. "SCC" means the Special Conditions of Contract.
- xv. "Supplier" means the individual private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement and includes the legal successors or permitted assigns of the supplier and shall be named in the SCC.
- xvi. "Project Name" means the name of the project stated in SCC.
- xvii. "Day" means calendar day.

- xviii. "Eligible Country" means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
- xix. "End User" means the organization(s) where the goods will be used, as named in the SCC.
- xx. "Origin" means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
- xxi. "Force Majeure" means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- xxii. "Specification" means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.
- xxiii. The Supplier's Bid is the completed Bid document submitted by the Supplier to the Procuring Agency.

## **2. Application and interpretation**

- These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- The documents forming the Contract shall be interpreted in priority:
  - i. Form of Contract,
  - ii. Special Conditions of Contract SCC,
  - iii. General Conditions of Contract GCC,
  - iv. Terms of Reference TOR/ Technical Specifications
  - v. Letter of Acceptance,
  - vi. Certificate of Contract Commencement,
  - vii. Contractor's Bid.

**3. Conditions Precedent** Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: Submission of performance Security and Advance Payment Guarantee.

**4. Governing Language** The Contract and all correspondence relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the specified language, English.

**5. Applicable Law and Effectiveness** The contract shall be governed and interpreted in accordance with the laws of Pakistan.

**6. Country of Origin** The origin of goods and services making information systems may be distinct from the nationality of the Supplier.

## **7. Scope of the SPEED System**

- The Supplier's obligations cover the provision of all Information Technologies, Materials, as well as the performance of all Services required for the design, development, automated data integration with Finance SAP, RSU, HRMIS & M&E as well as PSEB Population Census Data (if allowed), legacy data migration, OCR scanning and data extraction from historical documents, testing, and implementation of the SPEED System.
- The Supplier shall perform all software development, cloud hosting setup, system architecture, API interoperability, and training services necessary for attaining Operational Acceptance of the multi-modular SPEED platform, specifically ensuring the functionality of the Core Platform, AI analytics, GIS spatial mapping, mobile data capture, and automated document generation.

## 8. Supplier's Responsibilities

- The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill expected of a competent provider of information technologies.
- The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control.
- Any Information Technologies or other Goods and Services will be incorporated in or be required for the System and other supplies shall have their Origin in an Eligible Country.

## 9. Procuring Agency's Responsibility

- The Procuring Agency shall ensure the accuracy of all information and/or data to be supplied to the Supplier.
- The Procuring agency shall be responsible for timely provision of all resources, historical records, and access under its control required for system deployment.
- The Procuring agency assumes primary responsibility for the Operational Acceptance Test(s) for the System.

**10. Prices** The contract price shall be fixed and strictly inclusive of all taxes, levies, and duties.

**11. Payment** Payments are subject to the Supplier maintaining an active taxpayer status

**12. Performance Guarantee** A Performance Guarantee of 10% of the Contract Price must be submitted and will be retained to cover the 12-month post-implementation warranty period.

**13. Taxes and Duties** A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until the supply of the SPEED system to the Procuring Agency.

## 14. Copy Rights

- The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights.
- The Intellectual Property Rights in all Custom Software, source code and digitized Databases and Custom Materials specified in the Contract Agreement shall vest in the Procuring agency without recurring cost.

## 15. Software License Agreements

- The Supplier hereby grants to the Procuring agency license to access and use the Software. Such license shall be fully paid up, irrevocable, and valid throughout the territory of the Procuring agency's Country.
- The Supplier must provide fully paid-up, valid licenses for all underlying technology stacks valid for a minimum of two (2) years but extendable to 5 years period.

**16. Confidential Information** The "Receiving Party" shall keep confidential and shall not divulge to any third party any documents, data, or other information of a confidential nature connected with this Contract.

**17. Project Plan** The Supplier shall develop a Project Plan encompassing the activities specified in the Contract, including deployment, integrations, and training schedules.

**18. Sub-contracting** The Supplier shall prepare a list of Subcontractors it considers qualified to be added to the list for such items. Subcontracting shall not relieve the Supplier from any of its obligations.

**19. Procurement and Delivery** The Supplier shall manufacture or procure and set up complete SPEED System in an expeditious and orderly manner.

**20. Transportation** The Supplier bears all responsibility and costs for the transport of any required deployment materials.

**21. Documents** The Supplier must provide the Procuring Agency with all system architecture documents, user manuals, and training materials.

## 22. Product Upgrades

- At any point during performance of the Contract, should technological advances be introduced by the Supplier, the Supplier shall be obligated to offer the latest versions to the Procuring agency.
- During performance of the Contract, the Supplier shall offer to the Procuring agency all new versions, releases, and updates of Standard Software for free within thirty (30) days of availability.

**23. Inspections and Test** The Procuring Agency or its representative shall have the right to inspect and/or to test the components of the system to confirm their conformity to the Contract specifications at no extra cost.

**24. Installation of the System** As soon as the System has, in the opinion of the Supplier, been delivered, pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing, the Supplier shall notify the Procuring agency in writing.

**25. Commissioning** Commissioning of the System will commence immediately after the Installation Certificate is issued.

**26. Operational Acceptance Tests (OAT)** The system must pass rigorous Operational Acceptance Testing, verifying the Finance SAP/RSU, HRMIS, M&E, PSEB, integration APIs, AI predictive models, GIS spatial mapping with Satellite Subscriptions, and high-concurrency (500+ simultaneous users) performance.

**27. Operational Acceptance** The final "Go-Live" payment shall only be released upon the issuance of the Operational Acceptance Certificate by the Procuring Agency upon the approval of field users.

**28. Partial Acceptance** If specified, major modules (e.g., GIS vs. Mobile App) may undergo individual partial acceptance testing.

**29. Warranty/Defect Liability Period** A mandatory Defect Liability Period of twelve (12) months commences post-deployment. The Supplier must provide corrective maintenance and resolve software bugs at no additional cost.

**30. Intellectual Property Rights Indemnity** The Supplier indemnifies the Procuring Agency against any third-party claims of intellectual property infringement.

**31. Insurance** The Supplier is responsible for insuring any physical materials or hardware during transit/deployment.

**32. Limitation of Liability** The aggregate liability of the Supplier shall not exceed the total Contract Price.

**33. Related Services** The Supplier must execute the dual-stream training services (Technical and Application Usage) for SELD staff as part of the contract.

**34. Change Orders** The Procuring Agency may issue written change orders modifying the scope or design, subject to equitable adjustments in price.

**35. Contract Amendments** Modifications to the contract terms must be made via written amendment signed by both parties.

**36. Assignment** Neither party shall assign their obligations under this Contract without prior written consent.

**37. Sub-contracts** The Supplier shall notify the Procuring Agency of all subcontracts awarded; this does not alter the Supplier's core liabilities.

**38. Delays** in the Supplier's Performance Delivery of the software modules must follow the time schedule. Unexcused delays will trigger liquidated damages.

**39. Liquidated Damages** For delivery delays, liquidated damages of 0.2% per day of the delayed module's value apply. Additionally, non-satisfactory post-deployment support will result in a penalty of 0.1% per day of the total contract value until fixed.

**40. Termination for Default** The Procuring Agency may terminate the contract if the Supplier fails to deliver the SPEED system, abandons the contract, or engages in corrupt practices.

**41. Termination for Force Majeure** Neither party is liable for breaches caused by unforeseeable events beyond their control (e.g., natural disasters).

**42. Termination for Insolvency** The Procuring Agency may terminate the contract if the Supplier becomes bankrupt.

**43. Termination for Convenience** The Procuring Agency may terminate the contract at any time for its convenience with appropriate notice.

**44. Transfer of Ownership** Ownership of the digitized legacy data, physical OCR scans, licenses, administrative credentials and final software deployment transfers to SELD upon delivery.

**45. Disputes Resolution** The parties shall seek to resolve any dispute by mutual diligent negotiations within 28 days.

**46. Procedure for Disputes Resolution** If unresolved, the dispute shall be settled by binding Arbitration by a sole arbitrator in accordance with the Arbitration Act 1940. Proceedings will take place in Karachi, Pakistan.

**47. Replacement of Arbitrator** If the Arbitrator fails to function, a new Arbitrator shall be appointed by mutual consent.

**48. Notices** Any notice shall be sent to the Procuring Agency at: PD&R, Old KDA Building 03, 2nd Floor, Sindh Secretariat, Karachi.

### III. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of the Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. The corresponding clause number of the GCC is indicated in parentheses.

**SCC Clause No. GCC Clause No. Amendments of, and Supplements to, Clauses in the GCC**

|                                  |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Definitions<br>(GCC 1)           |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.                               | 1.1 (i) | The Procuring Agency is: Planning Development & Research (PD&R) Wing, School Education & Literacy Department (SELD), Government of Sindh.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2                                | 1.1 (p) | The title of the subject procurement or The Project is: “Establishment of Centralized Financial & Development Data Management and Monitoring Hub of School Education & Literacy Department (SPEED System)”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Governing<br>Language<br>(GCC 4) |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.                               | 4.1     | The Governing Language shall be English.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Applicable Law<br>(GCC 5)        |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.                               | 5.1     | The Applicable Law shall be: Laws of Islamic Republic of Pakistan / SPPRA Rules 2010 (Amended up-to-date).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Scope of the<br>System (GCC 7)   |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5.                               | 7.1     | <p>The Scope of the System for SPEED is as follows:</p> <p>A. System Development, Integration &amp; Deployment</p> <ol style="list-style-type: none"> <li><b>Core Platform:</b> Centralized data hub with Role-Based Access Control (RBAC) and comprehensive audit logging.</li> <li><b>Integration Engine:</b> API-based automated integration and cross-system synchronization with Finance SAP, RSU, HRMIS, M&amp;E and PBS systems</li> <li><b>AI/NLP Analytics:</b> Implementation of predictive models for scheme monitoring and Speech-Based Natural Language Queries (NLQ) for dynamic dashboard generation</li> <li><b>GIS Visualization:</b> Interactive spatial mapping dashboard integrating satellite subscriptions for real-time school infrastructure validation and anomaly detection.</li> <li><b>Mobile Ecosystem:</b> Android/iOS apps for field staff enabling offline data capture and geo-tagged multimedia submissions.</li> <li><b>PC Document Generator:</b> Automated template generation (PC-I to PC-V) auto-populated from the SPEED database.</li> <li><b>Legacy Digitization Layer:</b> High-resolution OCR scanning of historical documents into structured digital records.</li> </ol> <p>B. Cloud Hosting</p> |

## Section 6: Special Conditions of Contract

- C. Document Scanning
- D. Training (Technical & User level)

### Supplier Responsibilities (GCC 8)

|    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | 8.1 & 8.2 | <p><b>A. Zero-Liability for Training &amp; Logistics:</b><br/>The Supplier bears ultimate responsibility for all logistical costs. The Supplier must cover all transportation, venue equipment, refreshments, and TA/DA (Travel/Daily Allowance) for the participants during the training program,. No extra logistical claims will be entertained.</p> <p><b>B. Training &amp; Technology Transfer:</b><br/>The Supplier is obligated to execute a dual-stream training plan capable of accommodating 500+ SELD users. This comprises Application Usage Training for field staff and Technical Code/Database Training for PIU IT staff,. The Supplier must submit detailed training schedules and Trainer Profiles prior to execution.</p> <p><b>C. Data Migration &amp; Local Backups:</b><br/>The Supplier must safely migrate legacy records with zero data loss. Furthermore, the Supplier is explicitly responsible for saving all digitized PDR scans and configuring automated backups directly onto the Procuring Agency's Physical server. The Supplier shall ensure synchronization between cloud-hosted backups and the designated on-premises backup systems of the Procuring Agency (PDR physical server), including automated periodic replication and validation of backup integrity</p> |
|----|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Procuring Agency's Responsibilities (GCC 9)

|    |     |                                                                                                                                                                                                            |
|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | 9.1 | The Procuring Agency shall facilitate the Supplier by providing timely access to necessary historical records, legacy datasets, and access to the physical PDR server for localized backup configurations. |
|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Prices (GCC 10)

|    |      |                                                                                                                                          |
|----|------|------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | 10.1 | The contract price shall be fixed and strictly inclusive of all taxes, levies, transportation, duties, and any other related deductions. |
|----|------|------------------------------------------------------------------------------------------------------------------------------------------|

### Payment (GCC 11)

|    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | 11.1 | <ul style="list-style-type: none"> <li>• Payments shall be released strictly on a milestone basis upon successful validation,</li> <li>• Payments linked to Go-Live shall be released only after successful completion of Operational Acceptance Testing (OAT) and issuance of Operational Acceptance Certificate.</li> <li>• User Training payments shall be contingent upon completion of system deployment and readiness for operational use.</li> <li>• Quarterly cloud hosting payments shall be subject to submission of system uptime reports, backup verification logs, and infrastructure performance reports.</li> </ul> |
|----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Section 6: Special Conditions of Contract

- Partial payments shall not imply full acceptance of the milestone, and the Supplier shall remain responsible for completion of all remaining deliverables.
- The following payment schedule shall be binding and shall form the basis for all financial disbursements under this Contract:

### Schedule of Payments:

|                                                                      |              |
|----------------------------------------------------------------------|--------------|
| M1: Inception & Detailed Design                                      | (7%)         |
| M2: Core Platform Ready                                              | (13%)        |
| M3: Integration & Data Layer Completion                              | (15%)        |
| M4: Functional Modules Delivery                                      | (18%)        |
| M5: Integrated System (UAT Ready)                                    | (12%)        |
| M6: Go-Live & Deployment                                             | (10%)        |
| M7: Stabilization & Acceptance                                       | (5%)         |
| <b>Core System Sub Total</b>                                         | <b>(80%)</b> |
| <b>Document Scanning (completion)</b>                                | <b>(3%)</b>  |
| <b>Training (quarterly/completion)</b>                               | <b>(5%)</b>  |
| <b>Cloud Hosting (quarterly)</b>                                     | <b>(7%)</b>  |
| <b>Post-Implementation Support monthly/quarterly (based on SLAs)</b> | <b>(5%)</b>  |

### Performance Guarantee (GCC 12)

|     |      |                                                                                                                                                                                                                                                                                                                                 |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | 12.1 | The Performance Guarantee shall remain valid until completion of the Defect Liability Period and issuance of final acceptance. A Performance Guarantee of 10% of the Contract Price must be submitted. It will be retained to cover the Supplier's warranty/support obligations during the 12-month post-implementation period. |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Taxes and Duties (GCC 13)

|     |      |                                                                                                                                                                                          |
|-----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | 13.1 | A local Supplier shall be entirely responsible for all taxes, duties, and license fees. Payment to the contractor shall be linked to continuous active taxpayer status (ATL of FBR/SRB). |
|-----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Copy Rights (GCC 14)

|     |      |                                                                                                                                                                                               |
|-----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | 14.1 | The Intellectual Property Rights in all Custom Software, source code, digitized databases, and custom applications shall vest perpetually in the Procuring Agency without any recurring cost. |
|-----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Software License Validity & Hosting (GCC 15)

|     |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | 15.1 | All administrative credentials, configurations, and access controls for licensed systems shall be handed over to the Procuring Agency upon deployment.<br><b>A. Perpetual Database Licensing:</b> The Supplier must explicitly provide a One-Time Perpetual License for Microsoft SQL Server (or equivalent enterprise database) encompassing the required cores/users for the SPEED system, inclusive of premium support. The Procuring Agency shall bear NO |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Sindh Public Procurement Regulatory Authority (SPPRA)

69  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## Section 6: Special Conditions of Contract

recurring annual licensing fees

**B. Cloud Hosting & Integrations:** The Supplier must provide secure Tier-III Cloud Hosting provisioned for a minimum period of two (2) years, strictly complying with the GoP's data sovereignty guidelines,. Valid licenses for third-party tools (e.g., Satellite imagery APIs for GIS) must also be provided for the same duration.

| Project<br>(GCC 17)                                        | Plan           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.                                                        | 17.1           | The Supplier shall submit a detailed Project Plan which must include:<br>(a) Project Organization Plan,<br>(b) Delivery and Installation Plan,<br>(c) Training Schedule & Trainer Profiles, and<br>(d) Pre-commissioning and Operational Acceptance Testing Plan.                                                                                                                                                                                                                                                                                |
| Operational<br>Acceptance<br>Tests (GCC 26)                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 15.                                                        | 26.1           | The system must pass rigorous Operational Acceptance Testing (OAT). Testing will verify the automated integration APIs (Finance SAP, RSU, HRMIS, M&E), AI predictive models, GIS spatial mapping with Satellite Subscriptions, and high-concurrency performance of 500+ simultaneous users.                                                                                                                                                                                                                                                      |
| Defect Liability<br>Period (GCC 29)                        |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 16.                                                        | 29.1           | A mandatory Defect Liability Period of twelve (12) months commences post-deployment. The Supplier must provide corrective maintenance and resolve software bugs, system stability issues, and data errors at no additional cost,.                                                                                                                                                                                                                                                                                                                |
| Liquidated<br>Damages<br>&<br>Penalties<br>(GCC 39)        |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 17.                                                        | 39.1           | <b>Delivery Delays:</b> If the Supplier fails to deliver modular milestones on the agreed schedule, liquidated damages shall apply at 0.2% per day of the respective milestone payment value associated with the delayed deliverable.<br><b>Poor Support Penalty:</b> In the case of non-satisfactory post-deployment debugging or maintenance services, a penalty of 0.1% per day of the total contract value shall be applied until performance meets SLA standards. Continued failure will result in forfeiture of the Performance Guarantee. |
| Procedure<br>for<br>Dispute<br>Resolution<br>(GCC 45 & 46) |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 18.                                                        | 45.1 &<br>46.1 | The parties shall seek to resolve any dispute by mutual diligent negotiations within 28 days. If unresolved, it shall be settled by binding Arbitration by a sole arbitrator in accordance with the Arbitration Act 1940. Proceedings will take place in Karachi, Pakistan.                                                                                                                                                                                                                                                                      |

## Section 6: Special Conditions of Contract

---

Notices  
(GCC 48)

---

|     |      |                                                                                                                   |
|-----|------|-------------------------------------------------------------------------------------------------------------------|
| 19. | 48.1 | Procuring Agency's address for notice purposes: PD&R, Old KDA Building 03, 2nd Floor, Sindh Secretariat, Karachi. |
|-----|------|-------------------------------------------------------------------------------------------------------------------|

---

## Section 6: Standard Form of Contract

**(INTEGRITY PACT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS.10 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: *[To be filled in at the time of signing of Contract]*  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: .....  
Signature: .....

**[Seal]**

Name of Seller/Supplier: .....  
Signature: .....

**[Seal]**

## The Contract

---

### FORM OF BID SECURITY

#### (Bank Guarantee)

Security Executed on \_\_\_\_\_

(Date)

Name of Surety (Bank) with Address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address \_\_\_\_\_

Penal Sum of Security Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_)

Bid Reference No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto

(here in after called the 'Procuring Agency') in the sum stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid dated \_\_\_\_\_ for Bid No. \_\_\_\_\_ for \_\_\_\_\_ (Particulars of Bid) to the said Procuring Agency; and

WHEREAS, the Procuring Agency has required as a condition for considering said Bid that the Bidder furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Procuring Agency, conditioned as under:

- (1) that the Bid Security shall remain in force up to and including the date 28 days after the deadline for validity of bids as stated in the Instructions to Bidders or as it may be extended by the Procuring Agency, notice of which extension(s) to the Surety is hereby waived;
- (2) that the Bid Security of unsuccessful Bidders will be returned by the Procuring Agency after expiry of its validity or upon signing of the Contract Agreement; and
- (3) that in the event of failure of the successful Bidder to execute the proposed Contract Agreement and furnish the required Performance Security, the entire said sum be paid immediately to the said Procuring Agency pursuant to Clause 19.6 of the Instructions to Bidders for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful Bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Procuring Agency in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Procuring Agency for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Surety shall forthwith pay the Procuring Agency the said sum upon first written demand of the Procuring Agency (without cavil or argument) and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Procuring Agency by registered post duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Sindh Public Procurement Regulatory Authority (SPPRA)

DEPUTY DIRECTOR  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## The Contract

---

Principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Surety shall pay without objection the said sum upon demand from the Procuring Agency forthwith and without any reference to the Principal (Bidder) or any other person.

IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

|                            |                            |
|----------------------------|----------------------------|
| WITNESS:                   | SURETY (Bank)              |
|                            | Signature _____            |
| 1. _____                   | Name _____                 |
| _____                      | Title _____                |
| Corporate Secretary (Seal) | Corporate Guarantor (Seal) |
| 2. _____                   |                            |
| _____                      |                            |
| Name, Title & Address      |                            |

## The Contract

### FORM OF PERFORMANCE SECURITY (Bank Guarantee)

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Procuring Agency]

Name of Guarantor (Bank) with address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Supplier/Contractor) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the Procuring Agency) in the penal sum of the amount stated above in Bidding Data & PCC clause 18.1 for the payment of which sum well and truly to be made to the said Procuring Agency, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Procuring Agency's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Supplier/Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Procuring Agency, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 28, Warranty, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Procuring Agency without delay upon the Procuring Agency's first written demand without cavil or arguments and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Procuring Agency's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Procuring Agency's designated Bank & Account Number.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said  
Sindh Public Procurement Regulatory Authority (SPPRA)

DEPUTY DIRECTOR  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

## The Contract

---

obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Procuring Agency forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

|                            |  |                            |
|----------------------------|--|----------------------------|
|                            |  | Guarantor (Bank)           |
| Witness:                   |  |                            |
| 1. _____                   |  | Signature _____            |
| _____                      |  | Name _____                 |
| Corporate Secretary (Seal) |  | Title _____                |
| 2. _____                   |  |                            |
| _____                      |  | _____                      |
| Name, Title & Address      |  | Corporate Guarantor (Seal) |

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To:[Name of Procuring Agency]

[Name of contract]

Gentlemen and/or Ladies:

In accordance with the payment provision in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier](hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until [date].

Yours truly,

Signature and seal of the Contractor

---

[Name of bank or financial institutions]

---

[Address]

---

[Date]

---

Sindh Public Procurement Regulatory Authority (SPPRA)

  
DEPUTY DIRECTOR  
ESTABLISHMENT OF CENTRALIZED FINANCIAL &  
DEVELOPMENT DATA MANAGEMENT AND  
MONITORING HUB OF SCHOOL EDUCATION & LITERACY  
DEPARTMENT

### FORM OF CONTRACT AGREEMENT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert PA's name]* ("the PA") having its principal place of business at *[insert PA's address]*, and *[insert Consultants name]* ("the Consultant") having its principal office located at *[insert Consultants address]*.

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
  - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
- 2. Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
  - A. Ceiling

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.
- 4. Economic Price Adjustment**

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed % per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:  
"Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] the calendar month after the date of the Contract) by applying the following formula:

$$R_t = R_{t0} \times \frac{I_t}{I_{t0}}$$

where  $R_t$  is the adjusted remuneration,  $R_{t0}$  is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration,  $I_t$  is the official rate of inflation for the first month for which the adjustment is to have effect and,  $I_{t0}$  is the official rate of inflation for the month of the date of the Contract.”]

#### 4. Project Administration

- A. Coordinator  
The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.
- B. Timesheets  
During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete time sheets or any other document used to identify time spent, as instructed by the Coordinator.
- C. Records and Accounts  
The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate an independent accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

- 5. **Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.
- 6. **Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.
- 7. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and

## The Contract

---

- software.
- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.
- 10. Assignment** The Consultant shall not assign this Contractor Subcontract any portion thereof it without the PA's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government, and the language of the Contract shall be English.
- 12. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PA

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_