

Daanish Schools Authority
Ministry of Federal Education & Professional Training
Room No. 227, 2nd floor, Block-'D', Pak-Secretariat, Islamabad.



PRE-QUALIFICATION DOCUMENT

For

A) For Daanish Schools Authority and Daanish School, Kurri, Islamabad

- i. Air Travel & Accommodation Services
- ii. Event Management Services
- iii. Supply of IT Equipment, including Repair and Maintenance Services
- iv. Supply of Machinery Equipment, including Repair and Maintenance Services
- v. Supply of furniture & fixture, including Repair and Maintenance Services
- vi. Supply of Stationery / Non-Stationery and Miscellaneous Items
- vii. Repair & Maintenance of Authority & School Buildings (Civil & Allied Works)

B) For Daanish Schools Authority

- viii. Vehicle & Rent a Car

Closing Date and Time: 27th March, 2026 by 02:00 PM

Opening Date and Time: 27th March, 2026 at 02:30 PM

Section -I (Invitation to Bids)

Government of Pakistan
Daanish Schools Authority
Ministry of Federal Education & Professional Training
<> <> <>

PRE-QUALIFICATION NOTICE

Daanish Schools Authority invites sealed applications from well-reputed and experienced service provider firms, having an established office in Islamabad or Rawalpindi and duly registered with the relevant Income Tax and Sales Tax authorities, for prequalification for the provision of the following services for Daanish Schools Authority and Daanish School, Kurri, Islamabad for the financial year 2025-26 and 2026-27: -

A) For Daanish Schools Authority and Daanish School, Kurri, Islamabad

- i. Air Travel & Accommodation Services
- ii. Event Management
- iii. Supply of IT Equipment, including Repair and Maintenance Services
- iv. Supply of Machinery Equipment, including Repair and Maintenance Services
- v. Supply of furniture & fixture, including Repair and Maintenance Services
- vi. Supply of Stationery / Non-Stationery and Miscellaneous Items
- vii. Repair & Maintenance of Authority & School Buildings (Civil & Allied Works)

B) For Daanish Schools Authority

- viii. Vehicle & Rent a Car

2. Interested firms/service providers may apply for one or more lots. Each applicant shall submit a bid security of Rs. 500,000 for each lot applied for. The bid security must be submitted in original hard copy in favour of DDO M/o FE&PT. Detailed prequalification documents and guidelines for participation are available on the websites of the Ministry of Federal Education and Professional Training (www.mofept.gov.pk) and the Public Procurement Regulatory Authority (www.ppra.org.pk).

3. Applications must be submitted through the PPRA e-Procurement System (EPADS) available at www.eprocure.gov.pk in accordance with the prescribed procedure and must be submitted on or before March 27, 2026 at 02:00 p.m. Applications will be opened on the same day at 02:30 p.m. in the presence of applicants or their authorized representatives who choose to attend. Applications submitted through email or any other electronic means shall not be entertained. A pre-bid meeting will be held on March 16, 2026 at 10:00 a.m. in the office of the undersigned

4. The procuring agency reserves the right to accept or reject any or all bids in accordance with the Public Procurement Rules, 2004 (as amended from time to time).

(Shah Jehan)
Deputy Secretary - HE
Room # 227, 2nd Floor, Block-'D' Pak Secretariat, Islamabad
Tel: 051-9103915

Section-II: Introduction

The establishment of Daanish Schools Authority and its schools is aimed at providing quality education to deserving students across Pakistan, particularly in remote and underdeveloped areas of the country. The Authority functions under the administrative control of the Ministry of Federal Education and Professional Training, Government of Pakistan.

Daanish Schools Authority invites applications for prequalification through the PPRA e-Procurement System (EPADS) from well-reputed and experienced firms/service providers. Eligible firms must be duly registered or incorporated, registered with the relevant Income Tax and Sales Tax authorities, and maintaining their own independent office setup. The prequalification process shall be conducted in accordance with the Public Procurement Rules, 2004 (as amended from time to time) for the provision of the following services for Daanish Schools Authority and Daanish School, Kuri, Islamabad for the FY 2025-26 & FY 2026-27.

A) For Daanish Schools Authority and Daanish School, Kurri, Islamabad

- i. Air Travel & Accommodation Services
- ii. Event Management
- iii. Supply of IT Equipment, including Repair and Maintenance Services
- iv. Supply of Machinery Equipment, including Repair and Maintenance Services
- v. Supply of furniture & fixture, including Repair and Maintenance Services
- vi. Supply of Stationery / Non-Stationery and Miscellaneous Items
- vii. Repair & Maintenance of Authority & School Buildings (Civil & Allied Works)

B) For Daanish Schools Authority

- viii. Vehicle & Rent a Car

The services of Firms/Service Provider are required under section 2 (gb) of PPRA rules 2004 "Framework agreement" means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders"

Terms & Condition:

The intending bidders participating in the bidding shall provide the following document along with their Bids: -

- Bid security amounting to Rs. 0.5 million for each discipline/lot shall be submitted in the form of Bank Draft, Pay Order or Call Deposit Receipt (CDR) in favour of the DDO, Ministry of Federal Education and Professional Training.
- The original bid security must be submitted in hard copy and must reach to the given address before closing date, the copy of the same shall accompany the technical proposal submitted through EPADS, in accordance with the following details.: -

S.No	Description of required services (Lots)	Bid Security
1.	Air Travel & Accommodation Services	Rs. 0.5 million
2.	Event Management	Rs. 0.5 million
3.	Supply of IT Equipment, including Repair and Maintenance Services	Rs. 0.5 million
4.	Supply of Machinery Equipment, including Repair and Maintenance Services	Rs. 0.5 million
5.	Supply of furniture & fixture, including Repair and Maintenance Services	Rs. 0.5 million
6.	Supply of Stationery / Non-Stationery and Miscellaneous Items	Rs. 0.5 million
7.	Repair & Maintenance of Authority & School Buildings (Civil & Allied Works)	Rs. 0.5 million
8.	Vehicle & Rent a car	Rs. 0.5 million

- Applicants may apply for one or more categories. Each Lot shall be evaluated separately on its own technical and financial merits.
- Bidders are required to submit their bids on EPADs before the closing date, failing which the bid shall be rejected. Copy of the same may also be submitted in the Hard form along with Bid security.
- ***Please note that Bid security should reach in Hard form at the time of opening without which the bid shall be rejected***

Mandatory Requirement:

- i. Minimum one (01) year with reputable experience working with public and private agencies with business history from the date of authorization for each of above mentioned lots.
- ii. The bidder shall provide at least one relevant experience for each lot applied for, supported by a completion certificate or performance certificate issued by the

respective client.

- iii. The bidder shall possess and provide valid registration with the relevant regulatory or professional body, wherever such registration is required under applicable rules.
- iv. The bidder shall submit an affidavit on non-judicial stamp paper stating that the firm/company has not been blacklisted by any public or private sector organization and is not involved in any litigation that may adversely affect its performance. The
- v. The bidder shall demonstrate financial soundness by providing documentary evidence in the form of a bank certificate, bank statement, or audited financial statements showing an average annual turnover of not less than Rs. 10 million during the last three years.
- vi. The bidder shall submit a detailed company profile including organizational structure, core business activities, and relevant experience (Maximum 3 Pages).
- vii. The bidder shall provide a valid General Sales Tax (GST) registration along with documentary evidence of NTN registration and proof of being an active taxpayer on the Federal Board of Revenue (FBR) Active Taxpayers List.
- viii. The bidder shall provide documentary proof of firm registration.

Other Instructions:

- This procurement shall be governed by the Public Procurement Rules, 2004 (as amended from time to time).
- The prequalification document containing detailed requirements and terms shall be available on the websites of the Ministry of Federal Education and Professional Training, the Public Procurement Regulatory Authority (PPRA), and the PPRA e-Procurement System (EPADS) immediately after publication of the prequalification notice.
- The Procuring Agency reserves the right to reject any or all applications/bids at any time prior to acceptance of a bid in accordance with Rule 33 of the Public Procurement Rules, 2004 (as amended from time to time).
- All interested firms are required to submit their applications along with the required documents through the PPRA e-Procurement System (EPADS) before the specified closing date and time.
- The proposals/applications shall be opened through EPADS after completion of the prescribed e-procurement procedure, in the presence of the authorized representatives of the applicants who choose to attend.
- In case the date of submission or opening of proposals falls on a public holiday, the proposals shall be submitted and opened on the next working day at the same time and venue.

Section-III: Instruction to Bidders

GENERAL INSTRUCTIONS		
A. General		
1. Scope of Applications	1.1	<p>In connection with the Invitation for Prequalification, the Procuring Agency issues this Prequalification Document to applicants interested in bidding for Daanish Schools Authority and Daanish School, Kurri, ICT for following Goods / Services for the FY 2025-26 and 2026-27</p> <p>A) For Daanish Schools Authority and Daanish School, Kurri, Islamabad</p> <ol style="list-style-type: none"> i. Air Travel & Accommodation Services ii. Event Management iii. Supply of IT Equipment, including Repair and Maintenance Services iv. Supply of Machinery Equipment, including Repair and Maintenance Services v. Supply of furniture & fixture, including Repair and Maintenance Services vi. Supply of Stationery / Non-Stationery and Miscellaneous Items vii. Repair & Maintenance of Authority & School Buildings (Civil & Allied Works) <p>B) For Daanish Schools Authority</p> <ol style="list-style-type: none"> viii. Vehicle & Rent a Car <p>This prequalification is carried out to ensure that only capable firms are invited to submit bids.</p> <p>Procuring Agency means the Daanish Schools Authority and Daanish School, Kurri, ICT under Ministry of Federal Education and Professional Training Islamabad.</p>
		<p>In pursuance of this policy, the following terms are defined:</p> <ol style="list-style-type: none"> i. “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party. ii. “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a

GENERAL INSTRUCTIONS

A. General

2. Corrupt Practice	2.1	<p>party to obtain a financial or other benefit or to avoid an obligation.</p> <p>iii. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.</p> <p>iv. “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.</p> <p>v. “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>vi. the Procuring Agency will reject application for prequalification if it determines that the applicant recommended for prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.</p> <p>vii. The Procuring Agency will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period, to be awarded a contract if it, at any time, determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing the contract.</p>
	3.1	<p>The Invitation to Bids is open to all of firms/companies / service providers, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax etc.) and registered on e-Procurement System (EPADS), except as provided</p>

3. Eligible Applicants		hereinafter.
	3.2	Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority
	3.3	Bidders shall not be under a declaration of blacklisting by the Procuring Agency. During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder.
	3.4	<p>A Bidder may be ineligible if –</p> <ul style="list-style-type: none"> i. The Bidder is declared bankrupt or, in the case of company or firm, insolvent; ii. Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; iii. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; iv. The Bidder is convicted, by a final judgment, of any offence involving professional conduct; v. The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices or consistent performance failure in accordance with the provision of section 2 *(b*) of PPRA rules 2004, read with rule 19. vi. The firm, supplier and contractor is blacklisted/ debarred by any international organization

B. Contents of the Prequalification Document		
4. Sections of Prequalification Document	4.1	The document for prequalification of Applicants (hereinafter “prequalification document”) consists of all the sections indicated below and should be read in conjunction with any of addendum if issued.
	4.2	The “Invitation for Prequalification” is part of the prequalification document. In case of discrepancies between the Invitation for Prequalification and the Prequalification Documents listed in 4.1 said Prequalification Documents shall take precedence.
	4.3	The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.
	4.4	The firms may apply for a single lot from the listed lots or for multiple lots.
5. Clarification of Prequalification Document	5.1	A prospective Applicant requiring any clarification of the Prequalification Document shall record/communicate their observation through EPADS. The Procuring Agency will respond in writing through EPADS to any request for clarification provided that such a request is received no later than ten (10) days prior to the deadline for submission of applications. The Procuring Agency may forward copies of clarification/s to the applicants or the clarification/s may be uploaded on the website of the M/o FE&PT with days prior to the application submission date.
6. Amendment of Prequalification Document	6.1	At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Prequalification Document by issuing addenda.
	6.2	Any addendum issued shall be part of the Prequalification Document and shall be uploaded on the website of the M/o FE&PT as well on EPADS

C. Preparation of Application		
7. Cost of Applications	7.1	The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

<p>8. Language of Application</p>	<p>8.1</p>	<p>The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern. All such documents should be signed and stamped by the applicant.</p>
<p>9. Application Submission Form</p>	<p>9.1</p>	<p>The Applicant shall submit application along with the supporting documents for participation in the process through EPADS and Hard Copies of the same will also be submitted to the procuring agency as well.</p>
<p>10. Documents Establishing the Eligibility of the Applicant</p>	<p>10.1</p>	<p>To establish its eligibility, the applicant shall complete the application and submit as per schedule mentioned in Invitation for Prequalification.</p>
<p>12. Documents Establishing the Qualifications of the Applicant</p>	<p>12.1</p>	<p>To establish its qualifications to perform the contract in accordance with concerned Sections, Qualification Criteria and Requirements, the Applicant shall provide the information as requested.</p>
<p>13. Signing of the Application</p>	<p>13.1</p>	<p>The complete application shall be submitted through EPADS of PPRA signed and stamped by a person duly authorized to sign on behalf of the Applicant firm.</p>
<p>13(A). Joint Venture</p>	<p>13.2</p>	<ul style="list-style-type: none"> i. Bidders may also participate in the form of a Joint Venture (JV). ii. In case of a Joint Venture, the participating firms shall submit a valid JV agreement on stamp paper clearly specifying the lead partner and the roles and responsibilities of each partner. The lead partner shall be authorized to represent the JV in all matters relating to the prequalification and subsequent procurement process. iii. For the purpose of evaluation, the eligibility and qualification requirements may be met collectively by the JV partners; however, the lead partner shall meet at least fifty percent of the required experience and financial capacity specified for the respective lot. iv. Each JV partner must independently comply with the mandatory requirements relating to legal registration, tax registration, and non-blacklisting. v. All partners of the JV shall be jointly and

		severally responsible for the performance of the contract in case of award.
D. Submission of Application		
14. Deadline for Submission of Applications	14.1	Applicants will submit their applications no later than the deadline indicated in the Invitation for Prequalification.
	14.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
15. Opening of Applications	15.1	The Procuring Agency shall open all Applications at the date, time and place as specified by using EPADS. Only those Applications shall be accepted which are submitted through EPADS of PPRA.
	15.2	Procuring Agency shall prepare a record of the opening of applications that shall include the name and other details of the Applicant.
E. Procedures for Evaluation of Applications		
16. Confidentiality	16.1	Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
	16.2	From the deadline for submission of applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Procuring Agency on any matter related to the prequalification process, may do so but only through EPADS of PPRA.
17. Clarification of Applications	17.1	To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period. Any request for clarification and all clarifications shall only be entertained if it received through EPADS.
	17.2	If, an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.

	17.3	A pre-bid meeting will be held on 16 March 2026 at 10:00 a.m. at the office of the Procuring Agency to provide clarification regarding the prequalification process and the scope of services. The online link for the pre-bid meeting will be shared on EPADs. The minutes of the pre-bid meeting, including any clarifications or amendments issued therein, shall form an integral part of the bidding documents and shall be binding on all prospective bidders.
18. Responsiveness of Applications	18.1	All applications not responsive to the requirements of the prequalification document shall be rejected.

F. Evaluation of Applications and Prequalification of Applicants

19. Evaluation of Applications	19.1	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Evaluation Criteria and Requirements to evaluate the qualifications of the Applicants. Bidders are required to provide the details accordingly.
	19.2	Procuring Agency may inspect the site of the applicant for verification of claim of the applicant. Physical Verification of data contained in the application will be conducted by an Inspection Team. The firm will not be considered, if found variation between submitted data and on grounds reality.
20. Procuring Agency's Right to Accept or Reject Applications	20.1	The Procuring Agency reserves the right to accept or reject all the applications, and to annul the prequalification process, without thereby incurring any liability to Applicants as per PPRA 2004.
	20.2	After pre-qualification, the Department may review the pre-qualification of any firm on some serious complaints and terminate the status, if proved.
21. Prequalification of Applicants	21.1	The Applicants whose applications have met the specified requirements will be prequalified by the Procuring Agency.
22. Notification of Prequalification	22.1	Once the Procuring Agency has completed the evaluation of the applications, it shall notify all Applicants through EPADS of PPRA indicating their status as to qualified or ineligible.
	22.2	The pre-qualification shall be awarded on individual required services basis with manufacturers which are contained in the attached list of required services.
	22.3	The pre-qualifications awarded shall remain valid for services and quantities specified in this document for

		two years only i.e. up to FY 2026-2027.
23. Invitation to Bid	23.1	After notification of the results of the prequalification process, the Procuring Agency shall invite technical and financial bids from the prequalified firms for the provision of the respective services in accordance with the Public Procurement Rules, 2004 (as amended from time to time). Only the firms declared as prequalified shall be eligible to participate in the subsequent bidding process.

24. Constitution of Grievance Redressal	24.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
	24.2	Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.
	24.3	Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.
	24.4	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	24.5	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelopes bidding procedure is adopted.
	24.6	The GRC shall investigate and decide upon the complaint within ten days of its receipt.

24.7	Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Public Procurement Regulatory Authority (PPRA) on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021".
24.8	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
24.9	The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
24.10	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
24.11	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The

Annex-A

SUPPLIER DECLARATION
(on letter head of the applicant)

To
Deputy Secretary
M/o FE&PT
Islamabad

Dated: _____

I declare that:

I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purpose of prequalification of:

- i. _____
- ii. _____
- iii. _____
- iv. _____

- All information provided in this application is current and correct and the firm has no reservations with these Pre-Qualification Documents.
- This application contains all the information as prescribed in the Prequalification Document.
- The Firm will abide by all the rules and regulations, formulated by the government of Pakistan,
- The firm will notify you of all changes and variations to the required services / its manufacturing status.
- That bidder is not blacklisted by the public sector procuring agency of Pakistan and/ or by the PPRA for all procuring agencies.

Name of the Firm: _____

Name & capacity of the Authorized Contact Person: _____

Signature of the Authorized Contact Person: _____

ANNEXURE – B

Profile and General Information of Firm

Registered Name of Firm:	
Registered Address:	
Mailing Address:	
Mailing Address:	
Fax Number:	
Fax Number:	
Web Address:	
Contact Person Name:	
Contact Person Title:	
Established in (Year):	

Technical Eligibility Criteria for Pre-Qualification:

S. No.	Requirement	Mandatory
1	The bidder must provide documentary proof of firm registration under the applicable laws of Pakistan (e.g., SECP registration, registrar of firms, partnership deed etc.).	Mandatory
2	The bidder shall provide a valid National Tax Number (NTN) and must appear on the Active Taxpayer List (ATL) of the Federal Board of Revenue (FBR).	Mandatory
3	The bidder shall provide a valid General Sales Tax (GST) registration certificate, where applicable.	Mandatory
4	The bidder shall possess and provide valid registration with the relevant regulatory or professional body wherever such registration is required under applicable laws or regulations for the respective lot (e.g., IATA for Air travel services (Lot 1) , DTS for vehicle rental (Lot - VIII) , PEC registration at least C-6 Category for Lot vii)	Mandatory
5	The bidder must have a minimum of one (01) year of relevant experience in the respective discipline(s) applied for, with reputable public or private sector organizations including government institutions,	Mandatory
6	The bidder shall provide at least one relevant work experience for each lot applied for, supported by a completion certificate or performance certificate issued by the respective client.	Mandatory
7	The bidder shall provide documentary evidence of financial soundness in the form of a bank certificate, bank statement, or audited balance sheet i.e. Annual Turn over of last three years minimum Rs.10.00 million.	Mandatory
8	The bidder shall submit a brief company profile including organizational structure, core business activities and relevant experience.	Mandatory
9	The bidder shall submit an affidavit on stamp paper stating that the firm / service provide has not been blacklisted by any government department or public sector organization, is not involved in any litigation affecting its eligibility, and that all information provided in the application is true and correct.	Mandatory

ANNEXURE -D

EVALUATION CRITERIA			
S. No.	Evaluation Parameters	Assigned Total marks	Obtained Marks
1	Firm/Bidder Profile (Copy of company registration to be provided). <i>1.5 marks for each year of business experience from Year-2 onward (up to Maximum 15 Marks) Minimum one (01) year of business experience is mandatory.</i>	15 marks	
2	Financial Strength of the Firm (FBR returns, Audited Accounts Statement or Bank Statements of last Three Years) <i>10 to 20 Million 05 Marks 21 to 30 Million 10 Marks 31 to 40 Million 15 Marks 41 to 50 Million 20 Marks 50 M and above 25 Marks</i>	25 Marks	
3	a. Relevant Experience of Completed assignments Three work orders along with satisfactory performance completion certificates, which must be verifiable, for each lot applied for. (10 Marks for each) Completion certificate is must to get marks b. Relevant Experience in Hand/ ongoing Two work / assignment (05 Marks for each) Copy of work order / PO is must, without which no marks will be given	30 marks 10 Marks	
4	Number of Clients Government & renowned private institutes (company) with working experience <i>10 and Above 20 Marks 5 to 9 15 Marks 1 to 4 10 Marks</i>	20 marks	
Total		100 marks	
Qualifying marks:		70 marks	

Annex-E

SCOPE OF WORK FOR TRAVEL & ACCOMMODATION SERVICES -LOT-1

Objective

To engage a qualified travel agency to facilitate domestic and international travel services for DSA Officers, guests, and dignitaries, ensuring reliability and cost-effectiveness.

1. Travel Services

The selected agency will be responsible for:

- i. Booking and confirming domestic and international flights.
- ii. Managing ticket issuance, delivery, cancellations, revalidations, and upgrades.
- iii. Providing 24/7 support for urgent travel needs and last-minute changes.
- iv. Facilitating visa processing, including submission of passports to embassies and assistance with transit visas.
- v. Arranging ground transportation including airport transfers, car rentals, and chauffeur services.
- vi. Arranging travel insurance and health-related requirements (e.g., COVID-19 testing, Polio card).
- vii. The agency should have a proven track record and experience in handling travel arrangements for large organizations preferably in acquisition / provision of protocol services i.e vehicle access to VIP lane, prompt custom/FIA clearance and access to CIP / VIP lounges.
- viii. Offering customized travel itineraries and packages based on client preferences.
- ix. Managing group travel arrangements for corporate events or leisure trips.

2. Accommodation Services The agency will:

- i. Reserve accommodations including hotels, serviced apartments, resorts, and vacation rentals.
- ii. Provide detailed information on room types, amenities, and proximity to destinations.
- iii. Handle booking modifications, cancellations, and special requests.
- iv. Ensure quality standards and guest satisfaction with accommodation providers.
- v. Offer 24/7 support for accommodation-related issues during the stay.

3. Additional Services

- Assistance with passport renewals and travel documentation.
- Coordination of tours, excursions, and destination activities.
- Provision of travel tips, packing guidelines, and destination-specific advisories.

- Collection of feedback for continuous service improvement.

4. Reporting & Communication

- Provide regular updates and reports on bookings, cancellations, and travel status.
- Maintain open communication with DSA focal persons for approvals and coordination.
- Notify DSA immediately of any mishaps or disruptions and propose corrective actions.

5. Emergency & Contingency Planning

- Develop and maintain a contingency plan for emergencies such as flight cancellations, delays, or natural disasters.
- Ensure alternative arrangements are made promptly to minimize disruption.

6. Confidentiality & Data Security

- Maintain strict confidentiality of all personal and sensitive information.
- Implement data protection measures in compliance with applicable laws

7. Experience & Network Requirements

- Demonstrated experience in managing travel for large organizations, preferably in Education or government sectors.
- Strong partnerships with airlines, hotels, and service providers to ensure competitive pricing and seamless service delivery.
- Proven capability in handling protocol services for VIPs and dignitaries.

8. Compliance & Penalties

- Adherence to all terms and conditions outlined in the agreement.
- Penalties will be imposed for non-compliance, service failures, or breach of confidentiality.

SCOPE OF WORK FOR EVENT MANAGEMENT SERVICES -LOT-2

1. Planning & Coordination

- Understanding event objectives and requirements.
- Developing event plans, schedules, and timelines inside and outside DSA in coordination with administration team
- Coordination with stakeholders, vendors, and service providers.

2. Venue Management

- Venue selection and booking.

- Layout planning (stage, seating, stalls, booths, etc.).
- Compliance with safety and regulatory requirements.
- Arrangements of air conditioners/ heaters as per the weather requirements

3. Logistics & Operations

- Arrangement of transport, accommodation (if required), and on-site support.
- Set up furniture, stage, sound, lighting, and multimedia equipment.
- Power backup, internet, and technical support.

4. Creative & Promotional Support

- Designing event theme, branding, and decor.
- Printing of backdrops, banners, brochures, and other materials.
- Media coverage, photography, and videography.

5. Guest & Protocol Management

- Invitations, RSVP, and registration desks.
- Hospitality arrangements (refreshments, meals, giveaways).
- Protocol and security arrangements for VIPs.

6. Execution & Supervision

- On-site management and troubleshooting.
- Coordination of sessions, activities, and performances.
- Crowd management and safety protocols.

7. Post-Event Services

- Dismantling and clearance of venue.
- Submission of event report (with photos/videos) from professional photographers
- Feedback collection and recommendations for improvement.

Lot 3 : SUPPLY OF IT EQUIPMENT, including Repair & Maintenance

Objective

The objective of this lot is to engage qualified and authorized suppliers for provision, delivery, installation and commissioning of Information Technology equipment and related accessories

required by Daanish Authority & Schools and its institutions from time to time.

Scope of Work

- i. The selected suppliers shall be responsible for supply of various IT equipment including but not limited to desktop computers, laptops, printers, scanners, photocopiers, servers, networking devices, storage devices, multimedia equipment and other related peripherals.
- ii. The scope shall include supply of networking equipment such as routers, switches, wireless access points, patch panels, network cabinets, optical fiber components, LAN cables and associated accessories required for establishment or expansion of network infrastructure.
- iii. Suppliers may also be required to provide data storage equipment such as external hard drives, network attached storage devices, backup systems and related accessories.
- iv. Where applicable, the supplier shall provide licensed software including operating systems, office productivity software, antivirus, endpoint protection, firewall solutions and other specialized software required for institutional operations.
- v. The supplier shall ensure that all equipment supplied is brand new, unused, genuine and sourced through authorized distribution channels. Refurbished or grey-market products shall not be accepted.
- vi. Where required, the supplier shall be responsible for installation, configuration and initial testing of the supplied equipment at the designated premises of the Procuring Agency.
- vii. The supplier shall provide manufacturer warranty for all supplied equipment and ensure availability of after-sales service and technical support during the warranty period.
- viii. The supplier may also be required to provide replacement of defective items within the warranty period in accordance with manufacturer warranty terms.
- ix. Provision of technical support for troubleshooting and minor repairs.
- x. Replacement of defective parts during warranty or without warranty period where applicable.
- xi. The quantity, specifications and delivery schedule shall be determined by the Procuring Agency at the time of issuing the Request for Quotation (RFQ) or supply order.

LOT-4 SUPPLY OF MACHINERY AND ELECTRICAL EQUIPMENT, Including Repair & Maintenance

Objective

The objective of this lot is to procure machinery and electrical equipment required for operational, administrative and facility management purposes at offices, hostels and academic buildings of Daanish Authority & Schools.

Scope of Work

- i. The selected suppliers shall provide machinery and electrical equipment including but not limited to photocopiers, duplicating machines, air conditioners, water dispensers, electric geysers, pumps, generators, voltage stabilizers, UPS systems, fans and other electrical appliances required for institutional use.
- ii. The scope shall also include supply of equipment related to building operations such as exhaust fans, pedestal fans, bracket fans, heaters, dehumidifiers and other appliances used in administrative or residential facilities.
- iii. Where applicable, the supplier shall ensure installation, commissioning and functional testing of equipment such as air conditioners, generators or other equipment requiring technical installation.
- iv. All machinery and equipment supplied must comply with the required technical specifications and quality standards defined by the Procuring Agency at the time of procurement.
- v. The supplier shall provide manufacturer warranty, user manuals and necessary documentation for each item supplied.
- vi. Where required, the supplier shall also provide demonstration, installation guidance or initial operational training to designated staff of the Procuring Agency.
- vii. All equipment must be new, genuine and free from manufacturing defects. Used or refurbished equipment shall not be acceptable.
- viii. Delivery shall be made at the designated location within the time specified in the supply order.
- ix. Maintenance support or repair services where required.

LOT-5 SUPPLY OF FURNITURE AND FIXTURES, INCLUDING REPAIR & MAINTENANCE.

OBJECTIVE

The objective of this lot is to engage suppliers or manufacturers capable of providing durable and high-quality institutional furniture and fixtures required for offices, classrooms, hostels and other facilities.

Scope of Work

- i. The selected suppliers shall provide furniture and fixtures including but not limited to office tables, executive tables, office chairs, revolving chairs, visitor chairs, classroom desks, classroom chairs, student desks, cupboards, racks, cabinets and storage units.
- ii. The scope shall also include supply of hostel furniture such as beds, study tables, wardrobes and related fixtures.
- iii. Suppliers may also be required to provide conference tables, meeting room furniture, reception desks, sofas, waiting area furniture and modular office furniture where required.
- iv. Where applicable, the supplier shall also supply window blinds, partitions, notice boards, white boards, pin boards and other institutional fixtures.
- v. Furniture supplied must be manufactured using durable materials suitable for institutional use and must comply with the specifications approved by the Procuring Agency.
- vi. The supplier shall ensure safe transportation, delivery and installation of furniture at the designated premises.
- vii. Where necessary, furniture shall be assembled or installed at site by the supplier's technical staff.
- viii. The supplier shall ensure proper finishing, structural stability and defect-free installation of all furniture items supplied.
- ix. Any manufacturing defects discovered within the warranty period shall be rectified or replaced by the supplier at its own cost.
- x. The firm must have carpentry tools and skilled manpower for furniture repair and refurbishment.

LOT-6 SUPPLY OF STATIONERY / NON-STATIONERY AND MISCELLANEOUS ITEMS

Objective

The objective of this lot is to ensure timely supply of office stationery, Souvenirs, Gifts, Wall Paintings, Decorating items, printing materials and miscellaneous institutional supplies required for administrative and academic operations.

Scope of Work

- i. The selected suppliers shall provide office stationery, Souvenirs including but not limited to printing paper, files, folders, envelopes, registers, notebooks, markers, pens, pencils, staplers, punch machines, binding materials and other routine office supplies.

- ii. The scope shall also include supply of printing and documentation materials such as cartridges, toner, ink bottles and related consumables where required.
- iii. Suppliers may also be required to supply ceremonial or institutional items including shields, medals, trophies, souvenirs, gift items, plaques, rugs and other items used during official events and ceremonies.
- iv. The supplier shall ensure that all items supplied are of good quality and conform to the specifications and brands approved by the Procuring Agency.
- v. The Procuring Agency may specify brand, quality standard or sample where necessary.
- vi. The supplier shall ensure timely delivery of items as per the delivery schedule mentioned in the purchase order.
- vii. The Procuring Agency reserves the right to inspect or reject any items that do not meet the required quality standards.
- viii. Replacement of defective or substandard items shall be the responsibility of the supplier without additional cost.

Lot 7: REPAIR & MAINTENANCE OF SCHOOL BUILDINGS (CIVIL AND ALLIED WORKS)

This Lot covers repair, maintenance and minor renovation works in all buildings of Daanish School, Islamabad, including but not limited to Academic Blocks, Administrative Blocks, Hostels and other ancillary structures.

The scope includes, but is not limited to:

- i. Renovation and Retrofitting, Rehabilitation work
- ii. Tile fixing and replacement
- iii. Washroom repair and renovation including sanitary fittings
- iv. Wooden and glass partition works
- v. Plastering and surface repair
- vi. Wooden flooring repair and polishing
- vii. Buffing and polishing of tiles / marble / chips flooring
- viii. Wall raising and minor masonry works
- ix. Painting and surface finishing
- x. Minor structural repairs not involving major structural alteration

The firm must demonstrate experience in building maintenance works and availability of skilled masons, carpenters, plumbers and related technical staff

Valid PEC registration of the Firm is required for at least c-6 category

LOT 8: SCOPE OF WORK FOR VEHICLE RENTAL SERVICES -

Requirement of Vehicles

- i. The prequalified firms shall be responsible for providing reliable, efficient, and well-maintained vehicles (as required in RFP) along with or without qualified and experienced drivers to meet the transportation requirements of the DSA in coordination with administration team.
- ii. The scope of services shall include the provision of air-conditioned vehicles (Hatchback, sedan,
- iii. SUV, High roof or other categories as shall be specified in RFP) on a monthly or as-and-when required basis.
- iv. All vehicles must be in excellent running condition, model not older than the specified limit in the RFP.
- v. The firm shall ensure the timely availability of vehicles for official DSAies, meetings, field visits, airport transfers, and other assignments as communicated by the office of DSA.
- vi. Drivers deployed must be licensed, medically fit, well-disciplined, properly uniformed, and trained in courteous behavior and defensive driving practices.
- vii. The firm shall bear all operational costs, including fuel, maintenance, repairs, lubricants, insurance, and applicable taxes.
- viii. In the event of a breakdown or unavailability of a vehicle, an immediate replacement of equivalent quality shall be provided to avoid any disruption in services.
- ix. The quantity of vehicles may vary based on the Client's requirements, in accordance with PPRA Rules.
- x. The Service Provider shall be responsible for providing the requested vehicle(s) accordingly
- xi. The vehicle provided under this Contract shall have vehicle tracking system along with its online access.
- xii. The successful bidder shall also provide vehicle(s) tracking report on fortnightly basis